

EXTENSION OF FUNDING

STAGE 2

- Submit request to the **ILARS Mail Inbox**
- Label subject outline as '*Stage 2 Extension of Funding Request - G/NN/YYYYY*'
- The request will be reviewed in line with relevant documentation provided
- IRO Grant Manager will notify of the funding outcome within 10 business days

STAGE 3

- Submit request to the **ILARS Mail Inbox**
- Label subject outline as '*Stage 3 Extension of Funding Request - G/NN/YYYYY*'
- The request will be reviewed in line with relevant documentation provided
- IRO Grant Manager will notify of the funding outcome within 10 business days

STAGE 4

- Submit request' to the **ILARS Mail Inbox**
- Label subject outline as '*Stage 4 Extension of Funding Request - G/NN/YYYYY*'
- The request will be reviewed in line with relevant documentation provided
- IRO Grant Manager will notify of the funding outcome within 10 business days

DISBURSEMENT

- Submit email to **ILARS Mail Inbox** requesting disbursements not covered in the initial grant of funding.
- Label subject outline as 'Disbursement Request - G/NN/YYYYY'
> DO NOT write "Extension of Funding" when requesting Disbursement funding