**Laureate Award TERMINATION 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 termination takes place[[1]](#footnote-1).

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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 award termination date[[2]](#footnote-2): |  |

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

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| --- | --- | --- | --- |
|  | **A**  **Total amount awarded[[3]](#footnote-3)**  **€** | **B**  **Projected expenditure at date of award termination**  **€** | **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** | **Total** |
| 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 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 termination of this award, including the amended budget, as outlined above:  Name (including title):  Position:  Signature:  Date: |

1. Following approval of an award termination by the Council, a final progress report will be requested which should include a detailed financial statement from the host institution. [↑](#footnote-ref-1)
2. Please note that the proposed award termination date should be the last day of any given calendar month. [↑](#footnote-ref-2)
3. 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-3)