



# RAMP - Research Administration Management Portal

## How to Request a No-Cost Extension Modification in RAMP

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Security Role(s): Study Staff – All UW Employees will have this role.

An award modification request provides a way for users with access to an award to request changes within RAMP. This creates a searchable history of all modification requests in one place.

The Award Modification Request SmartForm is a simple form that collects a request title, a date, a description of the change, type of request, and supporting documents. Once completed, the requestor submits the award modification request to RSP for review. RSP can then decline the request, return it to the requestor for clarifications, or approve it.

### Follow the steps below to request a No Cost Extension award modification:

1. Navigate to the Award Workspace and select the [Request Award Modification](#) button.
2. Complete the following questions on the Request Details page. When complete, select the Finish button.
  - a. **Short title** – Enter a short title for the modification.
  - b. **Date requested** – This field automatically populates with today’s date.
  - c. **Full description of requested changes** – Enter a description of the award changes being requested.
  - d. **Supporting documents** – Upload supporting documents - the No Cost Extension Request Letter and/or Sponsor Approval.
  - e. **Specialist** – This automatically populates from the Award. No data entry required.
  - f. **Request Type** – **Select No Cost Extension**. The No-Cost Extension request type is used to extend the project period with no additional funds. A no cost extension must be requested in advance of the end date of the award, but typically not earlier than 90 days before the end date based on agency requirements.
  - g. **Additional questions appear**– additional questions will conditionally appear based on the Request Type selected.
    - Is this the first no-cost extension? Y/N
    - Length of extension.
    - For NCE, include justification in full description text box, if not included in attached letter. If NCE letter is required, attach in Supporting Documents.
    - After selecting Finish, the system returns you to the Award Modification Request Workspace. If additional updates are necessary, use the Edit Modification Request button. The award modification request is in the Draft state and has not yet been submitted for RSP review.
3. **No Cost Extension Modification Requests require an [Ancillary Review by the Dean’s Office or Division](#).**



- a. Click the Manage Ancillary Reviews activity
- b. Click Add
  - i. Select the appropriate Dean's Office as an Organization or the appropriate person according to Division guidance.
  - ii. Review Type – Other
  - iii. Response Required: Yes
  - iv. Comments – add details as appropriate
  - v. Supporting documents – add documents as appropriate
  - vi. Click Ok and Click Ok - This sends the ancillary review request.
4. **Upon “approval” from the Dean’s Office Ancillary Review, the Modification Request is ready to be submitted to RSP.** Select the **Submit to Specialist activity** to submit the modification request to RSP. In the Submit to Specialist window, add any comments or supporting documents (optional) and select OK.
5. **The award modification request transitions to the Review state will be reviewed by RSP.** Upon review of the request, RSP will decline the request, return it to the requestor for clarifications, or approve it.