

		For Ministry use only	
		Project Number	
Date (dd/mm/yyyy)		HIIFP Funding Year	
Principal Researcher (print name)		Email Address	
Institution Name		Institution Address	
Telephone No. (of Applicant)			
Topic No.	Title of Research Topic		
Start Date		Original Completion Date	
		New Completion Date	
Reason for the Request			
Breakdown of New Schedule and Milestones for Deliverables			
Potential Implications of the Extension (if any)			

Topic No.	Title of Research Topic

Signatures			
	Principal Researcher	Head of Department	Authorized Signing Officer of Institution
Print Name			
Signature			

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Name of the MTO Technical Specialist	
Does the MTO Technical Specialist support the extension?	Yes No
Name of the HIIFP Coordinator	
No-cost extension approved?	Yes No

Notes:

1. The Principal Researcher shall submit this No-Cost Extension Request Form to the MTO Technical Specialist.
2. The MTO Technical Specialist will review and indicate whether they endorse the request and shall submit the form to the HIIFP Coordinator.
3. A No-Cost Extension Request may be subject to review by the HIIFP Steering Committee. It is the ministry’s sole discretion to accept or decline the request.
4. The HIIFP Coordinator will inform both the Principal Researcher and the MTO Technical Specialist regarding the decision.
5. If an extension is granted, a Project Progress Report form shall be submitted by the Principal Researcher within 6 months of receiving the extension.