

Grantee Information

Researcher Name : _____
 Agency/Program : _____
 Account No#: _____

Type of extension requested

Deferral of Installment	<input type="checkbox"/>	<i>Postpones an installment by 1 year/12 months</i>
Extension (Time)	<input checked="" type="checkbox"/>	<i>Provides an additional 1 year/12months to the end date</i>
Maternity or Parental Leave	<input type="checkbox"/>	<i>Time equivalent to the leave period. See below for additional documents</i>
Medical Leave	<input type="checkbox"/>	<i>Time equivalent to the leave period. See below for additional documents</i>
Other	<input type="checkbox"/>	<i>Please specify Click here to enter text.</i>

Extension Request Justification

Provide information on the reason for the extension, it will be provided to the funding agency. For projects impacted by COVID-19 please indicate the disruption.

Additional Documents Required

Maternity/Parental Leave:

- A letter confirming the period of Maternity or Parental Leave signed by a University authorized representative
- For NSERC only, an additional installment at the existing funding level can be requested, a 1-year budget justification must be provided to NSERC.

Medical Leave

- A letter confirming the period of the Medical Leave signed by a University authorized representative.

Complete, sign, and submit this for to the OOR: office.of.research@concordia.ca

Signature

Date

Grant Extension Requests normally take approximately two weeks to complete depending on the agency. Longer processing times may occur from factors such as complexity, completeness of information, and response time of all parties involved.