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| **V:\IRC Logo\IRC Logo.jpg** | | |  | |
| **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: | | | |