

## Central Office Request – No-Cost Extension Request

The SeRA Central Office Request allows department administrators to submit requests to their central sponsored research office from within the SeRA system. Benefits of utilizing Central Office Requests include: custom forms and fields for different requests to facilitate department entry, the ability to add attachments relating to the request directly to the request form, being able to easily search and see when a request was submitted, what information was provided in a request, to whom a request was assigned, and the current status of a request.

**Please do NOT use a Central Office Request to follow up on the status of an existing SeRA transaction (proposal, award, PTA, Central Office Request etc.). Rather, please look up the relative transaction in SeRA to view the latest information, and, if needed, follow up with the relative transaction's current assignee via email.**

### When to use the Central Office Request – No-Cost Extension (NCX) Request:

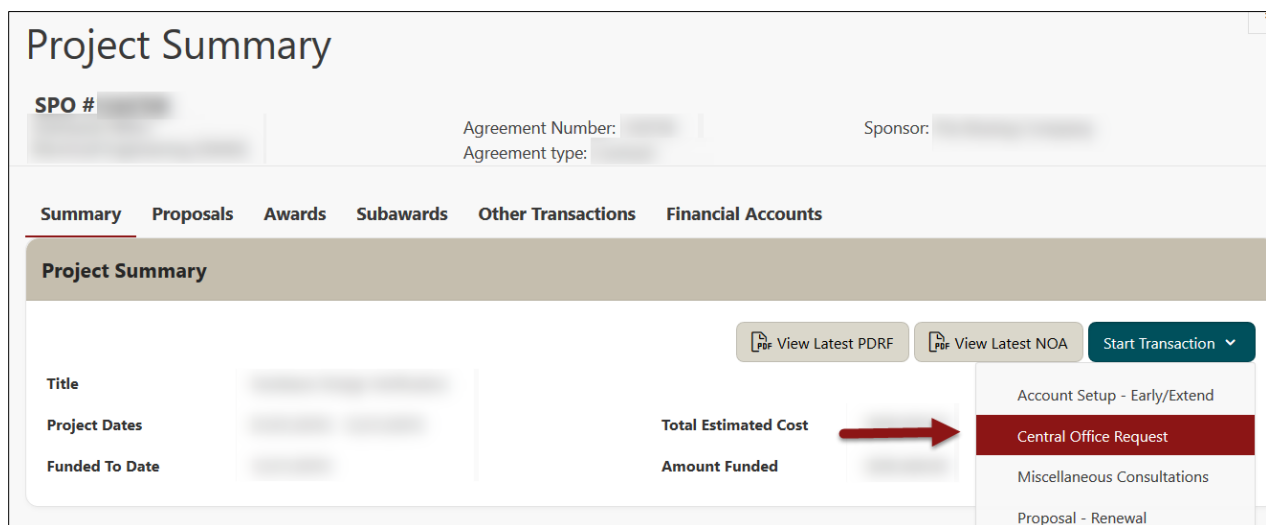
In the event the proposed work is not able to be completed prior to the award end date, and the PI wants to extend the period of performance of the project.

1. Go to <https://sera.stanford.edu>
2. From the red banner at the top of any page within SeRA click on **Search**. Enter the relative **SPO #**. The search will interactively display matches according to what is being entered. Click on the appropriate blue reference number to drill into the relative record.

**\*Note- if you press Enter on your keyboard, the first listed search result will be automatically selected**



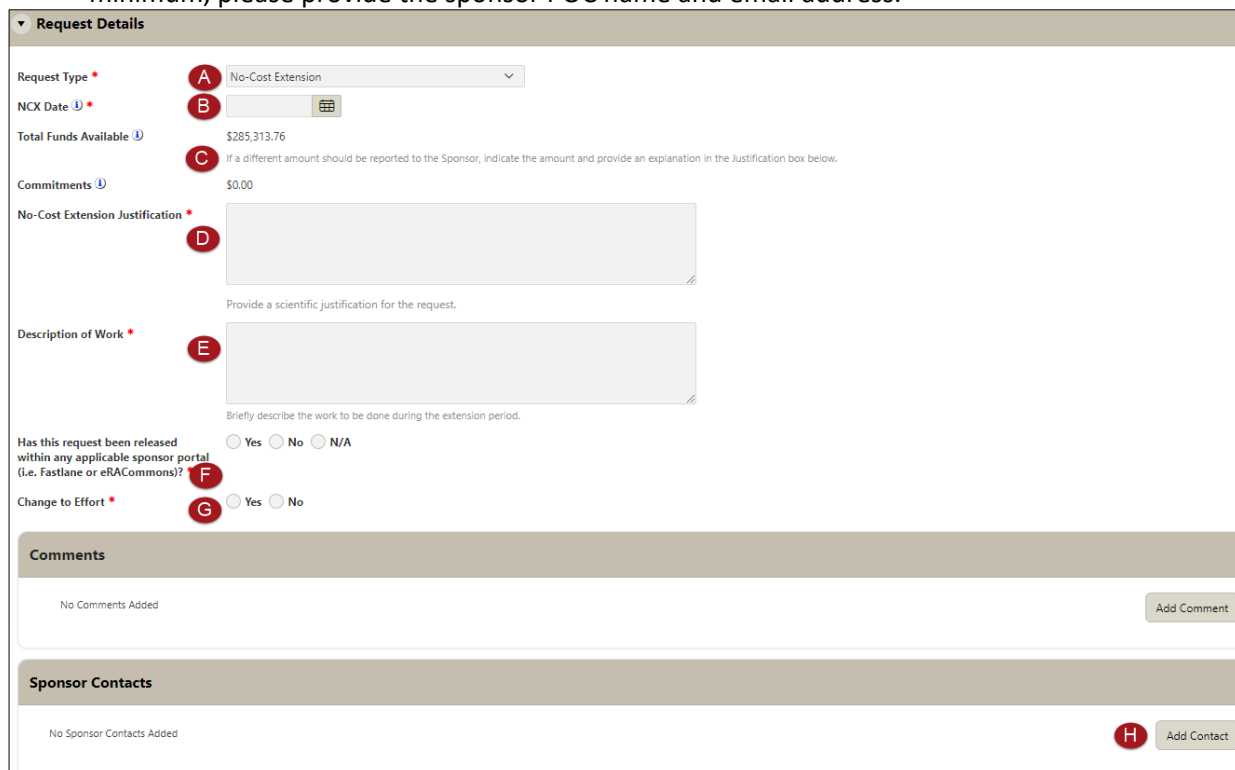
3. From the Project Summary page, click on the **Start Transaction** menu, and select **Central Office Request**



4. A Start Transaction dialog box will open. From the Request Type drop down menu select **No-Cost Extension** and click **Start**



5. On the No Cost Extension **Request Details** page complete the fields as follows:
- A. The **Request Type** should be No-Cost Extension
  - B. Enter the **NCX date** i.e. the new requested end date for the project.
  - C. The **Total Funds Available** and **Commitment** figures will be pulled from Oracle. If a different amount should be reported to the Sponsor, indicate the amount and provide an explanation in the No- Cost Extension Justification text box
  - D. Enter in the **No- Cost Extension Justification** text box the scientific justification for the extension
  - E. Enter in the **Description of Work** text box a description of the work to be conducted during the extension period
  - F. Indicate if the request has been prepared and released within any applicable sponsor portal such as Research.gov (NSF), eRA Commons (NIH) etc.
  - G. If required by the sponsor, indicate if there will be a change in effort of any Key Personnel during the NCX period. If yes, a **Description of New Effort** text box will appear. Provide the requested information.
  - H. If the request should be submitted to the sponsor via email, please provide, a **Sponsor Contact**. At minimum, please provide the sponsor POC name and email address.



6. Attach any sponsor required forms and/or documents such as a NCX budget and budget justification
  - a. From the right hand menu (RHM) under **Quick Links**, click **Add Attachments**
  - b. Select Attachment **Category “Notification/Request”, Sub-Category “No-cost Extension”**
  - c. Select the file to attach
  - d. Enter any file tags, if desired
  - e. Click **Attach**
  - f. Repeat steps a-e for each document you would like to attach to the Central Office Request

**Quick Links**

- Add Project Comments
- View Project Comments (0)
- Add Attachments**
- View Project Attachments
- View Segment Data

**Add Attachment**

SPO: SPO-133953  
Linked Transaction: DEP759047

Category: Notification / Request  
Subcategory: No-cost Extension

Select File(s) \*  
Choose files

File Tag(s)  
No-Cost Extension  
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Cancel Attach

7. Optional - Add personnel you would like to notify of this request. Email notification will be sent when the request is completed
8. Click **Submit Request**

**7 FYI's (Optional)**

Add personnel you would like to notify of this request. Email notification will be sent when form is submitted to OSR.

Name

**Transaction History**

Action Item	Status	Assignee	Assigned	Completed	Comment	Reassign
Initiate Request	In Progress					<a href="#">Reassign</a>

Actions

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