No Cost Extension

Process

- PI initiates the No Cost Extension (NCE) activity. The PI can initiate 60 days prior to and 90 days after the End Date of the grant.
- Complete the NCE activity, noting duration and justification for extension, and submits to RGPO.
- RGPO C&G staff reviews NCE. Depending on duration requested, Annual Fiscal Forecast and Annual Progress Report activities will be required. C&G staff will initiate these activities.
- Grantee completes Annual Fiscal Forecast and Annual Progress Report and submits to RGPO.
- C&G and Program staff will review NCE, Annual Fiscal Forecast, and Annual Progress Report.
- Grantee will be notified via email once NCE has been reviewed.

Instructions

1) Initiate NCE activity.
   - PI initiates NCE activity.
     - Go to Title Page tab of grant application (button is available to grantee **60 days before** and **90 days after** end of grant).
     - Click "Request Extension."

2) Grantee completes the NCE activity.
- In the Deliverables tile of the dashboard, **PI** selects the No Cost Extension deliverable. Click "Open."

🖹 My Applications

1	1	2	0
In Progress Applications	Submitted / Under Review Applications	Awarded Applications	Assigned Actions - Signing Official

🗋 Assigned Actions

3	0	0	0
Deliverables	Pending Letters of Reference	Pending Subcontracts	Grant Agreements for Review

Deliverables

1-3 of 3

#	Type	Grant Year	Application ID	Name	Principal Investigator	Institution	Due Date	Status	Overdue	
1	No Cost Extension		R00RG2311	R00RG2311 RGPOtest COVID-19 ERR inital pilot data test app	KG Investigator	Public Health Institute	01/29/2021	PI Input		Open
2	Final Progress Report	1	R00RG2311	R00RG2311 RGPOtest COVID-19 ERR inital pilot data test app	KG Investigator	Public Health Institute	01/12/2021	PI Input		Open
3	Final Fiscal Report	1	R00RG2311	R00RG2311 RGPOtest COVID-19 ERR inital pilot data test app	KG Investigator	Public Health Institute	01/12/2021	Fiscal Officer Input	Yes	Open

- PI chooses length of Extension Duration and completes Extension Justification field. Click "Save Draft."

No Cost Extension - R00RG2311 RGPOtest COVID-19 ERR inital pilot data test app

Emergency Rapid Response Application » **No Cost Extension**

🖨 Preview

* Date Due: 01/29/2021

Application ID: R00RG2311

Project Title: RGPOtest COVID-19 ERR inital pilot data test app

EXTENSION DETAILS   SIGNATURE

* Extension Duration

○ 3 Months   ⟨ Select Extension Duration. ⟩
○ 6 Months
○ 9 Months
○ 12 Months

* Extension Justification

Please provide the following information to support your request:
1. Describe the reasons for the delay in completing the work.
2. Specify the outstanding research activities to be completed during proposed extension. Are there any significant changes in the work from that previously proposed? If so, why?
3. State the amount you are requesting to carry into the extension period.

⟨ Enter justification here. ⟩   ⟨ Click "Save Draft." ⟩

Save Draft   ➲ Submit to C&G Officer

- Go to "Signature" tab. Mark checkbox to certify the statements are true, complete Applicant Electronic Signature, and Date. Click "Save Draft." Then click "Submit to C&G Officer."

No Cost Extension - R00RG2311 RGPOtest COVID-19 ERR inital pilot data test app

* Date Due: 01/29/2021

Application ID: R00RG2311

Project Title: RGPOtest COVID-19 ERR inital pilot data test app

EXTENSION DETAILS   **SIGNATURE**

* Principal Investigator Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

☑ I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and t a grant is awarded as a result of this application.

* Applicant Electronic Signature (Type in your full legal name)

PI Signature

* Date

01/15/2021

PI Comments

‹ BACK

| Save Draft | ➔ Submit to C&G Officer |

- **C&G Officer** reviews activity. On Signature tab, mark checkbox to certify the statements are true, complete C&G Officer Electronic Signature, and Date. Click "Save Draft." Then click "Submit to RGPO."

No Cost Extension - R00RG2311 RGPOtest COVID-19 ERR inital pilot data test app   ›

EXTENSION DETAILS   **SIGNATURE**

* Applicant Electronic Signature (Type in your full legal name)

PI Signature

* Date

01/15/2021

* C&G Officer Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

☑ I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports i a grant is awarded as a result of this application.

* C&G Officer Electronic Signature (Type in your full legal name)

CG Officer Signature

* Date

01/15/2021

PI Comments

‹ BACK   Comments

| Save Draft | ◁ Send Back to PI | ➔ Submit to RGPO |

3) RGPO C&G staff initiates supporting reports, as appropriate (Annual Fiscal Forecast, Annual Progress Report).
4) Grantee will be notified via email to complete Annual Fiscal Forecast and Annual Progress Report**.
   - For a 3 month NCE:
     - The NCE will be automatically marked approved.
     - No reports are due at this time. Reports will be due 90 days after the newly extended End Date for the grant.
   - For a 6, 9, or 12 month NCE:
     - Complete Annual Fiscal Forecast. See Appendix A: Report Instructions (pps. 8-9) for further guidance.
     - Complete Annual Progress Report**, if required. See Appendix A: Report Instructions (pps. 5-7) for further guidance.

   NOTE: If the original grant duration is 18 months, when requesting a 6 month extension, a progress report may not be required. Please check with the assigned Program Officer to see if an Annual Progress Report is expected.

5) Once received, C&G and Program Staff will review NCE, Annual Fiscal Forecast and Annual Progress Report. When review is complete, PI will receive a notification via email.
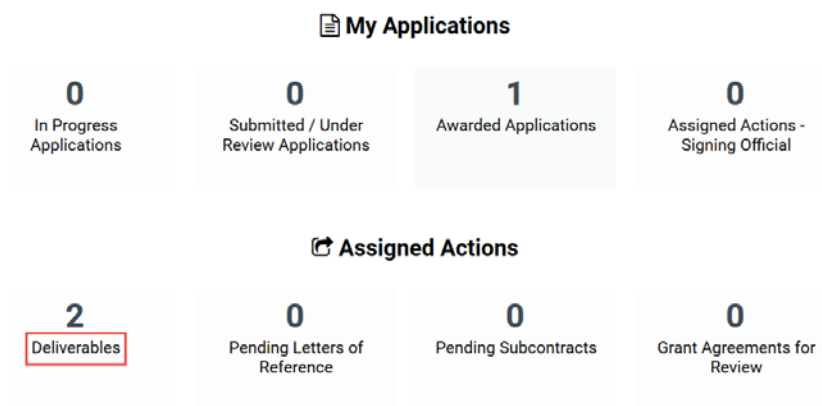
APPENDIX A: Report Instructions

Annual Progress Report

PI SUBMISSION

The PI will receive an email when the Annual Progress Report is ready for completion. In the PI dashboard in SmartSimple, the Annual Progress Report will be available under "Assigned Actions" under the "Deliverables" tile.

1. To access the reports, log in to SmartSimple: https://ucop.smartsimple.com. Under "Assigned Actions", click "Deliverables".

📄 My Applications

0	0	1	0
In Progress Applications	Submitted / Under Review Applications	Awarded Applications	Assigned Actions - Signing Official

↪ Assigned Actions

2	0	0	0
Deliverables	Pending Letters of Reference	Pending Subcontracts	Grant Agreements for Review

2. Select the "Annual Progress Report" for the appropriate Grant Year. Click "Open."

5	Annual Progress Report	1	T29IP0571	T29IP0571 RGPOtest MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	PI Input	Yes	Open
6	Annual Fiscal Forecast	1	T29IP0571	T29IP0571 RGPOtest MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	Fiscal Officer Input	Yes	Open

3. Complete all sections of the Progress Report. All those marked with a red asterisk (*) are mandatory fields. For those sections that allow uploads, please upload all relevant documents. Once all sections are complete, click "Save Draft."

4. Next, towards the top of the page, click the "Signature" tab.

Annual Progress Report - T29IP0571 RGPOtest MS6

High Impact Pilot Award Application » **Annual Progress Report**

🖨 Preview

* Grant Year: 1

Institution: Sanford Burnham Prebys Medical Discovery Institute

* Date Due: 07/02/2018

Application ID: T29IP0571

Project Title: RGPOtest MS6

PROGRESS DETAILS   SIGNATURE

5. Review the information on the "Signature" tab. To certify that all information in the progress report is accurate and complete, click the checkbox, type the PI name in the "Applicant Electronic Signature" field, and enter the date.

6. To submit the task, click "Submit to C&G Officer" at the bottom of the screen. When the pop-up message appears, click "Yes" to confirm submission. The task is then forwarded to the Contacts and Grants Official listed in the grant file.

PROGRESS DETAILS   **SIGNATURE**

* Applicant Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

☐ I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

* Applicant Electronic Signature (Type in your full legal name)

* Date

mm/dd/yyyy 📅

C&G Officer Comments

Save Draft   ➔ Submit to C&G Officer

CONTRACTS AND GRANTS OFFICER REVIEW

The Contracts and Grants Officer will receive an email when the Annual Progress Report is ready for review and submission to RGPO. In the Contracts and Grants Officer dashboard in SmartSimple, the Annual Progress Report will be available under "Assigned Actions" under the "Deliverables" tile.

1. To access the reports, the Contracts and Grants Official logs in to SmartSimple: https://ucop.smartsimple.com. Under "Assigned Actions", click "Deliverables."
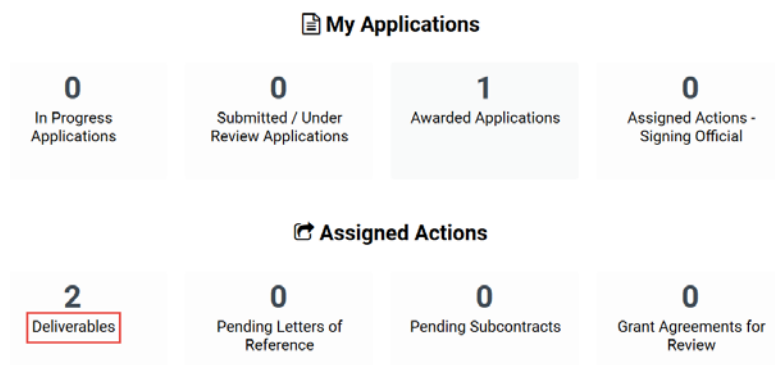
📄 **My Applications**

0	0	1	0
In Progress Applications	Submitted / Under Review Applications	Awarded Applications	Assigned Actions - Signing Official

↪ **Assigned Actions**

2	0	0	0
Deliverables	Pending Letters of Reference	Pending Subcontracts	Grant Agreements for Review

2. Select the "Annual Progress Report" for the appropriate Grant Year. Click "Open."

| 5 | Annual Progress Report | 1 | T29IP0571 | T29IP0571 RGPOtest MS6 | Lisa Test Jones | MERCY HOUSING CALIFORNIA | 07/02/2018 | C&G Officer Input | Yes | Open |

3. Review all sections of the Progress Report. Then proceed to the "Signature" tab towards the top of the page, click the "Signature" tab.

4. **If revisions are required**, enter the revisions needed under the "C&G Officer comments" section. Then click, "Send Back to PI."

5. If all progress report information is accurate and complete, review the information on the "Signature" tab. To certify that all information in the progress report is accurate and complete, click the checkbox, type the PI name in the "Applicant Electronic Signature" field, and enter the date.

6. To submit the task, click "Submit to RGPO" at the bottom of the screen. When the pop-up message appears, click "Yes" to confirm submission. The task is then forwarded to RGPO for review.

Annual Fiscal Forecast

FISCAL OFFICER REVIEW

The Institutional Fiscal Contact will receive an email when the Annual Fiscal Forecast is ready for completion. In the Fiscal Officer's dashboard in SmartSimple, the Annual Fiscal Forecast will be available under "Assigned Actions" under the "Deliverables" tile.

- To access the Annual Fiscal Forecast, log in to SmartSimple: https://ucop.smartsimple.com. Under "Assigned Actions", click "Deliverables".

- Select the "Annual Fiscal Forecast" for the appropriate Grant Year. Click "Open."

5	Annual Progress Report	1	T29IP0571	T29IP0571 RGPOtest MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	PI Input	Yes	Open
6	Annual Fiscal Forecast	1	T29IP0571	T29IP0571 RGPOtest MS6	Lisa Test Jones	MERCY HOUSING CALIFORNIA	07/02/2018	Fiscal Officer Input	Yes	Open

- Review the budget information listed at bottom of page. Enter "Adjustments to Working Budget" that are within allowable limits for the category. Then, enter "Estimated Expenditures" by category. When complete, click "Save Draft" button.

	Approved Budget	Carry-forward Balance	Adjustments to Working Budget (within allowable limits)	Estimated Expenditures	Balance
Personnel Costs (Salary and Fringe):	$146,972.00	$0.00	500	$80,000.00	$67,472.00
Student Tuition, Fees, and Stipends:	$0.00	$0.00	0	$0.00	$0.00
Other Project Expenses:	$50,278.00	$0.00	-500	$25,000.00	$24,778.00
Equipment:	$0.00	$0.00	0	$0.00	$0.00
Travel Expenses:	$2,750.00	$0.00	0	$1,200.00	$1,550.00
Service Contracts and Consultants:	$0.00	$0.00	0	$0.00	$0.00
Prime Budget Indirect Costs:	$50,000.00	$0.00	0	$30,000.00	$20,000.00
Subcontracts Costs:	$0.00	$0.00	0	$0.00	$0.00
Total Project Costs (Prime + Subcontracts):	$250,000.00	$0.00	$0.00	$136,200.00	$113,800.00

(Callouts: "Enter budget adjustments that are less than $2500 and 25% of the category." / "Enter Estimated Expenditures through the end of the budget period." / "Total Project Adjustments should net $0.")

Please click Save Draft to recalculate totals.

- Review the remaining balance listed in the "Balance" column.

	Approved Budget	Carry-forward Balance	Adjustments to Working Budget (within allowable limits)	Estimated Expenditures	Balance
Personnel Costs (Salary and Fringe):	$146,972.00	$0.00	500	$80,000.00	$67,472.00
Student Tuition, Fees, and Stipends:	$0.00	$0.00	0	$0.00	$0.00
Other Project Expenses:	$50,278.00	$0.00	-500	$25,000.00	$24,778.00
Equipment:	$0.00	$0.00	0	$0.00	$0.00
Travel Expenses:	$2,750.00	$0.00	0	$1,200.00	$1,550.00
Service Contracts and Consultants:	$0.00	$0.00	0	$0.00	$0.00
Prime Budget Indirect Costs:	$50,000.00	$0.00	0	$30,000.00	$20,000.00
Subcontracts Costs:	$0.00	$0.00	0	$0.00	$0.00
Total Project Costs (Prime + Subcontracts):	$250,000.00	$0.00	$0.00	$136,200.00	$113,800.00

(Callout: "Calculate percentage of Carry Forward Balance against Direct Costs.")

Please click Save Draft to recalculate totals.

Go to the "Carry Forward Percentage" section at the top of the page. If the remaining balance is greater than 25% of Direct Costs, select "Yes" and enter "**See NCE request**" in the Carry Forward Description field. If balance is less than 25% of Direct Costs, select "No." Click "Save Draft" to save the information.

- Go to "Out of Budget Spending." If a budget change exceeds the threshold for allowable budget changes or requires additional justification, select "Yes." Once reviewed by RGPO, we will send a Budget Change Request for completion. Otherwise, select "No." For specific criteria regarding budget changes, see section 3.3 and the table on p.12 of the RGPO Grant Administration Manual: https://www.ucop.edu/research-grants-program/grant-administration/index.html.

- Once all information has been entered, click "Submit to RGPO" at the bottom of the screen. When the pop-up message appears, click "Yes" to confirm submission. The task is then forwarded to RGPO for review.