

## 4.2 Project Extensions

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### Purpose

1. This policy describes the conditions under which RNS will consider extending the start or end date for a research funding award. It establishes consistency and transparency in how RNS deals with requests for project extensions and set out procedures for applying for an extension.

### Principles

2. RNS expects that research work will ordinarily proceed according to the approved proposal.
3. Issues can arise that necessitate extending the funding timeframe for a research project, and such circumstances must be specified by the grant recipient in the request for an adjustment. Typical issues warranting a delay or extension include:
  - i. delay in receiving essential equipment or completing infrastructure
  - ii. funding delays from other contributing funders
  - iii. personnel changes/delays
  - iv. approved leaves granted by the host institution to key project personnel
  - v. public health advisories, including pandemics
4. Although the sample list is extensive, accommodation by RNS should not be expected when a project fails to take reasonable and appropriate measures (e.g., beginning personnel recruitment or procurement processes at a reasonable time).

### Policy

5. Projects are expected to begin within one (1) year of the Principal Investigator (PI) receiving a NOA from RNS.
6. The start date may be deferred for an additional six (6) months upon submission of a written request submitted within three months of the end of the year from issuing the NOA.
7. PIs experiencing challenges or delays in completing the research for which they were funded may request an extension to the project's end date of up to one (1) year. The request must be made in writing at least thirty (30) days prior to the current end date and must include information on work achieved to date and a plan for completing the project within the requested timeline. In exceptional circumstances, the leave may be extended to eighteen (18) months.
8. PIs may request an extension for the same amount of time covered in a leave approved by their home organization/institution. Proof of approval for parental leaves, sabbatical/administrative leaves, medical leaves, and family medical leaves must accompany the request to RNS.
9. Any adjustment will be considered "no cost": the dollar amount of the original award will neither increase nor decreased regardless of the duration of the project.

10. Students funded through a Scotia Scholars Award requesting a leave must apply to their institution. RNS will deal directly with the institution on such requests.
11. When RNS has matched funding awarded by the Canada Foundation for Innovation or the federal Tri-Council Agencies, it will honour no-cost extensions granted by those funders. The PI must notify RNS in writing when such an extension has been granted.
12. Third party grants administered by RNS must adhere to the rules of that organization.

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| Version                     | 1.0                |
| Board of Directors Approval | September 15, 2021 |
| Policy Review Date          | September 1, 2023  |