

Irish Research Council Budget Reallocations Policy

When is a budget reallocation request required?

The Irish Research Council (IRC) 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 IRC'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 IRC in the following cases:

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

- a. **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 IRC 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 IRC 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.

(2) On PI-led projects, any reallocation of funds to or from the salary and postgraduate registration fee categories of project team members, 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 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. **Budget reallocations are not permitted on early-career awards (except DOROTHY, a Marie Skłodowska-Curie Actions (MSCA) CO-FUND).** 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.
3. The completed and signed form(s) must be returned to the relevant IRC 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 IRC Executive. If the request has been approved, 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 IRC.
6. As stated above, Early-career awards (except DOROTHY, a Marie Skłodowska-Curie Actions (MSCA) CO-FUND), are not eligible for budget reallocation. Any requests for budget reallocation submitted under these awards will not be considered and will be returned to the Finance office of the Higher Education Institution

ENDS