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| **THE UNIVERSITY OF MELBOURNE****RESEARCH, INNOVATION AND COMMERCIALISATION** **Internal Grant Extension Request Form**  |

Internal Grant Conditions of Award specify a project end date. Extensions to this date will only be considered in exceptional circumstances, with a **maximum extension to the project of 6 months unless otherwise specified in the relevant funding guidelines**. Requests must be approved by the Chief Investigator’s Head of Department or equivalent and submitted to Research, Innovation and Commercialisation **at least 1 month prior to the project end date**. Queries and completed forms should be submitted via ric-internalgrants@unimelb.edu.au.

1. **CHIEF INVESTIGATOR**

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| **Name** |       |
| **Department and Faculty** |       |
| **Telephone** |       |
| **E-mail** |       |

1. **DETAILS OF GRANT**

Please indicate the **type of award you received and the year funding commenced** e.g. Early Career Researcher Grant, 2015.

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| **Title of Project** |       |
| **Themis Agreement Number** |       |

# EXTENSION REQUEST TIMELINE

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| **Current Project End Date** |       |
| **Proposed Extended Project End Date** |       |
| **Does this project involve an external collaborator and/or collaborative research agreement? *If so, please detail.*** |       |

# BRIEF SUMMARY OF PROJECT PROGRESS TO DATE

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# JUSTIFICATION OF EXTENSION REQUEST

Please include details regarding the **exceptional circumstances**which justify your project extension request, along with other relevant details such as the amount of funding remaining for the project
and proposed use of additional time.

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# SIGNATURE OF CHIEF INVESTIGATOR

 Signature: Date: …./…./….

# HEAD OF DEPARTMENT CERTIFICATION

 Comments (optional):

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 *I support this request for an extension of the grant period.*

 Name:

 Signature: Date: …./…./….

*Please note that this request form is received by RIC on behalf of Chancellery (Research) and will be submitted to the Pro Vice-Chancellor (Research Capability) for review.*