# Kuali Build – UMB No-cost Extension Request

# Navigating Kuali Build

***Direct link to begin a new UMB No-cost Extension (NCE) Request***:

<https://usmd.kualibuild.com/app/6536f51d32976c013bad7d03/run>

Log in with your UMB credentials

***Begin a new request, view your submitted and draft forms, view Action List:***

<https://usmd.kualibuild.com/build/space/all-apps>

Select the UMaryland – Baltimore link and log in with your UMB credentials

Select the **UMB NCE request icon** to begin a new request



Select the **My Documents link** in the top navigation menu to view your submitted or draft forms.



Select the **Action List link** in the top navigation menu to see forms available for an action, or click through the email notification of an action needed:

* The submitter will receive a notice if a form is sent back for changes.
* The submitter will receive a notice to “acknowledge/approve”. This approval step allows the submitter to make minor changes not requiring PI approval, and allows SPA to send the form directly back to the submitter if corrections are needed that do not require PI approval.
* An approver will receive a notice to review and approve. For the NCE Request, the PI and the Chair/Director (or designee) will receive notifications via email when the request is available for review and approval.

**Status of your request:** In Kuali Build, go to My Documents > Submitted and click on the line to open the request.

NOTE: As Submitter, you will receive status notifications for each request. The notification will include the form number. The form number is in the “Title” Column of the list of submitted forms. Kuali Build does not currently provide additional data in this list of submitted forms.

In the left column of the form that you opened, toggle the View from Review to Status to see where the request is in the workflow and where it will go next.



# No-cost Extension Request

The first section contains instructions and links to more information.

For questions about form content such as Sponsor timing or requirements,

* Contact CCT for CCT-signed agreements. You will need the CCT number.
* Contact the SPA proposal team (if UMB’s award is a grant or cooperative agreement), the contracts team (if UMB’s award is a contract, agreement, or incoming subaward), or Team State (if the award is state-funded).

<https://www.umaryland.edu/spa/spa-contact-us/>

For Kuali Build support (form or workflow issues), contact DLKualiResearchHelp@umaryland.edu

## **UMB Award Information**

### KR Award ID (required)

This field is labeled "Award ID" in Kuali Research. Enter the current budget year of the award. Your Award Number is in this format: 123456-00011. Use the current or most recent budget year that is to be extended. [Searching and viewing KR Awards](https://www.umaryland.edu/kualicoeus/user-resources-and-help/awards/)

Enter the Kuali Research award ID for the CURRENT project year.

All the fields about this award should autofill.

***HINT:*** In Kuali Research, go to Common Tasks > Search Awards. Use your Quantum PID in the “Account ID” field of the Award lookup. If the PID is associated with more than one record, check the dates for the current year.

***HINT:*** If the KR Award record does not auto-fill, please contact DLKualiResearchHelp@umaryland.edu and provide the KR Award ID that you are trying to use.

### This is a CCT agreement (required): Y/N

If yes,

### CCT Number (required)

### Information field

**CCT agreements:** Modifications to agreements signed by CCT will be reviewed and signed by CCT through their usual processes. **Use this form only for NCEs for CCT agreements that do not require sponsor approval or a signed modification.** Please select "Not applicable" in the field below labeled "No cost extension request has been initiated."

### Related accounts to be extended (required)

* Extend all related child and supplement accounts with the Obligation End Date shown above
* DO NOT extend any related child or supplement accounts
* Not applicable

If there is only one PID associated with this award, select not applicable. If there are active child or supplement PIDs, SPA needs to instruct SPAC to extend the primary project only, or the primary and all associated projects.

### New Requested Award End Date (required)

The Current award "Obligation End Date" is in the Award information above. Enter your requested new end date.

A one-year extension is recommended for most NCE requests.

### This request is for the: (required)

* first extension
* second or subsequent extension

### No cost extension request has been initiated: (required)

* Yes – Sponsor’s online system
* Yes – letter/email to Sponsor requesting approval is attached for SPA signature
* Yes – awaiting response from Sponsor
* No
* Not applicable – approval or contract modification is attached or is not required by Award

### Document for signature by SPA (file upload)

**When applicable:**
**Attach the PI's written request** to the Sponsor that requires SPA's countersignature.

### Estimated Unobligated Balance (required)

Funds must be available in the award to cover the costs of additional work within the approved scope.

Zero balance awards normally will not be extended. When required, this estimate will be included in the request to the Sponsor. This field is not required for CCT agreements.

### Information field

**Temporary extension of Project ID end date in Quantum Financials:**
If the PID end date needs to be extended while you await Sponsor approval of the no-cost extension, complete the [Temporary Project Request Form](https://www.umaryland.edu/media/umb/ord/documents/spa/TempProjectID_Request.pdf). Select Extension and enter the current PID.

Comments

Information not provided elsewhere in this request that will aid in reviewing the request

### Additional relevant document (file upload)

Upload in a single file attachment any correspondence or documents not provided elsewhere in this form that will aid in reviewing the request.

## **Federal Awards**

 This section appears if the Sponsor is a US federal agency

**Contracts and Other Transaction Agreements** require a formal modification of the agreement document. Complete the Justification section and upload the PI's letter of request to the agency, compliance approvals, and other relevant documents in the Attachments section.

If UMB’s award is a contract or OTA, you will see these instructions and will then move on to complete the Justification and Attachments section.

**Grants and Cooperative Agreements**

To request a first no-cost extension: Enter the reason for this initial no-cost extension. ***NOTE: The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension.***

For a second or subsequent no-cost extension, the PI must make a formal request to the federal agency. The request should include a description of the project activities that require support during the extension and a statement about the funds available to support the extension.

### Justification options (required)

This response may be used by SPA when notifying the agency of the first no-cost extension. If your award requires additional information, SPA will contact you.

* Additional time beyond the established expiration date is required to assure completion of the original approved project scope of objectives
* Continuity of grant support is required while a competing application is under review
* The extension is necessary to permit an orderly phase-out of a project that will not receive continued support

 This field will appear only for a first no-cost extension

### Sponsor is NIH or any of its Centers/Institutes? (required)

* Yes
* No

This field will appear only for a second no-cost extension

## **Required Information and Attachments – NIH**

This section appears if the award is an NIH grant or cooperative agreement, second or subsequent NCE

NIH requires several attachments to process a request for a second (or subsequent) no-cost extension including a detailed budget and budget justification reflecting your proposed plans to use the remaining funds during the extension.

A "scientific justification" is required, describing the rationale for continuing the project, an explanation of work to be done during the extension, and the reason why the project could not be finished in the allotted time.

You must provide separate documents since separate documents are uploaded in the NIH system.

### Mid-year progress report (file upload) (required)

Obtain from the latest RPPR

### Budget (file upload) (required)

Detailed budget in the amount of the Estimated Unobligated Balance

### Scientific justification (file upload) (required)

### Budget justification (file upload) (required)

### Will the PI continue to expend effort at the committed level? (required)

* Yes
* No

### What is the PI's planned level of effort for this NCE? (required)

Text field. Appears if the response is No to the question about effort at the committed level.

### Does this project involve an IRB and/or IACUC protocol? (required)

* IRB
* IACUC
* No IRB or IACUC protocol

If the IRB and/or IACUC box is checked, IRB and/or IACUC file upload field(s) will appear. If the project involves more than one protocol, combine approvals into one PDF and upload. These fields are required when applicable.

## **Justification and Attachments**

This section will appear for all requests UNLESS the request is for a second or subsequent NCE for an NIH grant or cooperative agreement

Please provide the following information either in the space below or as attachments:

* Brief reason for the extension including the reason(s) the project was not completed within the original period of performance;
* Brief summary of work to be accomplished during the extension period;
* Amount of funds expected to be available on the current end date and the intended use of remaining funds during the extension period;
* If applicable, any updated IRB/IACUC compliance documents;
* If the request is considered late by the sponsor, please provide the reason for the late submission

### Justification (text field)

### Justification attachment (file upload)

Project involves IRB and/or IACUC protocol(s)? (required)

* IRB
* IACUC
* No IRB or IACUC protocol

If the IRB and/or IACUC box is checked, IRB and/or IACUC file upload field(s) will appear. If the project involves more than one protocol, combine approvals into one PDF and upload. These fields are required when applicable.

### Mid-year progress report (file upload)

Upload when required by sponsor.

### Budget and justification (file upload)

Upload when required by sponsor.

## **Notification and approval**

### Chair or Director (required)

Look up and select the Chair/Director (or designee) of the award Lead Unit who will approve this form. Be sure you select the User's correct UMB email address - remember that some Users have joint UMB-UMCP appointments.

### Submitted by (autofilled)

The submitter will receive automatic notifications during the approval workflow for this request, and will be able to view the form and status in Kuali Build (My Documents > Submitted)

**Additional or alternate contact**

If desired, look up and select an additional contact person who should be notified about this request. Be sure you select the User's correct UMB email address - remember that some Users have joint UMB-UMCP appointments.

This person will be sent notifications from Kuali Build that will include a PDF copy of the form.

### Additional Contact

Begin typing name or email address

## **Workflow**

**INITIAL STEPS**

* Submitter – submits the form into workflow
	+ Notification to Submitter
* APPROVAL by PI
	+ Notification to Submitter upon PI approval
	+ Progress notification to Additional Contact (if applicable) upon PI approval
* APPROVAL by Department (Chair/Director)

**CCT AGREEMENTS:**

* Notifications to Submitter and Additional Contact (if applicable) of assigned CCT reviewer
* CCT APPROVAL
* Notifications to Submitter and Additional Contact (if applicable) of CCT approval
* FINAL SPA PROCESSING: SPA Proposals logs the NCE and submits to SPAC

**ALL OTHERS:**

* APPROVAL/ACKNOWLEDGEMENT by Submitter. Submitter has edit rights.
* Progress notification to Additional Contact (if applicable) upon Submitter approval
* Notifications to Submitter and Additional Contact (if applicable) of assigned SPA team/reviewer
* APPROVAL by SPA
	+ SPA follows standard processes to review, enter into Sponsor systems, and other actions.
	+ If sponsor approval is required, approval means that the request was sent to the sponsor.
	+ If sponsor approval is not required, SPA will log the NCE and submit to SPAC.
* Notification to Submitter upon SPA approval
* Notification to Additional Contact (if applicable) upon SPA approval