UKDS SecureLab: Project extension request form

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# Completing the form

Use this form to request an extension for a SecureLab project. The **Project Lead** must complete the form. Requests from team members will be queried with the Project Lead, thus delaying the request.

When completed, please return this form to help@ukdataservice.ac.uk, ensuring that the **UK Data Service project number** is included in the subject line. Please note that all requests are screened and submission of this form is not a guarantee that your request will be granted.

## Project Lead details

| Name |  |
| --- | --- |
| Email address |  |
| Accredited Researcher number (if applicable) |  |
| Institution/Organisation |  |

## Project details

| UK Data Service project ID |  |
| --- | --- |
| Project title |  |
| Current project expiry date | Click or tap to enter a date. |

## Extension request details

*Please ensure that the new expiry date that you are requesting is proportionate and realistic to the work you have left to undertake on the project. Projects accredited via the legal gateway of the Digital Economy Act 2017 (DEA), projects can run for a maximum duration of five years from the date of accreditation.*

| Requested new project expiry date | Click or tap to enter a date. |
| --- | --- |

## Justification for requesting an extension

*Please include details to explain what work has already been completed on the project and what still needs to be done, as well as explaining why the project has not yet been completed in line with your original time scales.*

Click or tap here to enter text.

## Publication details

*Please provide details of any published outputs that you have produced from this project. Published outputs include any analyses made available, such as conference presentations and working papers, as well as journal articles. Where possible, please provide full citations.*

Click or tap here to enter text.

**Would you like to work with the UK Data Service to showcase the impact of your research findings?**

| Yes [ ]  | No [ ]  |
| --- | --- |

*Please note that if your project has been accredited under the DEA and you do* ***not*** *want to work with us to promote your research, then the Research Accreditation Panel will ask for further information on this. If this applies to you, please provide your reason(s) in the text box below.*

Click or tap here to enter text.

## What to do next

Thank you for completing this form. Please return your completed form by email to the UK Data Service Helpdesk (help@ukdataservice.ac.uk), who will acknowledge receipt. Please ensure that you include your **project number** in the subject line of your email, as this helps the Helpdesk team manage your request efficiently. The Helpdesk team will process your request and respond to you as soon as possible.

# To be completed by a member of UK Data Service staff

I have reviewed this request and my assessment is that the request:

[ ]  **is** reasonable and justified and can proceed

[ ]  **is not** reasonable or justified and cannot proceed

*If request is not reasonable or justified, detail on the reason(s) for this assessment are provided below:*

Click or tap here to enter text.

*For projects accredited under the Research Strand of the Digital Economy Act 2017:*

| RAP project ID |  |
| --- | --- |

Completed and submitted by:

| Name |  |
| --- | --- |
| Position |  |
| Date | Click or tap to enter a date. |

[www.ukdataservice.ac.uk](http://www.ukdataservice.ac.uk)

help@ukdataservice.ac.uk

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