



FAR EASTERN UNIVERSITY

<i>Documented Information:</i> Policy on Research Assistance Grant Extension Request			
<i>Process Code:</i> FEU/URC.E	<i>Documented Information Code:</i> POL.01	<i>Version Code:</i> VER.00 / EFF.01 AUG 2023	<i>Page:</i> 1 of 2

INTRODUCTION / DESCRIPTION

This policy outlines the procedures and requirements for requesting an extension of a research assistance grant awarded by the University Research Center. An extension may be granted to accommodate unforeseen circumstances or delays that impact the progress of the research project.

DEFINITION OF TERMS

URC – University Research Center

SCOPE

This policy applies to all research grants awarded by URC for projects conducted by faculty members.

PROVISIONS

1. Progress Report Submission Requirement
 - a. Prior to submitting a request for an extension of the research assistance grant, the grant recipient is required to provide a comprehensive progress report detailing the current status of the research project.
 - b. The progress report should include a clear overview of achieved milestones, challenges encountered, and a timeline of work completed within the original grant period.
2. Required Documents

Grant recipients requesting an extension of their research assistance grant must prepare and submit the following materials:

- a. Proposed Detailed Research Extension Work Plan: This plan should outline the specific tasks, activities, and objectives that the grant recipient intends to accomplish during the requested extension period. It should provide a comprehensive roadmap for the extension period's research activities.
 - b. Activity Plan: The activity plan should detail the sequence of tasks and deliverables that will be undertaken within the extension period. It should demonstrate a clear and feasible timeline for the completion of each activity.
3. Evaluation and Decision
 - a. The Institute Research Review Committee will assess the materials submitted by the grant recipient as part of the extension request.
 - b. The evaluation will consider the proposed detailed research extension work plan, the feasibility of the activity plan, the reasons provided for the extension, the significance of the research, and the potential impact on funding resources.
 - c. The decision regarding the extension request will be communicated to the grant recipient in a timely manner.
 4. Condition of Extension
-
-



FAR EASTERN UNIVERSITY

Documented Information:

Policy on Research Assistance Grant Extension Request

<i>Process Code:</i> FEU/URC.E	<i>Documented Information Code:</i> POL.01	<i>Version Code:</i> VER.00 / EFF.01 AUG 2023	<i>Page:</i> 2 of 2
--	--	---	-------------------------------

- a. If the extension request is approved, the grant recipient will receive an extension of the grant period, as specified in the decision.
 - b. During the extension period, the grant recipient is expected to adhere to the revised timeline provided in the extension approval and to diligently work towards achieving the project's objectives.
 - c. For second or subsequent extension requests, approval will only grant access to the remaining funds allocated for the initial grant period unless there is a justifiable reason. No additional deload units or supplementary funds beyond the originally approved grant amount will be provided unless the grant recipient can demonstrate a valid and justifiable reason for such additional support. The grant recipient is encouraged to manage resources effectively to ensure the successful completion of the project within the extended timeframe.
5. Reporting During the Extension Period
- a. Grant recipients who receive an extension must continue to provide periodic progress reports during the extended grant period, as determined by the grant agreement and extension approval.
 - b. These progress reports should detail the ongoing status of the research project, milestones achieved, challenges encountered, and any adjustments made to the project plan.

Prepared By (Name, Signature, and Date)	Reviewed By (Name, Signature, and Date)	Approved By (Name, Signature, and Date)
Errol Matthew C. Garcia URC Coordinator	Dr. Aisa P. Arlos URC Director	Dr. Evangeline P. Bautista VP for Academic Development