

GM 13.5 No Cost Extension

We are going to go to our original award contract and add the extension.

Process Step E-1 of 9 (Modify Award End Date)

Grants > Awards > Award Profile > Profile

The screenshot shows the 'Profile' tab of an award contract. Key fields include: Award: UND0000142, Business Unit: UND01, Project PI: Mita,Dath, Currency: US. The 'Award from' field shows a date range from 03/01/2005 to 02/28/2007, with the end date circled. Other fields include Award PI: 0064635, Name: Mita,Dath, Co-PI, Short Title: No Cost Extension, Long Title, Proposal: UND0000142, Version: F1, Customer: U.S. Department Of Agriculture, Award Type: Grant, Purpose: RES, Status: Accepted. There are also links for 'Grant Administrator' and 'Sponsor Website'.

Field Name	Field Description/Purpose
	Note: Step assumes award notice has been received from agency extending end date of the Award.
Award To	Change it to the new end date of the award supplemental
Save	Click Save

Process Step E-2 of 9 (Process Award Modification)

Click on the **Award Modifications** Hyperlink

The screenshot shows the 'Award Modifications' table. It has columns for Reference Award Number, Period, Issue Date, Begin Date, End Date, Amount, Short Desc, and Comment. Two rows are visible: Row 1 has a period of 1, begin date 03/01/2005, end date 02/28/2006, and amount 55,000.00. Row 2 has a period of 2, begin date 03/01/2006, end date 02/28/2007 (circled), and amount 0.001. The total award amount is 55,000.00.

Field Name	Field Description/Purpose
	Select insert row icon
Reference Award Number	Enter supplemental reference award number
Issue Date	Date of the supplemental notice

Begin Date	Enter date in which you receive your supplemental award (make sure that the previous line end date is the day before the one in which you received your supplemental)
End Date	End Date of the date that your extension is finishing
Amount	In the Amount Field, enter one tenth of a penny (0.001)
Short Desc	Enter "No Cost Ex" as a Short Description
OK	Click OK

Process Step E-3 of 9 (Update Award Funding)

Grants > Awards > Award Profile > Funding

The screenshot shows the 'Funding' tab of an award profile. Key information includes:

- Award:** UND0000142
- Business Unit:** UND01
- Project PI:** Mita,Dath
- Reference Award Number:** AE No Cost Extension
- Award PI:** Mita,Dath
- Currency:** USD
- Total Award Amount:** 55,000.00

The 'Funding Detail' table is as follows:

Period	Begin Date	End Date	Funded Amount	To Project ID:
1	03/01/2005	02/28/2007	55,000.000	UND0000142

Field Name	Field Description/Purpose
Begin Date	Verify subsequent period date defaults based on award modification
End Date	Change the Award End Date
Funded Amount	Funded Amount stays the same
To Project ID	Verify subsequent period Project ID defaults based on award modification
Save	Click Save

Process Step E-4 of 9 (Update Award Terms If Required by Sponsor)

Grants > Awards > Award Profile > Terms

[Profile](#) |
 [Sponsor](#) |
 [Funding](#) |
 [Certifications](#) |
 [Terms](#) |
 [Milestone](#) |
 [Attributes](#) |
 [Notepad](#) |

Award: UND0000142 **Business Unit:** UND01 **Project PI:** Mita,Dath
Reference Award Number: AE No Cost Extension **Award PI:** Mita,Dath **Currency:** USD

Terms & Conditions		Find View All	First	1 of 1	Last
Term/Condition:	<input type="text"/>			Description:	<input type="text"/>
Explanation:	<input type="text"/>				

Field Name	Field Description/Purpose
Term/Condition	Enter additional terms defined in supplemental award

Process Step E-5 of 9 (Update Award Milestone if Required By sponsor)

Grants > Awards > Award Profile > Milestone

Award Milestones		Find View All	First	1 of 1	Last
<p> Award: UND0000137 Business Unit: UND01 Project PI: Mita,Dath Reference Award Number: Abdel test Award PI: Mita,Dath Currency: USD </p>					
*Milestone ID:	<input type="text" value="10"/>	Contact			
Transaction Date:	<input type="text" value="01/31/2005"/>	Accounting Date:	<input type="text" value="01/31/2005"/>		
*Milestone Type:	<input type="text" value="FINAN"/>	Financial Report			
*Milestone Code:	<input type="text" value="ANNUAL"/>	Annual Financial Report			
Comments:	<input type="text" value="Supplemental Report"/>				
<input type="checkbox"/> Completed					
Save Return to Search Notify					
Profile Sponsor Funding Certifications Terms Milestone Attributes Notepad Key Words					

Field Name	Field Description/Purpose
Milestone ID	Enter additional milestones defined in supplemental award

Process Step E-6 of 9 (Update Award Attributes If required by sponsor)

Grants > Awards > Award Profile > Attributes

Profile	Sponsor	Funding	Certifications	Terms	Milestone	Attributes	Notepad	
Award: UND0000137		Business Unit: UND01		Project PI: Mita,Dath				
Reference Award Number: Abdel test		Award PI: Mita,Dath		Currency: USD				
Award Attributes Find View All First 1 of 1 Last								
*Attribute Code:	CFDA			CFDA Number				
Attribute Value:	CFDA Supplemental Example							
Comments:	Example							

Field Name	Field Description/Purpose
Attribute Code	Enter additional attributes defined in supplemental award

Process Step E-7 of 9 (Update Award Notepad if required by sponsor)

Grants > Awards > Award Profile > Notepad

Profile	Sponsor	Funding	Certifications	Terms	Milestone	Attributes	Notepad	
Award: UND0000137		Business Unit: UND01		Project PI: Mita,Dath				
Reference Award Number: Abdel test		Award PI: Mita,Dath		Currency: USD				
Award Description Find View All First 1 of 1 Last								
Sequence Number:	1							
Date/Time Stamp:	01/05/2005 1:47:49PM							
Entered By:	phurdelbrink							
*Description:	Date and Time Stamp indicates Proposal-to-Award Process							
Long Description:	Example for Supplemental Award							
Save Return to Search Notify								

Field Name	Field Description/Purpose
Description	Enter additional comments if necessary


Process Step E-8 of 9 (Updating the Award)

Grants>Awards>Awards Profile

Click on the **View Contract** Hyperlink

Under **Contract Lines** Tab

Under **Renewal** SubTab



The screenshot shows the 'Awards Profile' page for contract UND0000137. It includes tabs for 'Contract General', 'Contract Lines', 'Contract Amendments', 'Billing Options', 'Additional Information', and 'Attachments'. The 'Contract Lines' tab is active, showing a table with one line item: '1 GRANT' with a start date of 03/01/2005 and an end date of 02/28/2007. The end date is circled in red. A 'Processing Status' box shows 'Active'. A red pencil icon is visible in the top right corner of the contract details section.

Change the **End Date** to your new End Date.
Click **Save**

Process Step E-9 of 9 (Contract Amendment)

The next step is to update the contract.

From the Award page, click the **Profile** tab and then click the **View Contract** hyperlink.

Navigate to the Contract Project page by clicking the **Contract Lines** tab, the **Projects** sub tab and then the **Projects** hyperlink. You will end up on the project page for the contract.

Click the  icon to process an amendment.

Related Projects **Contract Amendments**

Contract: UND0004560 Amendment: 0000000000

Business Unit: UND01 University of North Dakota Contract Status: ACTIVE

Sold To: FED_100050 Contract Type: CRB_LOC

Customer: Coop. State Research Education & Ext. Currency Code: USD

Line: 1 Price Type: Rate

Offering: GRANT Grant

PC Business Unit: Discount ID: Retainage ID: Limit Amount: 108,784.00 Limit Override

Associated Rates Find First 1 of 1 Last

Effective Date	Status	Rate Template Option	Rate Template ID	View Rates
1 11/02/2004	Active	Use Rate Template	GRANT	View Rates

Note that amendment 1 is now available for editing.

Navigate to the **Contract Amendments** tab.

Related Projects **Contract Amendments**

Contract: UND0004560 Pending Amendment: 0000000001 12/27/2004

Business Unit: UND01 University of North Dakota Contract Status: ACTIVE

Sold To: FED_100050 Contract Type: CRB_LOC

Customer: Coop. State Research Education & Ext. Currency Code: USD

Amendments Customize | Find | First 1-2 of 2 Last

General Statistics Amended Amounts Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Amendment Amount Allocation	Notes
0000000001	Contract Activation	Grant	12/27/2004	Pending	Detail	Amendment Amount Allocation	Notes
0000000000	Contract Activation		11/03/2004	Complete	Detail		Notes

[Return to Contract Entry](#)

Select the appropriate Amendment Type (**Additional Time**) and Reason from the pull down arrows. Click the [Detail](#) link by the current amendment you are processing to open the amendment up for finalization.

Amendment Detail

Contract: UND0004560 Amendment Number: 0000000001

Amendment Type: Negotiated Amount: 'Amend Status:

Amendment Reason: Cancelled Neg. Amount: **Net Change**

'Process Date: Discount Change: 0.00

Allocation is complete Cancelled Neg. Disc Amt: Dfr Rev Acct Dt:

Reference ID: User Ref #1: User Ref #2:

Amendment Components [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

General **Statistics**

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Related Projects/Rates	Line 1	Limit Amount	Update	108784	403681

[Amendment Amount Allocation](#) [Notes](#) [Return to Related Projects / Rates](#)

Change the Amend Status to Ready.

Amendment Detail

Contract: UND0004560 Amendment Number: 0000000001

Amendment Type: Contract Activation Negotiated Amount: 0.00 'Amend Status:

Amendment Reason: Grant Cancelled Neg. Amount: **Net Change**

Process Date: 12/27/2004 Discount Change: 0.00

Allocation is complete Cancelled Neg. Disc Amt: Dfr Rev Acct Dt:

Reference ID: User Ref #1: User Ref #2:

Amendment Components [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

General **Statistics**

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Related Projects/Rates	Line 1	Limit Amount	Update	108784	403681

[Amendment Amount Allocation](#) [Notes](#) [Return to Related Projects / Rates](#)

Once you change the **Amend Status** to Ready the **Process Amendment** button appears directly above the **Amend Status** field. The current Amendment is ready to be processed. Click the button.

Amendment Detail

Contract: UND0004560 **Amendment Number:** 0000000001 **Amend Comp. Dt.:** 12/28/2004 8:49AM
Amendment Type: Contract Activation **Negotiated Amount:** 0.00 **Amend Status:** Complete
Amendment Reason: Grant **Cancelled Neg. Amount:** Net Change
0.00
Process Date: 12/27/2004 **Discount Change:** 0.00 **Dfr Rev Acct Dt:** 12/27/2004
 Allocation is complete **Cancelled Neg. Disc Amt:**

Reference ID: **User Ref #1:** **User Ref #2:**

Amendment Components [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

[General](#) [Statistics](#)

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Related Projects/Rates	Line 1	Limit Amount	Update	108784	403681

[Notes](#) [Return to Related Projects / Rates](#)

Save Return to Search Notify Add Update/Display

The **Amend Status** will change to Complete. The **New Value** under the **Amendment Components** will show the new limit amount for this contract and the field is no longer editable.

Click the **Save** button on the bottom of the screen.