



Project Suspension and Resumption Form

TITLE

This is the title by which you refer to the project. It should not differ from the title provided in the proposal/s.

PROJECT MANAGER

The Project manager is the person directly responsible for the project. While the term used may vary from institute to institute, this should be the individual noted as the project manager in the proposal/s.

INSTITUTE

Please provide the full title of the project's home institute or unit.

SUSPENSION INITIATED BY

Please indicate whether the project manager or director has requested the project's suspension.

REASONS FOR SUSPENSION REQUEST:

In this space please describe the reasons for the project suspension request. The project manager or director, depending on the source of the request, may complete this section. This section does not need to be completed for project resumption.

Attach to this form all other relevant documents.

DIRECTOR

The following sections should only be completed by the director. If the director is absent or otherwise indisposed, an acting-director may also complete this section, and should be named here.

SUSPENDED APPROVED

If the director does not note their approval of the project suspension, then the suspension has not been authorized.

SIGNATURE DATE

Please enter the date of the director's signature. This should be the date on which the director determined that the project should be suspended.

DIRECTOR SIGNATURE

Here the director should sign, or apply their e-signature, to indicate the suspension of the project.

RESUMPTION

This section will appear only after a suspension has been requested

DIRECTOR

Please provide the relevant name and title. The director is the head of the project's home institute or unit. This term may vary from institute to institute. If the director is absent or otherwise indisposed, an acting-director may also complete this section, and should be named here.

RESUME SUSPENDED PROJECT

If the director does not note their approval of the project resumption, then the project remains suspended.

NEW COMPLETION DATE

Please provide the new expected completion date.

SIGNATURE DATE

Please enter the date of the director's decision. This should be the date on which the director determined that the project should resume.

DIRECTOR SIGNATURE

Here the director should sign, or apply their e-signature, to indicate the resumption of the project.