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 carrying out 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 ask the AOR to approve and submit, assuming no changes are needed with the request. Otherwise, the PAS will prepare the NCE or carryover request following an agency’s instructions. If SLU is a subaward, an email from the PI to the prime award organization contact will typically suffice for this request. All NCE or carryover requests need institutional approval before sending to sponsor.

Executing NCE/Carryover Request
The PAS receives NCE approval notice from PI/sponsor. PAS goes into eRS and creates a new award line to reflect the new project dates and zero dollar award (hence the no cost extension). PAS then initiates the fund request to extend the project dates. Within the fund request, the sponsor approval document is uploaded as verification for the
date change. The PAS then ensures that Sponsored Programs Accounting (SPA) extends the project end date in the University’s appropriate systems.

IV. Version History

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<th>Version Date</th>
<th>Approval Date</th>
<th>Summary Changes</th>
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<td>[01/01/2019]</td>
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<td>Initial Version</td>
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