

Request for Deadline Extension: University Research Funds

Description: To ensure the best use of limited resources, all unspent university research funds will be reclaimed after the date that the final report is due (see the 'Reporting' section in the description of Faculty Research funding in the University Resources for Faculty Professional Development document). As stated, these are starter funds, intended to assist faculty in initiating new lines of research. This goal is best achieved when research funds are supporting active projects.

In exceptional cases, the University Enrichment Committee will consider extension of this deadline beyond the deadline.

Eligibility: Faculty who have met the reporting requirements for all university funds they have received are eligible to apply for an extension.

Application: Application for an extension should be made to the University Enrichment Committee using the form attached below or on the [Faculty Professional Development Resources webpage](#). A completed application will include:

- (1) the cover sheet with all pertinent information and signatures;
- (2) a discussion of the reason(s) the project goals were not attainable within the time limit;
- (3) a revised timetable for completion and reporting;
- (4) the original project proposal for which funding was received.

Deadline: The extension request must be received by August 31st of the same year the final report was to have been completed.

Request for Deadline Extension: University Research Funds

Project Information:

Name: _____

Department: _____ Phone: _____

Project Title: _____

Original Project Starting and Ending Dates: _____ to _____

Length of Extension Requested: _____

Project Extension (describe on attached page): Please limit your explanation to the questions below to two pages total.

1. Justification for extension, including the reason the project goals were not attainable within the two-year time limit.
2. A revised timetable for completion and reporting.

Attachments: Please attach your original proposal and any supporting documents.

Signatures:

As the applicant for an extension of funding, I agree to provide the University Enrichment Committee with the reports as required and to provide Office of Finance with the required expense receipts and accounting documentation.

Applicant

Date

As the department chair/school director I agree to assess professionally the results of the research should I be requested to do so by the University Enrichment Committee.

Department Chair/School Director

Date