

**LATE APPLICATION SUBMISSION REQUEST**

**Must be completed and submitted by the Research Office Manager[[1]](#footnote-1) and submitted to** [**support@funding-service.ukri.org**](mailto:support@funding-service.ukri.org) **.**

**If your request is received outside of these time-frames, it will NOT be considered:**

|  |  |
| --- | --- |
| **System issues** | Late application submission requests must be submitted before the funding opportunity closing date or on the same day. (e.g., if the funding opportunity closes at 4pm, we allow you to submit this request until 10pm) |
| **Extenuating circumstances** | Late application submission requests must be submitted within 48 hours (2working days) from the funding opportunity closing time. |

|  |  |
| --- | --- |
| **FUNDING OPPORTUNITY** |  |
| **RESEARCH COUNCIL** |  |
| **RESEARCH ORGANISATION** |  |
| **APPLICANT’S NAME** |  |

**DETAILS OF LATE APPLICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICATION NUMBER** | **APPLICATION NAME** | **Original deadline**  dd/mm/yyyy | **Requested**  **Deadline**  dd/mm/yyyy |
|  |  |  |  |

We understand that your organisation is not able to submit the application on time due to exceptional circumstances. **UKRI may consider your request if one of the following categories applies**. Please, select one that is relevant in your case.

|  |  |
| --- | --- |
| **System issues** | **Extenuating circumstances** |
| □UKRI technical issues/operational issues | □ Research Office administrator/manager’s unexpected absence due to extenuating circumstances |
| □Organisational issues caused by external factors | □Project Lead’s unexpected absence due to extenuating circumstances |

**System issues**

If your organisation is not able to submit the application due to a system related issue, provide a brief description of the issue that is affecting/has affected your capability to submit on time. Include the time-period over which these circumstances are/have been occurring. Evidence your request by including appropriate supporting documentation. It is important to be specific with your evidence (e.g., provide a screen shot of technical issues). It is important to provide as much information as possible for the nominated staff to consider your request.

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**Extenuating circumstances**

If your organisation is not able to submit the application due to extenuating circumstances that are affecting your staff, explain the nature and the longevity of extenuating circumstances without sharing extensive personal data (for example: in cases of illness keep information brief. Do not state the name of the illness but include the dates of your staff’s absence, and where possible only refer to the individual’s role and not their name). Extenuating circumstances can be difficult to define as everyone reacts differently to the circumstances that affect them. In general, we will consider extenuating circumstances that are unexpected, unavoidable, and outside of your control. The nominated staff will consider your request.

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**DECLARATION**

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge.

I consent to the information being used by UKRI staff to consider this request.

Select if applicable:

□ System Issues – I confirm that the application has met the internal deadlines and that it is ready to be submitted by the Research Office administrator/manager or applicant[[2]](#footnote-2) within 48 hours

□ Name and position……………………………… Date………………………………………………….

Contact details:

email address……………………………………..

phone number……………………………………

1. If the request is due to the unexpected absence of Research Office administrator/manager, the form must be completed by their line manager or an officer with relevant authority. [↑](#footnote-ref-1)
2. Applicant – applies for organisation that do not have The Funding Service (TFS) administrative account. [↑](#footnote-ref-2)