



Office of the Vice President for Research  
Standard Operating Procedure

**No Cost Extensions and Carryover Requests**

**#1017**

**Effective Date: 01/01/2019**

**I. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) handle No Cost Extensions (NCEs) and carryover requests. This process will promote a consistent approach and understanding to ensure all NCEs and carryover requests are handled the same way throughout the GO Centers.

**II. Introduction**

Each sponsor has specific requirements and forms to complete, making it important that the PAS carefully review the instructions provided by the agency before proceeding with an NCE or carryover request.

**III. Procedure**

**Submitting NCE/Carryover Request**

The PAS is responsible for managing no cost extensions and carryover requests, unless the Principal Investigator (PI) can use an agency's portal (i.e., FastLane) to input the request. If the PI makes the request, the PAS will then review the request and submit it in Workday for institutional reviews and approvals. Otherwise, the PAS will prepare the NCE or carryover request following an agency's instructions and submit it in Workday for institutional reviews and approvals from the assigned Grant Accountant and Authorized Organizational Representative (AOR). Once internal approvals are obtained then the NCE or carryover request will be submitted by the AOR, PI, or appropriate proxy (i.e., PAS) to the sponsor. Reminder: All NCE or carryover requests need institutional approval before sending to sponsor.

It is important for the PAS to be aware of the NCE and carryover rules, as agencies have various timetables in which requests of this variety can be made, as well as various required information and/or documents.

### **Executing NCE/Carryover Request**

Once the PAS receives NCE approval notice from PI/sponsor then it needs to processed appropriately in Workday and/or Agiloft following the established job aids on the shared Google sites. Within either research administration system (i.e., Workday or Agiloft), it is the responsibility of the PAS to monitor approvals and follow-up as appropriate.

#### **IV. Version History**

<b>Version Date</b>	<b>Approval Date</b>	<b>Summary Changes</b>
[01/01/2019]	[01/01/2019]	Initial Version
[06/15/2021]	[06/17/2021]	Updated procedure to reflect new process related to Workday and/or Agiloft