

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 vprawards.ubco@ubc.ca

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

- ☐ Aspire (Start-up) ☐ Eminence
- ☐ Critical Research Equipment & Tools ☐ Principal's Research Chair
- ☐ UBCO City of Kelowna Partnership Fund ☐ Other _____

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.

☐

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)

Part B: To be signed by the Applicant and ADR

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

Part C: To be completed by VPRI representative

Account balance confirmed:

Extension denied:

Extension approved:

Explanation:

New end date:

Name

Signature

Date