



CARIF

Centre for Applied Research Internal Fund

Project Extension Request

BE READY.





**THIS DOCUMENT IS FOR REFERENCE ONLY. THE WEBFORM VERSION
MUST BE USED FOR ALL SUBMISSIONS**

Instructions

An extension of time but NOT funding is allowed if:

- it does not significantly change or alter the project as approved by the CARIF Review Panel.
- the project can be completed within a reasonable timeframe.
- the project can be completed without CARIF funding beyond June 30th of the current fiscal year.
- all internal and external partners agree to the extension.
- the researcher(s) does not apply for new CARIF funding until the current project has been completed.
- it has the approval of the P.I. and Co-P.I.'s Dean (or Leader) and Associate Dean; the Manager, Applied Research Operations; and the CARIE Financial Analyst (FA).

It is strongly advised that the researcher(s) consult with the Manager, Applied Research Operations before completing this form.

Researcher Information

Name of Principal Investigator (P.I.) and Co-P.I. (if applicable)	
School or Unit of P.I. and Co-P.I. (if applicable)	

Project Title	
Original Completion Date	
Proposed Completion Date	
Approved Budget Total	
Current Account Balance	
Budget Code	

Project Details

Is this project coordinated with a SSHRC Exchange or SSHRC Explore?	<input type="radio"/> YES	<input type="radio"/> NO
Will an extension affect the completion of the SSHRC? <i>If yes, then a SSHRC Extension Request is also required.</i>	<input type="radio"/> YES	<input type="radio"/> NO
Have all internal and external partners (including funding agencies) agreed to this extension?	<input type="radio"/> YES	<input type="radio"/> NO
Will any formal agreements (e.g. a Research Collaboration Agreement) between the partners need to be amended?	<input type="radio"/> YES	<input type="radio"/> NO
Will a protocol extension be required from REB, ACC, or Biosafety?	<input type="radio"/> YES	<input type="radio"/> NO
Will any equipment or software that was purchased or loaned need to be extended?	<input type="radio"/> YES	<input type="radio"/> NO
Will any facility or workspace that was loaned or rented need to be extended?	<input type="radio"/> YES	<input type="radio"/> NO
Can the project be extended and completed without additional course release or backfill?	<input type="radio"/> YES	<input type="radio"/> NO

Please provide a detailed rationale for the extension:

Revised Work Plan

Please attach (maximum file size of 3 MB) a revised work plan that details the milestones, activities, and timeline needed to complete the project. Be sure to provide as much detail as possible including an explanation of any question that you answered 'Yes' to. *Note: revisions must not significantly alter the project as approved by the CARIF Review Panel.*

Researcher Signature(s)

☐ I/We hereby accept the terms and conditions as outlined above and in the [CARIF Guidelines](#).

P.I.	Co-P.I.
Date:	Date:
Name:	Name:
Signature:	Signature:

Approvals

P.I.'s Centre Dean (or Leader)	Co-P.I.'s Dean(or Leader)
Date:	Date:
Name:	Name:
Signature:	Signature:

P.I.'s Associate Dean	Co-P.I.'s Associate Dean
Date:	Date:
Name:	Name:
Signature:	Signature:

Manager, Applied Research Operations
Date:
Name:
Signature:

CARIE Financial Analyst
Date:
Name:
Signature: