**SJDAWC Extension Form**

Research / Service / Integrated Projects

|  |  |
| --- | --- |
| **For office use only**  **Date received:** | Select date |

Form: June 26, 2024

**Instructions:**

* This form is to be completed if an extension of the grant or an extension for information dissemination is required. Please only use this form if there is no progress or final report due within 2 months.
* Submit an electronic Word copy to [animalwelfare@upei.ca](mailto:animalwelfare@upei.ca).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Project:** | |  | | |
|  | | | | |
| **Section 1: Project Title** | | | | | | | | |
| Enter text | | | | | | | | |
|  | | | | | | | | |
| **Section 2: Project Team** | | | | | | | | |
| **PI:** | Enter text | | **Dept:** | Enter text | | **Email:** | Enter text | |
| **Co-PI:** | Enter text | | **Dept /**  **Organization:** | Enter text | | **Email:** | Enter text | |
| **Co-PI:** | Enter text | | **Dept /**  **Organization:** | Enter text | | **Email:** | Enter text | |
| **Co-PI:** | Enter text | | **Dept /**  **Organization:** | Enter text | | **Email:** | Enter text | |
| **Co-PI:** | Enter text | | **Dept /**  **Organization:** | Enter text | | **Email:** | Enter text | |
| **Co-PI:** | Enter text | | **Dept /**  **Organization:** | Enter text | | **Email:** | Enter text | |
| **Co-PI:** | Enter text | | **Dept /**  **Organization:** | Enter text | | **Email:** | Enter text | |
|  | | | | | | | | |
| **Section 3: Extensions (Two types)** | | | | | | | | |
| **A. 1-year extension of grant:** In some circumstances, an extension of up to one year after the end date of the grant is allowable. Requests to extend the project must be included in this form no later than 2 months before the grant expires. Extension requests may be subject to SJDAWC Management Board approval. If an extension is granted, a progress report will be due in lieu of a final report. Final reports will be due once the project is completed. Any residual funds left in the account after the extension will be returned to the SJDAWC. If a second grant extension is required, the same process is followed as above. | | | | | | | | |
| **Do you request a 1-year extension for this grant?** | | | | | | | | Select one |
| If yes, please provide…   1. A detailed justification for the extension 2. A revised timeline 3. Complete the financial statement below (e.g. what has been spent and what remains). If this is an integrated project, then both the service and research sections will need to be completed. | | | | | | | | |
| Enter text | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SJDAWC budget item**  **(SERVICE BUDGET/EXPENSES)** | **Original Budget** | **Actual Expenses** | **Remaining Expenses** | **Proposed Budget**  **(if applicable)** |
| Student stipend and tuition | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Other personnel | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Animal care and use | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Materials and supplies | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Equipment | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Project travel | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Data analysis | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Information dissemination | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Travel for scientific meeting | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Other costs | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| **TOTAL**  **(SERVICE BUDGET/EXPENSES)** | **$** **Enter number** | **$** **Enter number** | **$** **Enter number** | **$** **Enter number** |
| **SJDAWC budget item**  **(RESEARCH BUDGET/EXPENSES)** | **Original Budget** | **Actual Expenses** | **Remaining Expenses** | **Proposed Budget**  **(if applicable)** |
| Student stipend and tuition | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Other personnel | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Animal care and use | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Materials and supplies | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Equipment | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Project travel | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Data analysis | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Information dissemination | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Travel for scientific meeting | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| Other costs | $ Enter number | $ Enter number | $ Enter number | $ Enter number |
| **TOTAL**  **(RESARCH BUDGET/EXPENSES)** | **$** **Enter number** | **$** **Enter number** | **$** **Enter number** | **$** **Enter number** |
| **SJDAWC**  **(TOTAL BUDGET/ EXPENSES)** | **$** **Enter number** | **$** **Enter number** | **$** **Enter number** | **$** **Enter number** |

|  |  |
| --- | --- |
| **B. Information dissemination extension:** It is possible to extend funds for publication costs up to two years after the end date of the grant. Requests to extend funds for publication costs must be included in this form no later than 2 months before the grant expires. Extension requests may be subject to SJDAWC Management Board approval. Final reports are still due by the original due date. Any residual funds left in the account after the two-year extension will be returned to the SJDAWC; no further extensions will be given. | |
| **Do you request an extension for information dissemination?** | Select one |
| If yes, please provide…   1. A detailed justification for the extension 2. The costs originally allocated in the budget for information dissemination 3. An anticipated timeline for submission of publications. | |
| Enter text | |
| **Please remember to acknowledge support of the Sir James Dunn Animal Welfare Centre**  **And all funding partners in any resulting publications.** | |