

Open Research Fund Project Modification Request Form

# Section A – Details of the Request

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| **Project Title** |  | |
| **Lead Admin**  **Institution** |  | |
| **Lead Investigator in Lead Admin Institution** |  | |
| **Project primary contact (if different from above)** |  | |
| **Please indicate all changes sought (input an ‘X’ where relevant)** | Minor Modifications (select one or more where relevant) | |
| ☐ | Addition and/or removal of staff member(s)/Research Student(s) |
| ☐ | Addition and/or removal of a partner (institution and/or third party) |
| ☐ | Changes to implementation plans (delays and/or slight amendments in timelines for the delivery of work packages) |
| ☐ | Minor re-allocation: Changes to approved budget involving movement of funding within the allowed 10% between budget categories |
| ☐ | Absence/Extended leave of a Lead Investigator for ≥ 2 months – temporary replacement sought |
| Major Modifications (select one or more where relevant) | |
| ☐ | Change of Lead Admin Institution |
| ☐ | Change of project objectives (impacting/changing overall project design) |
| ☐ | Replacement of the Lead investigator in the Lead Admin Institution |
| ☐ | Significant change(s) to implementation plans/work packages and deliverables. |
| ☐ | Major re-allocation: Budget changes above the allowed 10% between budget categories |
| ☐ Other (i.e., students, other costs, etc…)  [Please State:] | |
| **Overview of the request** |  | |
| **Details of project personnel involved**  **(If applicable)** |  | |
| **Details of institution/s involved**  **(If applicable)** |  | |
| **Justification of modification** |  | |

# Section B – Budget Reallocation

***N.B.:*** *NORF will allow for up to 10% of the budget to be moved between categories provided budget caps within categories are observed. If the requested changes are within this 10% cap, please update the previously approved budget to include the changes and submit it to NORF (NORF@ria.ie).*

*Requests for budget changes greater than 10% must be adequately justified before a new budget version can be considered by the NORF Grants Oversight Committee on a case-by-case basis.* *Any approvals of budget changes greater than 10% will be exceptional.*

*Note that project audits could be carried out once a project is finalised, and the final report is submitted and analysed.*

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| **%** | **Between or Within Budget Categories** | **Approval Levels** |
| **≤10%** | Movement within Category | NORF does not have to be informed prior to the movement being made, however, an updated budget must be versioned and submitted for filing. \**When reallocating any amount, caps on budget categories must be observed, noting that any changes to staff buy-out/salary costs will impact overheads calculations.* |
| **≤10%** | Movement between Categories | NORF must be informed to ensure caps are observed and an updated budget must be versioned and submitted for filing.  \**When reallocating any amount, caps on budget categories must be observed, noting that any changes to staff buy-out/salary costs will impact overheads calculations.* |
| **>10%** | Movement within Category | NORF requires justification and will provide approval on case-by-case basis after consultation with the Grants Oversight Committee, an updated budget must be versioned and submitted for consideration.  \**When reallocating any amount, caps on budget categories must be observed, noting that any changes to staff buy-out/salary costs will impact overheads calculations.* |
| **>10%** | Movement between Categories | NORF requires justification and will provide approval on a case-by-case basis after consultation with the Grants Oversight Committee, an updated budget must be versioned and submitted for consideration.  \**When reallocating any amount, caps on budget categories must be observed, noting that any changes to staff buy-out/salary costs will impact overheads calculations.* |

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| **Will this modification affect the previously approved budget?** | | ☐Yes  ☐ No | | |
| *If you marked ‘yes’, is the modification above or below 10% of the budget?* | | ☐*<10%*  ☐*>10%* | | |
| ***Log Budget Reallocations (> or < 10%) in the table below***  *(Add rows as necessary)* | | | | |
| ***Total Approved Budget Amount*** | | | ***€*** | |
| ***From*** | | | ***To*** | |
| ***Budget Category*** | ***Amount*** | | ***Budget Category*** | ***Amount*** |
|  |  | |  |  |
|  |  | |  |  |
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| ***Justification for Budget Reallocation(s)*** | | | | |
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# Section C – NORF Decision (for Open Research Fund Team use only)

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| **Date of Request Received** |  |
| **Approval/Rejection** | ☐ Request Approved  ☐ Request Rejected |
| **Date of Decision** |  |
| **Project Documentation to be amended** | ☐Modified Budget with proposed changes  ☐Amendment of Letter of Offer (Appendix 1: Award Acceptance Form)  ☐Consortium Agreement  ☐Updated Project Gantt Chart  ☐N/A |
| **Reviewed & Approved/Rejected by** | Printed Name: |
| Role:  National Open Research Coordinator |
| Signature: |
| **Notes/Comments** |  |

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