Accessing the online Grantee Approved No-Cost Extension (NCE) Request form

1) Access to the Grantee Approved No-Cost Extension Request form is via GW TeamSites. GW TeamSites can be accessed from a GW computer. VPN Connection is required for off-campus access.

The url for the OVPR/OSP Forms TeamSite is: https://teamsites.gwu.edu/sites/20160405161054014/default.aspx

Users can also login to https://teamsites.gwu.edu and search for OVPR/OSP Forms in their list of TeamSites

2) Login to the TeamSite using your GW NetID and password

3) Once logged into the OVPR/OSP Forms site, a user can access the Grantee-Approved NCE form by either clicking on “Submit a Grantee Approved No-Cost Extension” in the left menu bar or from the Home Page, under Grantee Approved No-Cost Extension Request, a user can click “new item.” Either of these actions will open the Grantee Approved NCE Request form.
4) Users must complete the Grantee Approved NCE Request form. All fields with a red asterisk are required. Please note that when searching for the Sponsored Projects Administrator Post-Award and Sponsored Projects Manager names, users must search either by last name or NetID. Once the form is completed, users need to click the “Submit” button at the bottom. Upon submission, the initiator should receive a confirmation e-mail indicating that your request has been submitted.

![Grantee Approved No-Cost Extension Request](image)

5) Once submitted, users will be able to see any requests that they initiated, are scheduled to review and/or for which they are listed as the PI, along with their status in the workflow. These will appear under the “Grantee Approved No-Cost Extension” section of the Home Page or by selecting “Grantee Approved No-Cost Extension Request” in the left sidebar.

![Grantee Approved No-Cost Extension Request](image)
Workflow within the Grantee-Approved NCE webform:

1) An initiator submits a request (initiator can be the PI or administrator submitting on behalf of the PI).

2) Once submitted, the initiator receives a notification that the request has been submitted and forwarded to the Sponsored Projects Administrator (SPA) Post-Award for approval.

3) The SPA Post-Award also receives a notification, that a request requires their action. The SPA Post-Award must go into the task (when logged into the OVPR/OSP Forms TeamSite, these would appear under “My Sponsored Projects Workflow Tasks”) and either Approve or note that more information from the Initiator is requested.

If the SPA Post-Award approves the action . . .

4) The task is assigned to the Sponsored Projects Manager for final review and approval. The SPM has the option to approve or to request more information. If the SPM approves, the initiator, PI and SPA Post-Award receive a notification indicating that the request has been approved. The person responsible for submitting the request to the sponsor must then submit.

If the SPA Post-Award or SPM request more information . . .

5) The Initiator will receive an e-mail indicating that additional information is required and asking them to go back into the request, address the comments (which should indicate what additional information is needed) and resubmit or to cancel the request. If the request is canceled, the SPA Post-Award and SPM receive an e-mail notification and no additional action is required. If the request is resubmitted, the workflow starts again with step #3.

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