

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 [Summit Agreements](#). To request a **no-cost time extension**, follow the steps below:

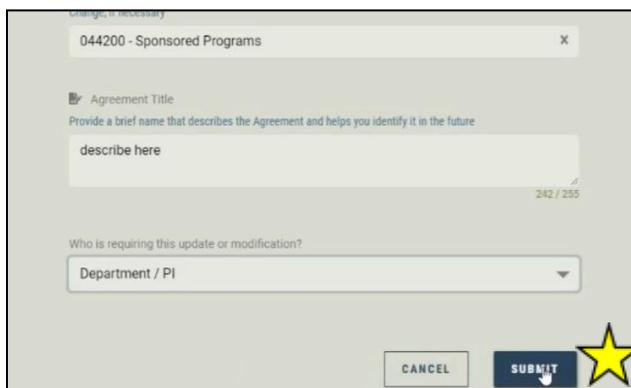
1. Sign in to [Summit Agreements](#).
2. Select **Get Started** in the top-right corner.



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**.

A screenshot of the agreement form. At the top, there is a breadcrumb trail '044200 - Sponsored Programs' with a close button (X). Below this is the 'Agreement Title' field, which is a text input box with the placeholder text 'describe here' and a character count '242 / 255'. Below the title field is a dropdown menu labeled 'Who is requiring this update or modification?' with the selected option 'Department / PI'. At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT'. A yellow star is placed over the 'SUBMIT' button.

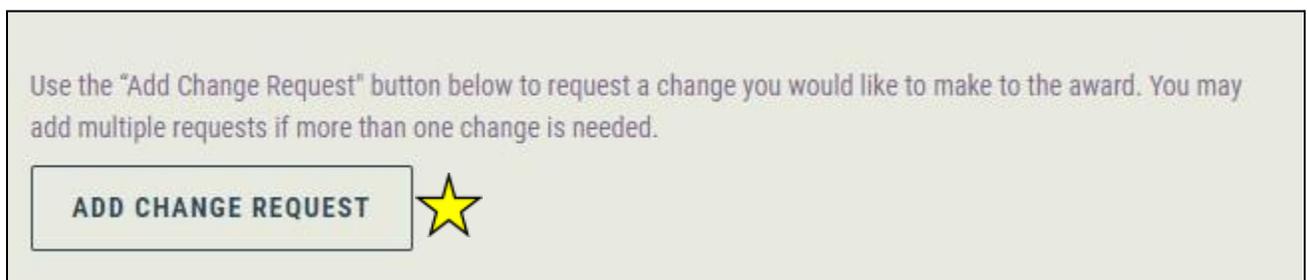
- After you select Submit, you will return to the Summit Agreements dashboard and a pop-up instruction box will appear. You will see the instructions pop-up box each time you sign in to Summit Agreements until you submit your request to the Office of Sponsored Programs (OSP).



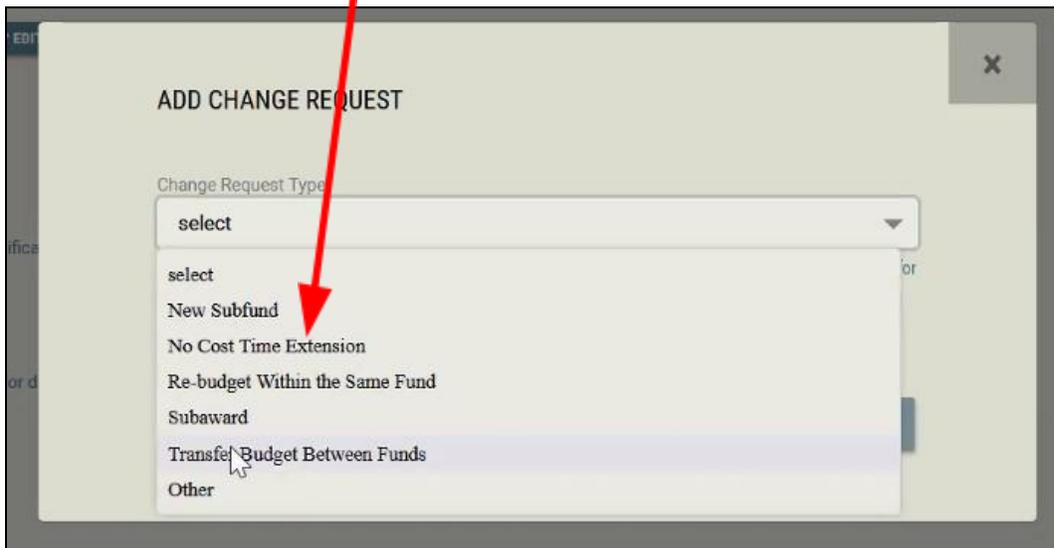
- Close the Instructions pop-up box and you will see panels on the Summit Agreements dashboard. Select **Agreement Information** by selecting the Agreement Information panel or the right-facing arrow.



- 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.



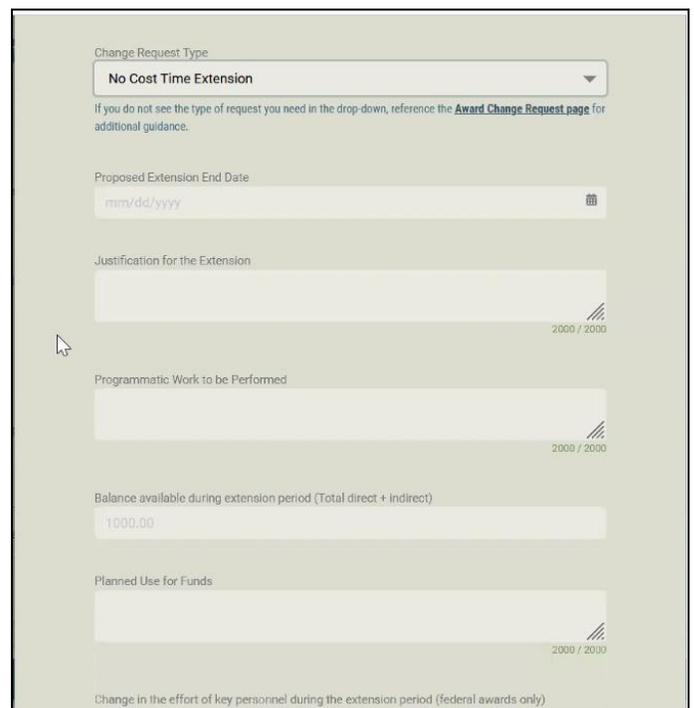
8. The Add Change Request menu box will open. Select the drop-down arrow to view options and make a selection. Select **No-Cost Time Extension**.



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)



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 [EDIT](#)

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
[Redacted]

Programmatic Work to be Performed
[Redacted]

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 [EDIT](#) FROM Budget: \$6,348.00 | TO Budget: \$6,348.00 | Difference: \$0.00

CHANGE REQUEST: SUBAWARD [EDIT](#)

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.

DRAFT [SUBMIT TO OSP](#)

AGREEMENT [Expand All Agreement Panels](#)

AGREEMENT INFORMATION | Agreement Title, OSP Fund Number, Financial Manager, Change Request Details

VIRGINIA TECH TEAM | Investigators, Support Staff

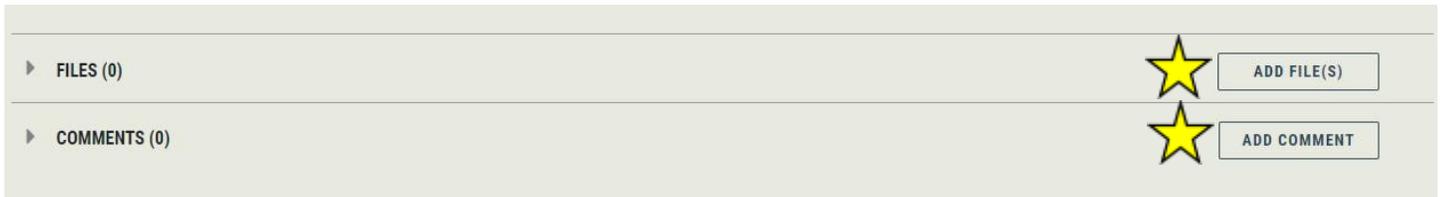
SPONSOR / OTHER PARTY | External Contracting Entity Details and Contact Information

RELATED PROPOSALS AND AGREEMENTS | Related Proposals and Agreements

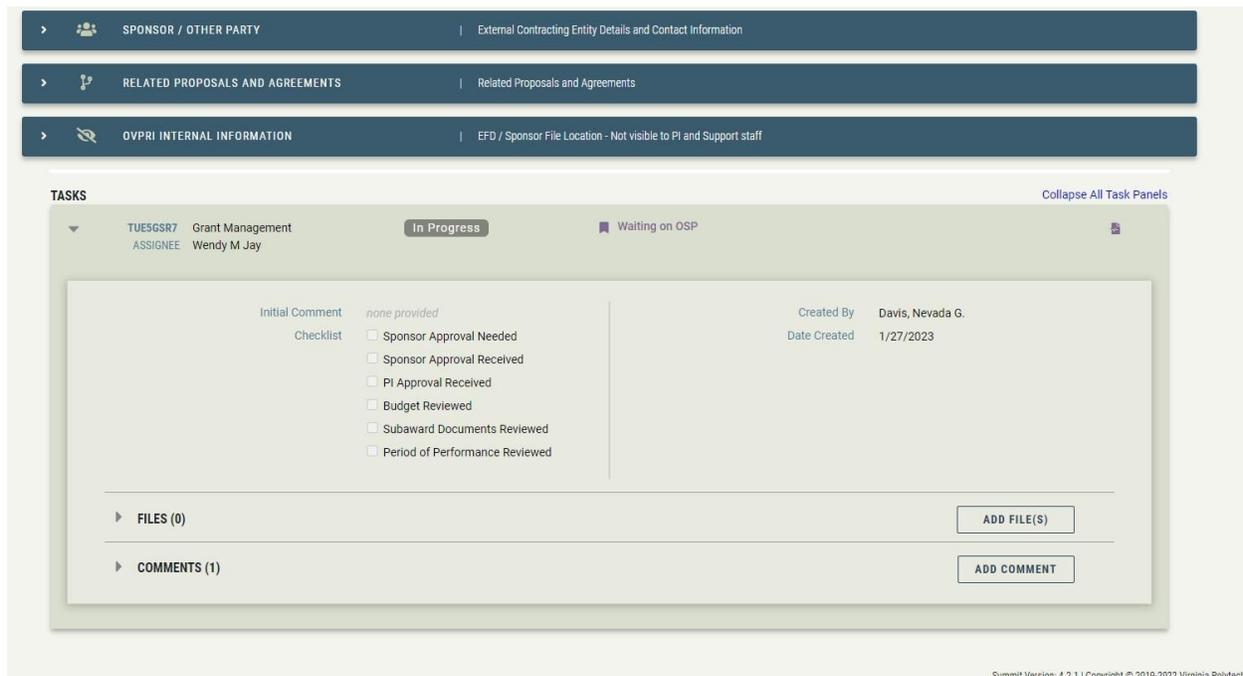
OVPRI INTERNAL INFORMATION | EFD / Sponsor File Location - Not visible to PI and Support staff

ABANDON DRAFT [SUBMIT TO OSP](#)

- 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.



- 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.



- If you have questions or need assistance with an award change request, contact ospawardchange@vt.edu.