**Laureate Award SUSPENSION Form**

This form must be sent by email to [laureate@research.ie](mailto:laureate@research.ie) for approval at least one month before the proposed award suspension takes place.

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| **Section 1 – OVERVIEW** |

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| --- | --- |
| Project ID: |  |
| Principal investigator: |  |
| Project title: |  |
| Higher education institution: |  |
| Award start date: |  |
| Original award end date: |  |
| Proposed suspension start date: |  |
| Proposed suspension end date: |  |
| Duration of suspension: |  |
| Proposed new award end date: |  |

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| Please outline your reasons for suspending this award: |
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| **Section 2 – BUDGET OVERVIEW** |

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|  | **A**  **Total amount awarded[[1]](#footnote-1)**  **€** | **B**  **Projected expenditure to date**  **€** | **C**  **Balance remaining**  **(A minus B)**  **€** |
| Personnel |  |  |  |
| Travel costs |  |  |  |
| Materials and consumables |  |  |  |
| Publication costs |  |  |  |
| Dissemination and knowledge exchange costs |  |  |  |
| Access to research infrastructures |  |  |  |
| Relocation expenses |  |  |  |
| Overheads |  |  |  |
| Equipment |  |  |  |
| **TOTAL** |  |  |  |

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| **Section 3 – DETAILED EXPENDITURE** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| Personnel |  |  |  |  |  |  |
| Travel costs |  |  |  |  |  |  |
| Materials and consumables |  |  |  |  |  |  |
| Publication costs |  |  |  |  |  |  |
| Dissemination and knowledge  exchange costs |  |  |  |  |  |  |
| Access to research  infrastructures |  |  |  |  |  |  |
| Relocation expenses |  |  |  |  |  |  |
| Overheads |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

* Please provide your final proposed budget taking into account the requested period of suspension.
* Please add extra year column(s) if the award is extending into additional calendar year(s).

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| **Section 4 – SIGNATUREs** |

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| **For completion by the principal investigator** |
| I certify that all details in this form are correct:  Name (including title):  Signature:  Date: |

Please authorise with institutional seal or stamp

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| **For completion by the research office** |
| I certify that the host institution supports the suspension of this award, including the amended budget, as outlined above:  Name (including title):  Position:  Signature:  Date: |

1. This should reflect either the original award letter or, where the amount differs, the most recent letter of variation issued by the Council. [↑](#footnote-ref-1)