No Cost Extensions in Fastlane

Login to the Fastlane website at the following address:

https://www.fastlane.nsf.gov/jsp/homepage/proposals.jsp

You will need to know your NSF ID and password. If you have misplaced or forgotten this information, contact an NSF account manager in SPS at spsnsf@purdue.edu.

After logging in, you will need to click on "Award And Reporting Functions", as displayed below.

On the next screen, select "Notifications and Requests".

On the next screen, select the award that you would like to extend from the drop down menu under "Prepare New", and then hit the Prepare New button.

On the next screen, you will either need to select a "Grantee Approved No Cost Extension" or an "NSF Approved No-Cost Extension".

If this is your first extension request, select the Grantee Approved and click on Prepare. The Grantee Approved request does not require NSF approval and is approved by Purdue. Please note that this request must be submitted and approved at least 10 days prior to the expiration date, or it will require NSF approval. If this is any request other than your first, or you have passed the 10 day mark as described previously, you will need to submit the NSF Approved request.

The following screen shot shows what is required for the Grantee Approved extension. You will need to input the new expiration date along with a brief justification for the extension. If you are preparing the NSF Approved extension, more information will be required (i.e. amount of remaining funds, plan for use of unobligated funds).

Once you have entered all of the required information, click on Save. The next screen will allow you to forward the request to SPS, by clicking on Forward to SPO.
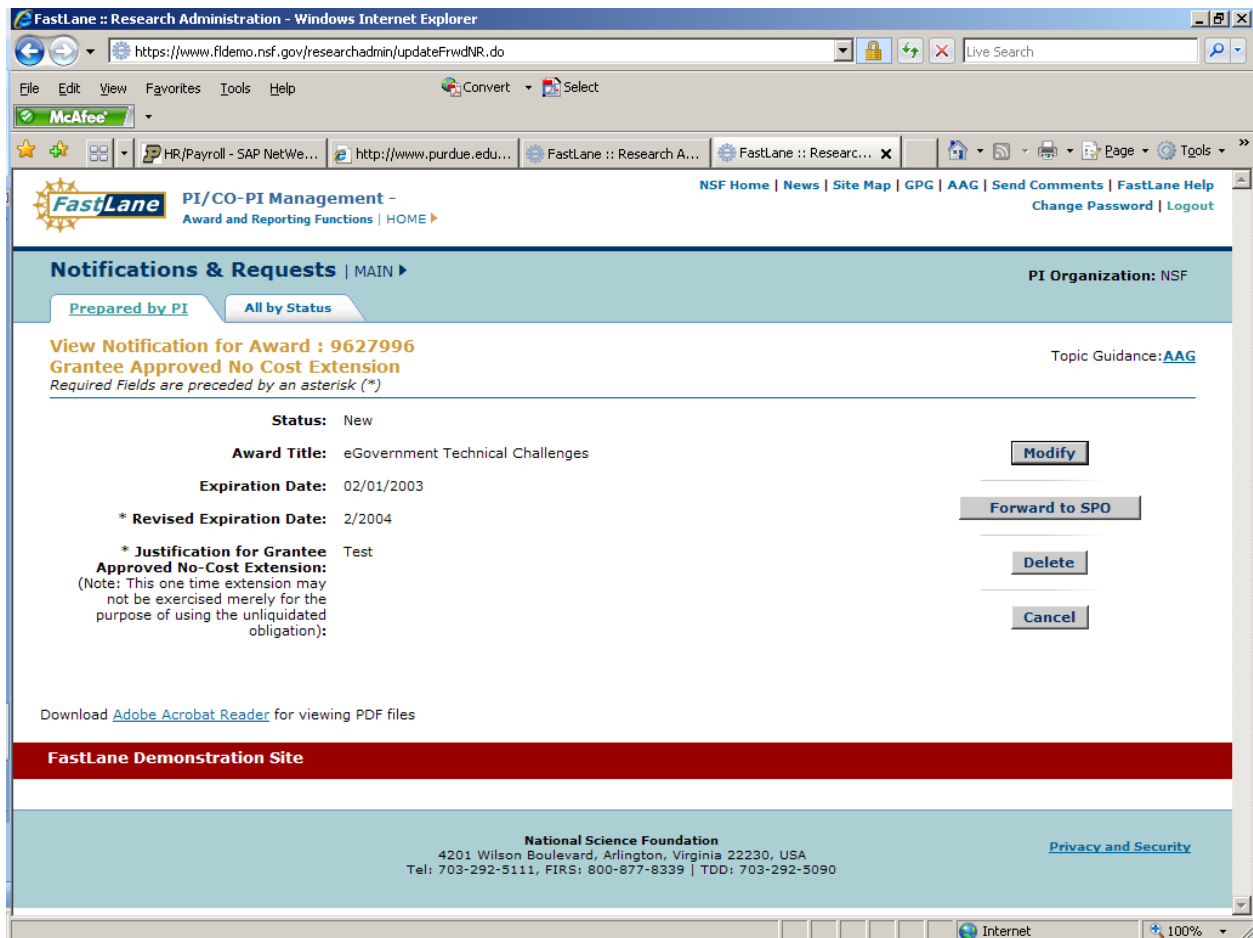
After forwarding the request to SPS, prior approval documentation will need to be filled out. The form can be found at the following location:

http://www.purdue.edu/business/sps/postaward/accountmgmt/priorapproval/Welcome.html

The internal template is the one that is needed. Your business office can assist with obtaining the required signatures and forwarding to SPS. Once SPS receives the prior approval documentation, the Fastlane request will be submitted to NSF.

If you have any additional questions, don't hesitate to contact an NSF account manager in SPS at spsnsf@purdu.edu. The following links contain additional information that may be helpful:

- NSF Award and Administration Guide – No-Cost Extensions
  http://nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_1.jsp#ID3c

- Fastlane Help Website
  https://www.fldemo.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#welcome_to_the_fastlane_help_system.htm