# SSHRC Grant/Hampton Fund Research Grant

 **Extension Request Form**

*The expectation is that granted funds will be spent by the end of the funding period. In the case of leaves of absence during the funding period, researchers should contact the relevant agency, e.g., SSHRC for a formal extension (see* [*SSHRC Financial Admin Guide*](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp) *for guidelines). However, as there may on occasion be extenuating circumstances leading to residual funds remaining, a short-term (3 month) extension may be requested.*

*This form must be submitted no later than* ***7 days*** *after receipt of grant expiration notice, or* ***90 days*** *prior to the original award end date, otherwise the account will be automatically closed.*

Type of Grant: [ ]  SSHRC [ ]  Hampton

|  |  |  |
| --- | --- | --- |
| Applicant’s surname      | Applicant’s first name      | Academic Rank      |
| Department      | Email      | Phone      |
|  |  |  |
| Title of Research      |
| Current End Date      | Approximate unspent balance by end date      |
|  |
| Please provide a detailed explanation why you have been unable to use the funds by the given deadline      |
| Please provide a brief budget breakdown of how you intend to use the remaining funds      |
| Proposed Extended End Date (three months after Current End Date)     *Please note that only three-month extensions will be permitted. In exceptional circumstances, a six-month extension may be considered.*  |

[ ]  Please check this box to confirm that you will use the remaining funds according to the original application