**REQUESTING A ONE-TIME EXTENSION**

Extend Conference Dates Additional 12 Months (Maximum)

Please be aware that **you may not apply** for another Conference Support Grant while this grant is active or on a NCE. Request 30 days prior to the original conference date (given in the conference support application).

Complete this form and submit to: **Melody Spencer** at email address: Research Internal Awards Program [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu)

|  |  |
| --- | --- |
| PI Name |  |
| Department and College |  |
| Phone Number |  |
| Email Address |  |
| Select the Type of Grant | Choose an item. |
| Conference Title |  |
| Conference Dates |  |

Answer the following four questions and submit.

1. Why were you unable to hold the conference during the original conference dates?

1. What more needs to be done?

1. How much more time are you requesting? (Additional 12 months maximum)

4. Has any spending occurred on this grant? If yes, what is the Remaining Spending Authority (RSA) on this grant?