

## Faculty Startup Extension Request

Submit an extension request, together with the annual progress and expense reports, at the end of the startup period. The standard due dates for the annual reports are noted in the faculty startup award letter. The dean of your college is required to review and approve the annual reports, as well as the extension request, prior to submittal to the Office of Research (OoR). Submittal on behalf of your dean is allowable as long as the submittal contains the dean's written approval. Submit to [vprstartup@uc.edu](mailto:vprstartup@uc.edu)

Name: \_\_\_\_\_  
Unit: \_\_\_\_\_  
College: \_\_\_\_\_  
Start Date: \_\_\_\_\_

Original Startup Period: \_\_\_\_\_

### Faculty Member to complete:

Please provide rationale as to why the funds were not expended within the original time period.

### Dean to complete:

Please provide justification and confirmation of approval of the extension. The information provided should confirm the Dean and Department Head's commitment and to document plans to help the faculty be successful in their research activities. Please report plans to help the faculty move forward in order to ensure all are making the right investment of central funds.