

TPCH Foundation Grant Extension Guidelines

Effective: October 2025

These guidelines outline the circumstances under which a grant extension may be considered and define the conditions and process for requesting one.

General Principles

- Grant extensions are not automatic and must be requested in writing.
- The maximum extension that may be granted at one time is 6 months.
- Extensions must be justified and aligned with the goals and feasibility of the research.
- Multiple extensions may be considered, but each must be separately requested and justified at the relevant reporting point.
- More than two extensions over the lifetime of the grant will only be granted in exceptional circumstances, and must be supported by a compelling justification.

Circumstances Where Extensions May Be Considered

Extensions may be considered in the following scenarios:

- Unforeseen delays (e.g. ethics approval, recruitment issues, access to data or equipment).
- Personnel changes (e.g. resignation, completion of employment or study term, parental leave, long-term illness).
- Institutional disruptions (e.g. major IT or systems issues affecting project progress).
- Supply chain or service delays beyond the researcher's control.
- Significant external events (e.g. natural disaster, pandemic-related disruption).
- Other reasonable circumstances, to be assessed on a case-by-case basis.

What Will Not Be Considered Sufficient Justification

- Poor project planning or management.
- Failure to meet reporting deadlines without prior communication.
- Use of extension to hold or expend remaining funds without a clear work plan.

Request Process

Researchers must submit a written request (via SmartyGrants portal or email) that includes:

- The reason for the extension.

- The revised timeline for project completion, including a Gantt chart or similar.
- Extension requests should coincide with the 6-monthly reporting requirements and be submitted as part of the progress report. Ad hoc extension requests outside of the reporting cycle will only be considered in exceptional circumstances.

Decision Process

- Requests will be reviewed by the Foundation.
- The researcher may be asked to meet to discuss progress and provide further information including any special circumstances that may have affected the project.
- Decisions will be communicated by email within 2-4 weeks of submission.