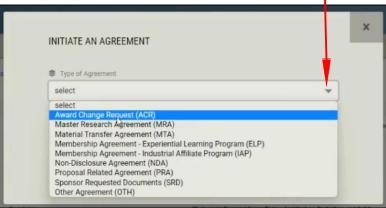
No-Cost Time Extension Award Change Request in Summit Agreements

After a project has been funded, researchers may need to request a change to the award. Instead of emailing a post-award specialist to request a change, researchers should submit an **Award Change Request** (ACR) directly in <u>Summit Agreements</u>. To request a **no-cost time extension**, follow the steps below:

- 1. Sign in to <u>Summit Agreements</u>.
- 2. Select **Get Started** in the top-right corner.



3. The **Initiate an Agreement** menu opens. Select the drop-down arrow to expand the selection menu. Choose **Award Change Request (ACR)**.



4. Complete the form by entering text into each required field and select **Submit**.

Agreement Title	
Provide a brief name that describes the Agreement	and helps you identify it in the future
describe here	
	242 / 2
Who is requiring this update or modification?	
no is requiring this update or modification?	

5. After you select Submit, you will return to the Summit Agreements dashboard and a pop-up instruction box will appear. You will see the instructions pop-up box each time you sign in to Summit Agreements until you submit your request to the Office of Sponsored Programs (OSP).

	SUBMIT TO OSP	INSTRUCTIONS	COMMENTS	ALL FILES	ACTIVITY LOG	MORE ACTI
REEMENT INFORM	INSTRUCTIONS:		;	K	xpand All Agree	ment Pan
GINIA TECH TEAM	Award Change Request (ACR) is used to request a change on a project that has been awarded, such as a no or extension, re-budget, new subfund, transfer between funds, new subaward or another post award action. This be reviewed by OSP until you click the "Submit to OSP" button. Please complete each section as applicable ar documents requested.	request will not				
DNSOR / OTHER PA	If you have issues completing your draft, enter a comment in any section of this ACR or email ospawardchang	ge@vt.edu.				
ATED PROPOSALS	Click "X" to close this message. Click the "?" icon at the right top corner to re-open it.					
PRI INTERNAL INFOR	MATION EFD / Sponsor File Location - Not visible to PI and Support staff	-				

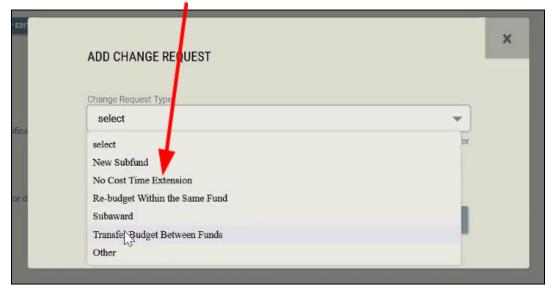
6. Close the Instructions pop-up box and you will see panels on the Summit Agreements dashboard. Select **Agreement Information** by selecting the Agreement Information panel or the right-facing arrow.

	DRAFT	•	SUBMIT TO OSP ? 2 E S COMMENTS ALL FLES ACTIVITY LOG MORE ACT	ONS
AGR	EMENT		Expand All Agreement Pan	els
,	₽ ∕	AGREEMENT INFORMATION	Agreement Title, OSP Fund Number, Financial Manager, Change Request Details	
>	V7	VIRGINIA TECH TEAM	Investigators, Support Staff	
>	*2:	SPONSOR / OTHER PARTY	External Contracting Entity Details and Contact Information	
>	ų	RELATED PROPOSALS AND AGREEMENTS	Related Proposals and Agreements	
,	R	OVPRI INTERNAL INFORMATION	EFD / Sponsor File Location - Not visible to PI and Support staff	
			ABANDON DRAFT SUBMIT TO OSP	

7. When the Agreement Information panel opens, you will see the text you inputted in step 4. If you need to make changes to the text, select **Edit**. To continue the award change request process, select the **Add Change Request** button.



8. The Add Change Request menu box will open. Select the drop-down arrow to view options and make a selection. Select **No-Cost Time Extension**.



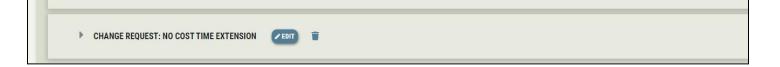
9. The **No-Cost Time Extension** dialog box opens. Input text into each entry box. After all fields are filled, select **Submit**.

For a no-cost time extension, you will input the following information:

- Proposed extension end date
- Justification for the extension
- Programmatic work to be performed
- Balance available during extension period (Total direct + indirect)
- Planned use for funds
- An explanation of any change in the effort of key personnel during the extension period (federal awards only)

Ψ.	No Cost Time Extension
e <u>Award Change Request page</u> for	If you do not see the type of request you need in the drop-down, refer additional guidance.
	Proposed Extension End Date
節	
	Justification for the Extension
11.	
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	Programmatic Work to be Performed
14.	
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	Balance available during extension period (Total direct + Indir
	Planned Use for Funds
4	
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10. After you select Submit on the **No-Cost Time Extension** dialog box, you will return to the Summit Agreements dashboard. In the Agreement Information panel, you will see the Change Request panel.



11. When you select the **Change Request: No-Cost Time Extension** panel, you can review your input and select **Edit** if you need to make changes.

*	CHANGE REQUEST: NO COST TIME EXTENSION	
	Proposed Extension End Date 5/31/2023	Change in the effort of key personnel during the extension period (federal awards only) na
	Justification for the Extension	
	Testing technology is still ongoing. The technology provider (the sponsor) is experiencing challenges in completing their deliverables.	
	Programmatic Work to be Performed	
	Work with MGWA engineer to commission the tests in the lab. Help run and monitor the technology during tests related to gaseous ammonia adsorption using MOVA technology.	
	Activities include filling and transferring sorbent during component testing (manual), and	
	ensure the system runs smoothly during cycle testing as the system should operate on its own. The data collection is automated by the analyzers on the system, but the oraduate	
	research assistant will need to make sure everything is working properly.	
	Balance available during extension period (Total direct + indirect) 8,954.00	
	Planned Use for Funds	
	Funds will be used to support student wages working on the project to complete the designed tests.	
	FILES (0)	ADD FILE(S)
	COMMENTS (0)	ADD COMMENT

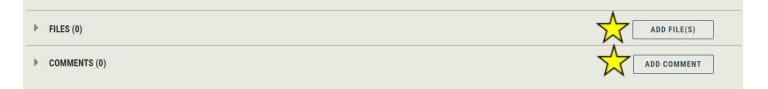
12. If you need to add **additional award change requests** for the **same grant**, you will select **Agreement Information** and select the **Add Change Request** button again. The image below shows the Summit Agreement dashboard if more than one ACR has been requested for the same grant.

COMMENTS (0)	ADD COMMENT
CHANGE REQUEST: NEW SUBFUND	FROM Budget: \$6,348.00 TO Budget: \$6,348.00 Difference: \$0.00
CHANGE REQUEST: SUBAWARD	
VIRGINIA TECH TEAM Investigators, Support Staff	

13. If there are no more additions or revisions to make on your award change request(s), select **Submit to OSP** on the Summit Agreements dashboard.

	AFT			
AGREEMEN	NT		Expand All Agreement Panels	
>	2	AGREEMENT INFORMATION	Agreement Title, OSP Fund Number, Financial Manager, Change Request Details	
、 7	V77	VIRGINIA TECH TEAM	Investigators, Support Staff	
>	*	SPONSOR / OTHER PARTY	External Contracting Entity Details and Contact Information	
•	ų	RELATED PROPOSALS AND AGREEMENTS	Related Proposals and Agreements	
•	Q	OVPRI INTERNAL INFORMATION	EFD / Sponsor File Location - Not visible to PI and Support staff	

14. Once you select **Submit to OSP**, you will receive a verification email and a post-award support specialist will be notified of your request. The support specialist will review your request and contact you if more information is needed. You will receive email notifications when post-award team members add comments to your award change requests. All file uploads and communications concerning your award change request should take place within Summit Agreements.



15. You can check the status of the award change request in Summit Agreements. Once a post-award support specialist has taken action on your request, you will see a task panel. Select the task panel for more information about the task.

•	*#*	SPONSOR / OTHER PARTY	External Contracting	Entity Details and Contact Information			
`	ł	RELATED PROPOSALS AND AGREEMENTS	Related Proposals a	id Agreements			
`	Ø	OVPRI INTERNAL INFORMATION	EFD / Sponsor File L	ocation - Not visible to PI and Support staff			
ТА	SKS						Collapse All Task Panels
	Ŧ	TUESGSR7 Grant Management ASSIGNEE Wendy M Jay	In Progress	Waiting on OSP			8
		Initial Comment Checklist	none provided Sponsor Approval Needed Sponsor Approval Received PI Approval Received Budget Reviewed Subaward Documents Reviewed Period of Performance Reviewed		Created By Date Created	Davis, Nevada G. 1/27/2023	
		FILES (0)				ADD FILE(S	;)
		COMMENTS (1)				ADD COMME	NT

16. If you have questions or need assistance with an award change request, contact <u>ospawardchange@vt.edu</u>.