



Office of the VP of Research eSPEAR Extension Request Form

Name: _____

Email: _____

Department: _____

Employee ID: _____

All FSU research administration staff are required to complete the eSPEAR certification within 6 months of assuming their position and will be responsible for the completion of the yearly continuing education requirement to maintain eSPEAR certification. ***Extensions to these requirements can be requested below and may be approved when unusual and / or extenuating circumstances exist.***

Please select the type of extension being requested (Select only **ONE**):

- Extension request to the 6-month requirement to complete the eSPEAR Certificate Program (including the Capstone Course). Please attach justification for this request. Up to Up to 60 days can be approved by SRA. Longer requests require OVPR approval. **This request requires supervisor approval below.**
- Extension request to complete the eSPEAR certification continuing education requirement. Please attach justification for this request. **This request requires supervisor approval below.**

“I understand that this is a request for an extension to completing fundamental requirements of this position and details of this delay should be considered as part of the performance appraisal process.”

Supervisor Approval:

SRA Approval:

All extension requests should be emailed to RSCH-Training@fsu.edu for review.