Coeus Emergency No Cost Extension (NCE)

Once the Sponsored Projects Officer determines that an Emergency NCE is required:

- Access Coeus and search for the Advantage account number by clicking Maintain>Award or click the Awards $ icon on the Coeus tool bar

The Award Search screen will appear
- Enter the Advantage account number in the Award Search screen Account No. field
- click Find
• Your search results should look similar to the screen below.
• Ensure the correct award was found before proceeding.
• If the search results are incorrect, use the icon to redo your award search.
A new entry is required for the Emergency NCE.
Click the Award New Entry icon or click Edit>New Entry from the Coeus tool bar.

The icons on the tool bar will change, slightly.
• Using the Award New Entry, Coeus will produce a **new** sequence number.

• Emergency NCE are the only process that **does not** require the status to be “HOLD”. The **Award Detail** tab screen status needs to be “ACTIVE”.

• On the **Money and End Dates** tab in the **Dates - Oblg. Exp** field make the necessary end date change. (**Oblg. Exp** is the Obligation Expiration Date: End date of the current funding period. This date must be equal to or less than (earlier) than the Final Expiration Date.)

• **NOTE:** If the **Final Exp** date is **greater than** the original Oblg. Exp date, DO NOT change the Final Exp date. (**Final Exp** is the Final Expiration Date: The projected end date of the performance period -- expiration of currently funded period plus anticipated unfunded periods, to include possible option years.)

• If the **Final Exp** date is the **same** as the original Oblg. Exp date, change the Final Exp date to match the **revised** Oblg. Exp date.
• Click the save icon or click File>Save from the Coeus tool bar.
Next Step: Allocation Icon

1. Open Allocation %6 to verify that the Allocation End Date is currently one year more than the Final Expiration date (located in the Money and End Dates tab). If not, modify the Allocation End Date, click Save Allocation Date.

2. If a new year had to be added, review the Allocation split to ensure it was copied correctly. A new Allocation blue sheet (300B) is required for any changes to the Allocation split. If applicable click “save allocation”.

3. Click “Close” to exit the Allocation module. or the in the upper right hand corner.

4. Closing the Allocation screen, will return you to the Award Detail screen.

5. If you exit the award sequence and discover an error that needs to be corrected, use the Edit (Correct Award) icon or click Edit, New Entry from the Coeus tool bar.

6. Save award changes, if applicable.
7. E-mail the Activation-Sponsored Programs Accountant (SPA) the account number (i.e., AWS0001) and the Sequence number that was created, along with documentation (email or fax) authorizing the end date change. **The SPS Manager needs to be copied, if a 301B/UPAS is used for the NCE backup.**

8. Providing the account number and new Sequence number for the Emergency NCE to the Activation-SPA, will assist in determining the appropriate Delta Report to print for distribution when the activation (or short-form activation) arrives in Grant and Contract Accounting. This also provides the Activation SPA with a tickler to allow the Emergency NCE to remain on “ACTIVE” status instead of “HOLD” status.

9. Process a 500A-NCE activation that is located in the K:\ORSPA Form 500\Notices\Coeus_activation

10. Route for review and sign off.