



## Committee on Research and Publications (CRP)

### Internal Grant Extension Request Form

Requests may be submitted up to **60 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: [research@MSVU.ca](mailto:research@MSVU.ca)

This form is used for internal grants only. Please check the box that applies to your request:

SSHRC Exchange Grant	SSHRC Explore Grant
Standard Grant	Book Launch
Aid to Scholarly Publications & Communications	Other (specify)

Part A: To be completed by the Applicant		
Applicant's Surname		Applicant's First Name
Faculty		Department
Title of Project (if applicable)		
Grant Number	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 will plan to use the remaining funds.

By checking this box, you confirm that the remaining funds will be spent according the original program terms.	New Requested End Date (Maximum of 1 year from)

**Part B: To be signed by the Applicant**

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

**Part C: To be completed by AVPR**

Account Balance Confirmed

Extension Denied  
Explanation:

Extension  
New End Date:

Name	Signature	Date