

4.2 PROJECT EXTENSIONS

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 sets 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:
 - a. delay in receiving essential equipment or completing infrastructure
 - b. funding delays from other contributing funders
 - c. personnel changes/delays
 - d. approved leaves granted by the host institution to principal applicants
 - e. difficulty in recruiting study participants
 - f. public health advisories, including pandemics
2. 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

3. Projects are expected to begin within six (6) months of the Principal Applicant (PA) receiving a research agreement from RNS.
4. The start date may be deferred for an additional six (6) months upon submission of a written request submitted within three months of the original six months.
5. PAs 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.
6. 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.



7. Students funded through the former Scotia Scholars Award program requesting a leave must apply to their institution. RNS will deal directly with the institution on such requests.
8. Third party grants administered by RNS must adhere to the rules of that organization.

REVIEW AND APPROVAL HISTORY			
DATE	VERSION	ACTIVITY	NOTES
September 15, 2021	1.0	Board approval	Initial approval
September 17, 2024	1.1	Board approval	Revised
September 26, 2026	1.1	Board review	No changes