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| **BUDGET REALLOCATION REQUEST FORM**   * This form must be completed to justify the budget reallocation proposed. * Please submit completed form to [projects@research.ie](mailto:projects@research.ie) | | |
| **Section 1 – For completion by Award Holder** | | |
| Name of Award Holder: | Year of Award: | |
| Project Title: | End Date: | |
| Institution: | | |
| Email address: | | |
| ***Details of proposed reallocation*** | | |
| Proposed budget reallocation amount: | € | |
| Category budget is to be moved from: |  | |
| Category budget is to be moved to: |  | |
| Please provide details of the proposed budget reallocation: | | |
| Outline the **rationale and justification** for the budget reallocation being proposed. If travel is part of the reallocation, please provide a breakdown of the costs: | | |
| Signature: | Date: | |
| **Section 2 – For completion by Research Office** | | |
| I hereby confirm that I support the budget reallocation request as outlined above. | | |
| Name:  (BLOCK CAPS)  Signature: | Position:  Date: | |