**Research Associate Extension Request & Justification**

Date:

To: CALS Human Resources

From: <Name>

The <Center/Department/Unit Name> requests to extend a research associate appointment for an additional <number of months> months to pursue advanced training (which will augment their degree). See the following information below:

Name:       Empl. ID:

New end date:       Funding:

FTE:       Visa Status:

Explain the additional specific experience or training the individual will gain relevant to their degree:

Explain new skills and knowledge the individual will gain relevant to their degree:

The department understands that for extension requests beyond appointment year 3 and 4, Dean’s level approval is required for each of these additional years. Extension approvals will not exceed 12 months per each request. In addition, the department understands that extension requests beyond the 5th year of the appointment, requires UW-Madison’s Office of Human Resources approval and is only granted for exceptional circumstances.

If you have any questions, please contact       at <Phone and/or Email>.

Attachments:

CV/Resume