No Cost Extension (NCE)
-- Process Guide --

Steps*
1. Proposal Creator (PC) creates Concurrence Request (CR) and selects NCE option from dropdown menu.
2. Once CR is approved by either URA/Agency, URA-Manager adds in a **new budget period** for the length of the NCE.
   a. For 2⁰/³rd NCEs – URA-M just extends this budget period
3. URA-M executes “Update Award Amounts”
   a. New Budget Period
      i. DC Awarded Budget = $0
      ii. F&A Awarded Amount = $0
      iii. Budget Status = Authorized (Converted)
      iv. Ready for Reconciliation = Yes
   b. In 5.0 comment box enter “NCE”
4. PC updates the budget for personnel effort
   a. If there is salary recovery:
      i. Enter the PI effort %
      ii. Enter the PI salary recovery %
      iii. Update the base salary for the NCE BP to $0
         1. This will show $0 salary recovery but does not create a cost share budget.
            2. This is an inelegant work around because AURA budgets do not track carry-forward, which would be paying the salary recovery.
   b. If there is no salary recovery:
      i. Enter the PI effort %
      ii. Enter the PI salary recovery % = 0%
         1. This will show actual salary recovery and will create a cost share budget
5. PC executes “Reconciliation Complete” activity.

-- *Please see the following pages for steps + screenshots --
1. PC clicks “Create Concurrence” and chooses the “No Cost Extension” request type in the dropdown menu.

2. Once the CR is approved, the URA-Manager will add a new budget period for the length of the NCE. The URA-M will extend this budget period again for any additional NCEs that are approved.
3. The URA-Manager clicks “Update Award Amounts” to book the NCE
   a. New Budget Period
      i. DC Awarded Budget = $0
      ii. F&A Awarded Amount = $0
      iii. Budget Status = Authorized (Converted)
      iv. Ready for Reconciliation = Yes
   b. In 5.0 comment box enters “NCE”
4. PC reconciles the budget. Enter the AURA budget to update personnel effort.

A) If there is salary recovery –
- Enter the effort %
- Enter the salary recovery %
- Update the base salary for the NCE Budget Period to $0

-This will show $0 salary recovery but does not create a cost share budget.
-This is an inelegant work around because AURA budgets do not track carry-forward, which would be paying the salary recovery.

B) If there is no salary recovery –
- Enter the effort %
- Enter the salary recovery % = 0%

-This will show actual salary recovery and create a cost share budget.
5. PC clicks “Reconciliation Complete” on the FP workspace button when finished.