

REQUEST FOR AN EXCEPTIONAL EXTENSION TO A TEACHING AND LEARNING RESEARCH PROGRAMME AWARD

This document is intended to provide a single, durable record of the progress of an extension request, as an aid to administration and an attempt to reduce email proliferation. It is not an official ESRC document and is not intended as an audit record with secure electronic signatures, etc.

The ESRC and TLRP appreciate that complex, long-term research projects will not always run exactly to plan. However, there is an assumption that an extension to the agreed end date of a project will only be requested in exceptional circumstances, such as unforeseeable delays to work, staff difficulties, illness etc, or the emergence of unexpected opportunities to significantly add value to the research and/or its impacts. Applications must be made by the Principal Investigator, in the first instance to the Programme Director, who will assess their scientific and/or administrative validity and will also consider the effects of granting the extension on the Programme's reporting commitments to funders, and communications and impact strategy. The Director will also seek the advice of the appropriate member of the Directors' Team. Requests supported by the Director will then be considered by the ESRC Programme Officer, who will consider the effects of granting the extension on the ESRC's scheduled budget commitments before deciding whether or not to sign off the request. If an extension request is supported by the Director and the ESRC Programme Officer, the Principal Investigator will be informed by ESRC that a formal application may then be made by the award holding institution's finance office to the ESRC finance office, stating that necessary approval have been secured. Arrangements will then be taken forward between finance offices.

Requests for extensions should be made as soon as the requirement is identified and confirmed when the period required is known. All requests for extensions must be made before the grants ends. Requests for additional funding will not be considered, other than in the most exceptional circumstances.

1 The following section is for the Award Holder:

Please complete this section, including a statement of the reasons for your request overleaf. Once completed, please save and forward this form to the Programme Director (a.pollard@ioe.ac.uk) as an email attachment. Please title the email: 'TLRP extension request (*ESRC Reference Number*)'.

ESRC Reference number	
Principal Investigator	
Institution	
Award Title	
Start Date	
Current End Date	
Requested Extended End Date	
Is additional funding requested?	Yes No <i>Please delete as necessary</i>

Reason for request	
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2 The following section is for the Programme Director:

Please complete this section, save and forward this form to the ESRC Programme officer.

Date request received	
Request Supported	Yes No <i>Please delete as necessary</i>
Date of support decision	

3 The following section is for the ESRC Programme Officer:

Please complete this section, save and file and inform PI of the outcome.

Date request received	
Request Approved	Yes No <i>Please delete as necessary</i>
Date of approval decision	
Programme Officer name	