Appendix E

Project Extension/Amendment Request Form

Request for ☐extension ☐change ☐both

Project No._____

Research Project Title

_____

Principal Researcher

Name_____ CougarNet ID _____

Co-Researcher

Name_____ CougarNet ID _____

Original Project Approval Date _____ **Original End Date** _____

Requested Length of Extension _____ **Requested End Date** _____

Considerations

- Researcher(s) cannot resubmit the same proposal to the ERC Advisory Board as a new project in lieu of an extension form. The new submission must include significant modifications indicating that it is not a reiteration of an expired project.

- Substantial change requests will require the researcher(s) to resubmit a new proposal to the ERC Advisory Board.

- Extensions are granted based on the rationale of the request, initial approval period, and secured funding status of the project.

- Researcher(s) should review the *Approved Project Handbook* for details on extensions and project amendments prior to completing this request.

Answer the prompts below in a numbered format. Attach this request form along with any supplementary documentation and submit it to the Director and copy the Database Administrator. The information provided will be used to determine if the request shall be granted.

1. What project activities have been completed? What has been achieved?

2. What project activities have not been completed? What has not been achieved?

3. What is the reason that the extension is needed? Provide the reason for the delay and any supporting documents to substantiate your circumstance. If the reason is related to the data availability include: a) what data was originally requested; b) what data has already been used; and c) what types/years are still needed and why.

4. Is there a change in the research questions and/or methodology accompanying the project extension? If so, be specific, comparing the original project to the revised project. Are there proposed changes in researchers?