



**End-Date Extension Request Form for VPRI Internal Funding Programs  
Funded through the Excellence Fund**

Requests may be submitted up to **90 days** prior to the grant’s current end date and no later than **30 days** after receipt of the grant expiration notice, otherwise, the account will be automatically closed and funding will be returned to the source. Submit the form to [yprawards.ubco@ubc.ca](mailto:yprawards.ubco@ubc.ca)

This form is used for the following programs. Please check the box that applies to your request:

- Aspire\* / Start-up
- City of Kelowna UBCO Partnership Fund
- Critical Research Equipment & Tools
- Eminence
- Principal’s Research Chair

Part A: To be completed by the Applicant		
Applicant’s surname	Applicant’s first name	
Faculty	Department/School	
Title of Project (if applicable)		
Workday Grant ID (GR#) or Speed chart	Current End Date	Current Balance
Please provide an explanation of why you have been unable to use the funds by the original award end date.		



Please provide a brief budget breakdown of how you intend to use the remaining funds.

<input type="checkbox"/> By checking this box, you confirm that the remaining funds will be spent according to the original program terms.	New Requested End Date (maximum of 1 year)
--	---

<b>Part B: To be signed by the Applicant and ADR (plus the Dean/Director for Aspire)</b>		
I verify that all the information contained within this application is true and complete, to the best of my knowledge.		
Applicant's Name	Applicant's Signature	Date
ADR Name	ADR's Signature	Date
* Extension requests for the <b>Aspire program</b> also require sign-off from the Dean/Director as the award includes faculty contributions.		
Dean's Name	Dean's Signature	Date

<b>Part C: To be completed by VPRI</b>		
Account balance confirmed  Extension approved  New end date:	Extension denied  Explanation:	
Name	Signature	Date