

Request for Project Extension

Companies requesting a project extension should submit such a request at least 3 months before the original completion date of their joint project.

The Foundation requires the following documents for a **Project Extension Request**:

1. Please fill in the **joint request for project extension form** describing your project extension reasons and the additional time needed. This request should be signed by both parties. Please see the template below and fill in the required details in the designated fields.
2. Please attach an updated **GANTT** chart based on the new proposed timeline and attach amended dates of **Annex E** describing the new proposed milestones and deliverables.
3. Please upload the request to the designated section under "Miscellaneous" on the BIRD Upload site.
4. Additionally, please forward a copy of the request to the Prime BIRD Contact (PBC) of your project at the BIRD Foundation and to the relevant contact person within the Finance team.
5. Please note that submitting an extension request does not guarantee automatic approval and necessitates thorough justifications. Furthermore, an extension of the project's duration does not result in a budget increase; thus, if the extension is approved each segment will experience reduced payments accordingly.