

OPCFHK Policy on Project Extension

1. Requests for extension on project completion and/or progress report submission of OPCFHK funding projects shall be submitted in writing with a request letter addressed to the Foundation's Deputy Director for approval at least one month prior to the deadline. The extension request letter shall include the revised timeline and the justification for the extension, and be signed by the Principal Investigator.
2. The extension request requires endorsement by the Foundation's Scientific Sub-committee prior to approval if:
 - a. the requested extension period is over one year; or
 - b. the requested extension is not the first time.
3. Exemption to Point 2 will be made if the extension request falls into one of the below categories:
 - a. Payment schedule within the same fiscal year;
 - b. Requesting the extension of the progress report submission, with no impact to the overall timeline; or
 - c. Extension due to force majeure such as flooding, earthquake, typhoon, political instability, etc.
4. For all extension requests, the Deputy Director shall consider the Principal Investigator's track record of report delivery and project completion (if applicable) and the justification of extension request prior to grant approval. The extension shall not compromise the expected outcomes and deliverable of the project, or with an increased total budget.
5. The approval letter shall be addressed to the Principal Investigator by the Deputy Director.
6. If the Principal Investigator fails to submit the extension request letter one month prior to the deadline, and the project report is overdue for two months, the Foundation will rate the Principal Investigator and the project as 'Unsatisfactory' for record, with unfavorable implications on his/her future applications of OPCFHK funding.

Once the Principal Investigator has been determined as 'Unsatisfactory', the priority for his /her future funding application to the Foundation will be lowered for a period of two years.