

MLDSC External Project Extension/Amendment Request

Any requests for an extension or amendment to an approved external research project must be submitted through the External Research Project Extension/Amendment Form.

1. Extension (Timeline Change)

- A. A Research Applicant (RA) may request an extension if the research project cannot meet the set completion date established at the time of approval. The RA should complete the Project Extension/Amendment form in sufficient time for review by the Executive Director.
- B. The Executive Director may grant an extension if there are extenuating circumstances beyond the control of the RA that justify an extension beyond the original timeline.
- C. Examples of extenuating circumstances beyond the control of the RA include:
 - Data was not available as expected because it was received late from a partner agency or not loaded in a timely fashion by MLDS Center staff;
 - A personal issue, such as a serious illness or death in the family has prevented the RA from working on the project;
 - A delay in grant funding; or
 - A member of the research team member leaves the project.

2. Amendment (Subject or Data Change)

- A. Requests for changes to the subject matter of the approved research proposal or the data provided pursuant to section 8.1 require a formal request to the Executive Director using the Project Extension/Amendment Form ([Appendix 7](#)).
- B. After reviewing the requested amendment, the Executive Director will:
 - Approve the amendment upon determining that the requested amendment is minor in scope and does not significantly alter the purpose or nature of the research proposal that was originally submitted and reviewed; or
 - Deny the amendment upon determining that the amendment is substantial in scope and materially changes the purpose and nature of the research proposal beyond what was originally reviewed.
- C. If the amendment is denied, the RA may either continue pursuant to the original research proposal and data set or end the project and submit a new application for approval.

3. Considerations when submitting a Request

The External Research Project Extension/Amendment Form includes space for the RA to provide an explanation of the request. Please consider including information from the prompts below in your request.

- What project activities have been completed?
- What project activities have not been completed?
- What is the reason that the extension or amendment is needed? Provide the reason for the delay or change. Any supporting documents to substantiate your circumstance may be uploaded in the form submission.
- If the request is related to the availability of data, please include the following:
 - What data was originally requested.
 - What data is currently used.
 - What data is still needed and why.
 - Be sure to include specific data elements and years needed.
- Is there a change in the research questions or hypotheses or methodology?
- Please provide details comparing the original project proposal to the requested changes.