

## No-Cost Extension (NCE) Guide for Grant Cycle 2017-2

The Knight Cancer Institute Community Partnership Program may extend the final budget period of the Community Partnership Program award for a one-time period of six or 12 months beyond the original project end date if:

- No additional funds are required
- The approved project scope will not change

A no-cost extension indicates that additional work remains to be completed on the project and that funds remain to continue to support the project, or that additional time is needed to provide for an orderly closeout. If additional time beyond 12 months is needed, please contact us.

**If you do not require a NCE**, email [KnightCancerCRO@ohsu.edu](mailto:KnightCancerCRO@ohsu.edu) to notify us. After notification, we will make the final project report available to you in the online portal.

**Consider the following when deciding whether to apply for a no-cost extension:**

Without a no-cost extension	Project dates with a six- or twelve-month no-cost extension			
Current Project Start Date / End Date	No-cost extension term	New Project End Date	Total Project Duration	Final Report Due
<b>Start date:</b> 2/1/2018  <b>End date:</b> 1/31/2019	Six months	7/31/2019	18 months	8/30/2019
	12 months	1/31/2020	24 months	3/1/2020

See next page for instructions on logging in to request a NCE.

## Requesting a NCE in the Online CPP Applicant & Grantee Portal

### 1. Login to our applicant and grantee portal

- ☐ Go to <https://webportalapp.com/sp/ohsu-cpp>
  - ☐ If you have previously logged into the portal: Login using the email address we used to contact you and the password you created when you set up an account (if applicable).
  - ☐ If you have not logged in before (or have forgotten your password): Create a new password using the “[Forgot your password?](#)” link.
    - *Note: Do not use the “Sign up” button under “Need an Account”. An account is already set up for you.*

#### Sign In

Email

Password

Log In

[Forgot your password?](#)

### 2. Review your “Applicant and Organization Profile” to ensure it is up to date.

- ☐ Click the pencil icon on the right to review and edit it. (The eye icon is review only.)

### 3. Find your proposal with the text “**Ready for NCE**” in a yellow box under the project title.

- ☐ Click the “Ready for NCE” text to open the form.
- ☐ Click the “Start Now” button to begin.

**Note:** If you would like a project team member to complete the FPR on your behalf, you may allow them to login to your account using your email address and the password you have set up.

For questions about using the portal, contact us at [knightcancercro@ohsu.edu](mailto:knightcancercro@ohsu.edu)