

COVID-19 New Faculty Research Start-up Extension Request Form

Office of Research (OR) start-up funding is intended to provide support for the research, scholarship, or creative activities of faculty. Existing new faculty start-up agreements will conclude at the end of the third fiscal year, and any unused funds will be pulled back. If your research has been significantly delayed by COVID-19, you may request an extension of the end date. To do so, fill out this form and submit to the Office of Research Financial Officer (branden.blanchard@usu.edu) for review. Requests must be submitted prior to the scheduled start-up end date or by **June 30, 2021**.

Section Completed by Faculty								
Faculty Member Name:				USU A#:				
College:				Department:				
Duration of Extension Requested (select one):	<input type="checkbox"/>	3 months	<input type="checkbox"/>	6 months	<input type="checkbox"/>	12 months		
<i>Initial discussions regarding this request should occur with your Department Head, Dean and Financial Officer/ Business Manager prior to submission.</i>								
Discussed with DH/Dean/Financial Officer/Business Manager prior to submission					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>Please provide a detailed justification to support your extension request. Your comments must specifically address how COVID-19 has delayed your research and a rationale for the requested extension period.</i>								

Office of Research Use Only	
Start-up Begin Date:	Start-up End Date:
*Adjusted End Date:	

Signatures Below will be Requested through Adobe Sign by Branden Blanchard

Faculty Member Acknowledgment of New Adjusted End Date Above* and Conditions or Terms Listed on page 2.	
Faculty Member Signature	Date

Required Signatures and Review*

**Department Heads, Deans, and Cost Center Directors should indicate their level of support for the requested OR start-up funding extension. Additional comments regarding extension of department, college, cost center, and/or VP of Research start-up funds may also be included.*

Department

Department Head Signature

Date

APPROVE

Yes

No

College/Dean's Office

College Dean Signature

Date

APPROVE

Yes

No

Cost Center

Cost Center Director Signature

Date

APPROVE

Yes

No

V.P. for Research

V.P. for Research Signature

Date

APPROVE

Yes

No