



Instructions for Requesting a Grant Extension

If you need additional time to complete your project, please submit a written request for a grant extension before the grant deadline. Extension requests must be submitted on institutional letterhead and signed by the Project Director, Dean, and Finance Officer. Please include your grant number, original end date, proposed new end date (not to exceed six months unless under extenuating circumstances), and a brief explanation of why additional time is needed. Extensions are granted on a case-by-case basis.

Sample Letter Requesting Grant Project Extension

[Institutional Letterhead]

RE: Grant No. WC 1234 567

(Be sure to include the Grant Number)

Dear Dr. Farmer:

We are writing regarding the above-referenced Wabash Center grant. As we approach the conclusion of the grant period, it has become clear that additional time is needed to complete the project as originally envisioned. Therefore, we respectfully request an extension of the grant period.

Our project has been progressing well, but several factors have contributed to delays in reaching the intended milestones. [Insert explanation here—for example: scheduling challenges among faculty participants, unforeseen institutional transitions, or delays in securing necessary resources.] These circumstances have slowed the project's pace, but we remain committed to fulfilling the objectives outlined in our proposal.

We are therefore requesting an extension of **[X months, not to exceed six months unless under extenuating circumstances]**, moving the current project end date from **[original end date]** to

[new proposed end date]. This additional time will allow us to [briefly describe what will be accomplished in the extended period].

We understand that extensions are granted on a case-by-case basis and will not extend beyond six months except under extenuating circumstances. We believe this request falls within the Wabash Center's guidelines, and we are confident that the additional time will ensure the project's successful completion.

Thank you for your consideration of this request. Please let us know if you need any further information or documentation.

Sincerely,

Project Director

Dean (or Supervisor)

Finance Officer