

Extension Request Form

Information and Instructions

Extensions requests must be formally submitted through completion of the following sections.

This form is applicable to all Research Manitoba grants administered in accordance with the [Finance & Administration Guide](#).

This form is to be completed and submitted by the Principal Investigator listed on the awarded grant application.

Complete the required fields in the form along with any other necessary fields and submit with all required supporting documentation. Submit the completed form and required attachment(s) by email to: helpdesk@researchmb.ca.

Forms submitted with missing information will not be considered.

SECTION 1 – GRANT RECIPIENT INFORMATION

Please complete all the *required fields.

*GRANT RECIPIENT INFORMATION – Primary Investigator	
*Last name	*First Name
*Email	Application Number
*Project Title	

SECTION 2 – EXTENSION REQUEST

Research Manitoba grant recipients have an automatic extension of one (1) additional fiscal year, beyond the expiry date of their grant to use their unspent funds. In addition to this extension, Research Manitoba may provide **one (1)** no-cost extension per grant. Grant recipients may submit a request for an extension to the automatic extension period under the following circumstances only:

- Extended leaves of absence during the grant period
 - Family Related Responsibilities
 - Maternity Leave
 - Medical Leave
 - Parental Leave
- Uncontrollable delays to funded research/activities
- Funding partner approved extension*

Research Manitoba reserves the right to approve or deny an extension request.

*Research Manitoba must be notified of this change

A – EXTENSION DETAILS	
*Current End Date of Award	*Requested New End Date
*Select reason for extension:	

*Provide justification in the comment section below clearly outlining the reason(s) for the no-cost extension

B – DEVIATION FROM INITIAL PROJECT

*Has there been any deviation from the initially proposed research project that has been approved?

If yes, what is the nature of the deviation?

Please use the section below to clearly describe why the deviation occurred and the plans for the rest of the project. Please include the remaining project milestones and dates that align with the plans for spending the remaining funds.

C – ADDITIONAL DOCUMENTS

*Have you completed an Interim Report for this grant?

*If yes, please provide the date of submission:

If no, please complete an interim report for the applicable program found here:

<https://researchmanitoba.ca/funding/grant-report-templates/>.

*Attach an up-to-date detailed financial statement from the institution in which the funds have been administered. This must identify all Research Manitoba expenses to date related to the project.