

The form of the Danish Agency for Science, Technology and Innovation (FI) for requesting change of funding period for grants subject to the "Terms & Conditions for Grants". See www.fivu.dk/fi/bevilling. The request must be submitted before the start of the planned funding period or no later than 1 month before the end of the initial funding period. The form must be completed online. The form is designed to PDF version 1.6 (Acrobat 7.0 and later versions). Please note if your software applies to these standards. When the form is completed press 'Save and send' at the bottom of the page, and you will be able to save the form before it automatically will be attached to an e-mail in your mail program. You will then be able to attach additional files. The form should not be signed, but the e-mail must be submitted by the grant holder.

Request to change funding period

1. Name of grant holder: _____ 2. E-mail: _____

3. FI file number (eg. 1301-00003B): _____ 4. Date of request (dd-mm-yyyy): _____

5. Research council / program commission approving the grant: _____

6. Total funds in Danish kroner (all years incl. supplementary grants): _____

7. Administrated by (institution): _____

8. Request for (please tick): Postponement of project start: _____ Prolonged funding period: _____

9. Initial funding period: (dd-mm-yyyy): Start date: _____ End date: _____

10. Latest approved funding period: (dd-mm-yyyy): Start date: _____ End date: _____

11. Requested new funding period: (dd-mm-yyyy): Start date: _____ End date: _____

If changes occur due to parental leave the new end date must be stated at item 11, and the parental leave period must be stated in item 12. If the grant holder believes that the parental leave period will have no consequences for the academic content of the project, this should further be stated in item 12. Item 13 can then be ignored.

12. Explanation for the postponement of project start / prolonged funding period (max 1100 characters):

13. When requesting for postponement and/or prolongation/shortening of more than 6 months from the original end date you must also enclose a scientific status of the project (max. 1 page). This must include:

- A report of the scientific progress compared to the original project plan.
- An outline of which activities still are to be completed.
- A report of the professional consequences caused by a change in the funding period.
- A brief timetable and work plan for the remaining funding period.
- A report of the past and future recruitment efforts, in case the request for change is due to recruitment problems.
- An updated budget (max 1 page) by calendar year, which states the expenses already incurred. If your budget is submitted as an Excel file together with the notice of funding, you must include the budget as an updated Excel file.

For agency comments