1. Create a Change Request

- Upon logging into the InfoEd portal, create a change request by clicking Change Requests and then clicking No-Cost Extension from the Create New menu

(Note: If you do not see the option to create a Change Request, you may need to submit a security form)
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2. Complete the New Change Request Questionnaire
   • Step 1: Link the Change Request to a Sponsored Project by clicking Linked Proposal and selecting Add New
   • Step 2: After linking a proposal (i.e., the SP#) to your change request, the relevant questions will appear below
   • Step 3: For Sponsored Research complete the options below:
     Award Information
     Other Information & Uploads

For Industry Clinical Trials complete the options below:
Award Information
Other Information & Uploads

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For Sponsored Research

Award Information:

• Sponsor Deadline
  If there is a sponsor deadline, you will be prompted to provide an explanation for the deadline - either by entering the text or uploading documentation (e.g., sponsor requirement that the NCE requests needs to be submitted at least 45 days before the end date of the budget period)

  [Image of form interface]

  - Is there a sponsor deadline to submit the request? [Yes/No]

  An explanation for the deadline is required. How do you want to provide it?

  Enter text

  Upload documentation

• Number of prior approved NCEs:
  If Yes, an additional prompt providing a drop-down menu to provide the number of NCEs appears

  [Image of form interface]

  - Are there any prior approved NCEs on the award?
  - How many prior approved NCEs have there been?

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- **Subprojects:**
  If some of the subprojects are to be extended, you will be prompted to list them. Enter the InfoEd subproject # or chartstring for each subproject.
  *(Note: If all subprojects will be extended or there are no subprojects to be extended, then no additional entry is required)*

- **Is this project associated with any subprojects?**
  - Yes
  - No

- **What is the unobligated balance on the project and subprojects from today’s GM045?**

- **Run date of GM045:**

- **GM045 Unobligated Balance and Run Date:**
  Provide the most recent unobligated balances on the project and subprojects from today’s GM045

- **Will subprojects be extended as well?**
  - Yes - ALL of them
  - Yes - SOME of them
  - No - NONE of them

- **Please list which subprojects are to be extended:**

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**Current project end date in InfoEd and NU Financials:**

*What is the newly proposed end date?

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**Effort Change:**

If there are any effort changes, select the person whose effort is changing from the pick list, enter the budget period number (for which you are requesting the NCE), and enter original and proposed effort in the appropriate boxes.

---

**Does this extension include any changes in charged effort, or contributed effort?**

- [ ] Yes
- [x] No

**Effort change summary:**

<table>
<thead>
<tr>
<th>Person Name</th>
<th>Budget Period</th>
<th>Original Calendar</th>
<th>Original Academic</th>
<th>Original Summer</th>
<th>Proposed Calendar</th>
<th>Proposed Academic</th>
<th>Proposed Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Is formal rebudgeting for the NCE period needed?**

- [ ] Yes
- [x] No

**Upload budget revision template:**

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Other Information & Uploads (For BOTH Sponsored Research and Industry Clinical Trials):

• The Other Information & Uploads section starts out the same for all award types, asking you to provide information about IACUC/IRB approvals. (Note: If IACUC and/or IRB approval is applicable, OSR wants to see the current IACUC/IRB approval letter regardless of expiry date.)

  Is the latest ACUC/IRB approval letter(s) current (through at least the next month)?

  Yes
  No
  Not Applicable

Upload current protocol approval letter(s):

Description:  Upload:

Awards from most sponsors and NIH awards with NO prior approvals:

Reason for extension:
For awards from most sponsors and for NIH awards that have NO prior approved NCEs, you will simply be prompted to provide a reason for extension and enter any additional info/uploads. If the justification is length, feel free to enter See Attachment and upload the justification as an attached document.

What is the reason for the extension? (Provide reasons for delay and project aims to be accomplished in the extension. Be sure to justify any changes in effort you may have listed above.)

Additional info for OSR (optional):

Upload additional info for OSR (optional):

Description:  Upload:

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NIH Awards WITH Prior Approved NCEs:

NIH Awards WITH Prior Approved NCEs
If an award is from NIH AND you indicated in the Award Information section (above) that there are prior approved NCEs, you will be prompted to enter:
• NIH Progress Report
• Budget Document
• Justification Document

OSR requests these items because they are required by NIH in a particular format to be uploaded into eRA Commons

NIH Progress Reports:
(Note: The progress report requested is NOT a full RPPR equivalent. Rather this should be a narrative explaining project status and what yet needs to be done/will be done in the requested NCE period)
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NSF Awards:
If an award is from NSF, you will be prompted to enter:
• Reason for the extension (limited to 1200 characters)
• Plan for unobligated funds (1200 character limit)

(Note: This format is required due to NSF requirements and the Fastlane system limits)

3. Save
• Click Save at any time to save your work and return to it later

Learn more:
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