

**UNIVERSITY OF HAWAII  
Office of Research Services  
Internal Account Extension Request**

**FIXED PRICE CONTRACTS**

This form is to request an extension to an extramurally sponsored project account end date when: 1) A project is being conducted under a fixed price contract; 2) A project end-date was not defined in the contract signed by the sponsor; and 3) No change to the sponsor-approved budget or scope of work is being requested.

**Submit completed form** to the responsible ORS Accountant.

Principal Investigator \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Campus \_\_\_\_\_

Fiscal Officer \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Project Title \_\_\_\_\_

Award Number \_\_\_\_\_ Current Termination Date \_\_\_\_\_

Account Number \_\_\_\_\_ Account Balance \_\_\_\_\_

Project Account Extension Requested Until \_\_\_\_\_

Reason for Request \_\_\_\_\_

\_\_\_\_\_  
PI Signature Date

\_\_\_\_\_  
AO/ FO Signature Date

**Account Verification and Request Approval** (For ORS Use Only)

Fixed Price: yes / no    Cash Balance: \$ \_\_\_\_\_    Balance Date \_\_\_\_\_

\_\_\_\_\_  
ORS Accountant Signature Date

Approved / Disapproved

\_\_\_\_\_  
ORS Accounting Manager Date

Date Extended \_\_\_\_\_ Accountant Initials \_\_\_\_\_

CC: PI, FO, ORS Pre-Award, (& OTTED as applicable)