

Format for a budget reallocation, budget transfer or extension request for a Research Initiative Project (RIP)

# Procedure

Within the framework of a Research Initiative Project (RIP), for each activity programme year VLIR-UOS is able to accept

* one budget reallocation request (transfer between budget lines) or
* one budget transfer request (transfer of outstanding balance to the following activity programme years).

The budget reallocation/budget transfer request must each be made in two different formats: this Word document that is reserved for a justification/motivation of the budget reallocation/budget transfer request and an Excel table that provides an overview of the changed budget per activity programme year.

These formats are available electronically on the VLIR-UOS-website:

[www.vliruos.be/en/documents/guidelines\_and\_forms](https://cdn.webdoos.io/vliruos/f1f3085d1197ce61646da5ab0c14d5e8.pdf).

The budget reallocation will be processed by VLIR-UOS. If VLIR-UOS (and DGD if requested) issues a positive recommendation the approval for the budget reallocation/budget transfer request is communicated by letter to the promoter of the RIP in question.

# Format

**Prof. (name) (Flemish university) - COUNTRY - *"Project title" – VLIR-UOS-code*** ***(cfr agreement)***

## Substantive clarification and justification of the budget reallocation, budget transfer

In the case of a ***budget change/budget transfer*** ***request***, the following questions must be answered for each affected budget line:

* Why was the level of expenditure different (i.e. lower or higher) than originally provided for?
* What new expenditure has been provided for this budget line (which budget, which activities will be realised with this expenditure?) and why?
* How will you guarantee the new budget can be utilised in full in the future?

The budget lines are:

A. Investment costs

B. Operational costs

C. Personnel costs

D. Scholarship costs

E. Coordination costs

## Overview of the originally approved budget and change proposal

See Excel table in annex.

This annex is the completed VLIR-UOS model for the budget, with an overview of the original approved budget per activity programme year, the final expenditure per activity programme year (where applicable) and the budget change proposal per activity programme year.