

Irish Research Council Budget Reallocations Policy

When is a budget reallocation request required?

The Irish Research Council (the Council) acknowledges that, following the commencement of an award, a certain degree of flexibility in the management of budgets is required in order to best achieve the objectives of the funded research. It is the Council's policy to facilitate the reallocation of funds if it serves to facilitate the goals of the researcher/research.

A budget reallocation requires a written request and approval from the Council in the following cases:

(1) Significant budget reallocation to or from any category:

- a. **For postgraduate and postdoctoral awards (if applicable) and for PI-led awards under €200,000:** individual or cumulative adjustments of 10% or more of the approved annual direct research costs. Minor re-allocations and adjustments that cumulatively do not exceed 10% do not require Council approval and can be dealt with by liaising with the Research Office in the host Institution, in respect with eligible costs (including categories which have maximum limits) as set out in the Terms and Conditions of the respective schemes.
- b. **For PI-led awards over €200,000:** individual or cumulative adjustments in excess of €20,000 to or from any category, or to or from any calendar year. Minor re-allocations and adjustments that cumulatively do not exceed €20,000 do not require Council approval and can be dealt with by liaising with the Research Office in your Higher Education Institution, in respect with eligible costs (including categories which have maximum limits) as set out in the Terms and Conditions of the respective schemes.
- c. **For awards of €5000 or less:** the Council does not need to be contacted and budget reallocations can be dealt with by liaising with the Research Office in the host institution, though award holders must adhere to the Terms and Conditions surrounding expenditure on the relevant scheme, as well as to the HEI procurement policies.

(2) Any reallocation of funds to or from salary and postgraduate registration fee categories, excluding pay increments.

Conditions for budget reallocations to be granted

- Any budget reallocation request must be clearly justified in the context of the research objectives of the funded research.
- A request for a budget reallocation must be made by the award holder on the appropriate form **no less than 2 months** before the original End Date of the award and should always be made prior to committing or incurring expenditure in excess of that allowed in the Letter of Offer.

- It must not exceed the budget approved in the original Letter of Offer or extend past the approved expiry date of the award (for that option see the No-Cost Extension policy).
- No transfer of funds is allowed between the indirect (overheads) and direct cost categories of an award under any circumstances.
- Please note that not all schemes allow for Budget Reallocations. Terms and Conditions and grant agreements should be consulted in the first instance, as they may be prescriptive in some cases. **Where a contradiction exists between the present policy and Terms and Conditions, the Terms and Conditions take precedence.**

Requesting a budget reallocation

1. The award holder must complete **the Budget Reallocation request form** in advance of any re-allocation, including:
 - The rationale and justification for the budget reallocation requested;
 - A current financial statement for the grant;
 - A revised budget incorporating the reallocation(s).
2. The form must be signed by both the Host Institution's Research Office and Finance Office. It should also be signed by the awardee's Academic Supervisor/Mentor, Enterprise/Employment Mentor, and/or Strategic Funding Partner, as applicable.
3. The completed and signed form(s) must be returned to the relevant Council Programme Manager/Research Support Officer associated with the grant, using the relevant Programme email address.
4. Applications are assessed on a case-by-case basis by the Council Executive. Once the request has been reviewed, the award holder and Host institution will be notified of the decision by email. Receipt of a request from the award holder does not in itself guarantee approval of a budget reallocation.
5. Approved reallocations will be followed by the issue of a **Letter of Variation** to the Host Institution, outlining the change(s) to the original terms of the award and the new approved budget. The process is deemed complete once the letter is signed by the Host Institution and returned to the Council.

ENDS