

## **APTA Academy of Education Research Grant**

### **No-Cost Extension or Change in Research Plan Request for Approval**

The APTA Academy of Education will consider no-cost extensions of funding or changes to the research plan if adequate rationale is provided. Before a decision can be made, please provide a progress report and update on the use of funds using the attached form. Requests should be submitted to [academy@aptaeducation.org](mailto:academy@aptaeducation.org).

The progress report shall include a brief summary of work completed to date, including a discussion of major problems (if any) encountered, such as reasons for not being able to recruit sufficient subjects for the study; a plan to remedy the problems; an explanation and justification for any deviation from the original plan of action; a reason for a change in personnel and plan for replacement; and an explanation of any proposed changes to the plan.

An update on the planned use of the remaining funds is required. If salary support was provided in the original grant, comment on the need for funds to be used toward salary support during the extension. If you are requesting a change in budget, please specify why this change is requested including the original budget and the new budget.

Extension requests must state the original grant period dates (included in your Grant Agreement Form), whether any previous no-cost extension has been granted, and the dates of the extension you are requesting.

Once the Academy's Research Committee has reviewed the request and information you provided, you will be notified by email within 30 days of the Committee's decision.

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