

CONTRACTED TRC PROJECT EXTENSION REQUEST FORM

This form is required to be submitted if a project is expected to extend past its original contract end date. The Extension Request Form must be submitted with the Renewal and Extension of Project Agreement form. Extension requests are subject to approval. Justification for the request must be given below and criteria includes but is not limited to:

1. ARDOT changes scope of project after the project has started.
2. Delay to the project due to construction schedules or construction job let dates, natural disasters, death or major hospital stays, retirements, PI leaving the university, or government shutdown.

All forms must be submitted on Doc Express by March 15th.

Project Name		Project Number	TRC
Start Date		Number of Extensions	
Original End Date		New End Date	
Date Submitted		Percentage Completed	

LENGTH OF EXTENSION: MONTHS

JUSTIFICATION FOR REQUESTED REVISION:

Project Name		Project Number	TRC	Fiscal Year
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Complete the Proposed Budget below for the requested extension. If funds are being moved from a previous Fiscal Year into this Proposed Budget, a Budget Revision form must accompany this Extension Request to move those funds out of the previous Fiscal Year's budget.

Proposed Budget
LINE ITEM

SALARIES	
WAGES	
FRINGE BENEFITS	
SUPPLIES AND SERVICE	
TRAVEL	
INDIRECT COSTS	
EQUIPMENT	
SUBCONTRACTS	
TUITION	
TOTAL	

Form completed by: