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| **BUDGET REALLOCATION REQUEST FORM*** The Council provide funding for direct research costs as presented and justified in the application form. Scholars may reallocate up to 10% of the approved annual direct research costs without prior approval from the Council.
* For budget reallocations above 10% of the approved annual direct research costs prior approval must be sought from the Council.
* In these cases, this form must be completed to justify the budget reallocation proposed.
* The Council will only consider requests made in advance of the change of budget reallocation.
 |
| **Section 1 – For completion by Scholar** |
| Name of Scholar:(BLOCK CAPS) | Year & title of Award: |
| 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: |
| Please outline the rationale and justification for the budget reallocation being proposed: |
| Signature: | Date:  |
| **Section 2 – For completion by Employment/Enterprise Mentor** |
| I hereby confirm that I support the scholar’s budget reallocation request as outlined above. |
| Name: (BLOCK CAPS)Signature:  | Position: Date: |
| **Section 3 – For completion by Academic Supervisor** |
| I hereby confirm that I support the scholar’s budget reallocation request as outlined above. |
| Name: (BLOCK CAPS)Signature:  | Position: Date: |
| **FOR OFFICE USE**  |
| Received:  | Approved (√): Yes | No |
| Comment: |