

Format for a budget reallocation, budget transfer or extension request for a TEAM project

# Procedure

Within the framework of a TEAM project, for each activity programme year the VLIR-UOS Secretariat 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 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 on the [VLIR-UOS website](https://www.vliruos.be/en/documents/guidelines_and_forms/131#guidelines-and-forms-for-managing-an-ongoing-intervention-or-scholarship). The budget reallocation will be processed by VLIR-UOS. If VLIR-UOS (and DGD if requested) issue a positive recommendation the approval for the budget reallocation/budget transfer request is communicated by letter to the promoter of the TEAM project in question.

A time extension can be requested before the end of the execution period of a TEAM project, under strict conditions and within the original approved budget. Only 12 month extensions are possible until a maximum duration of 5 years (so 5 year projects cannot be extended). The VLIR-UOS Secretariat must consult DGD on this matter. The approval of the extension is communicated by letter to the promoter of the TEAM project 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 or extension request

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?

In the case of an ***extension request***, the following questions must be answered:

* For how long do you wish to extend the TEAM project? State the new end date of the project.
* What is the motivation for the extension?
* What expenditure/activities will be realised during the extension period (including budget extension proposal per budget line)? Provide a detailed description.
* Was this expenditure/were these activities provided for in the original project proposal? If the execution was delayed, why was that? Or is it new expenditure/are they new activities not originally provided for? State the motivation for this new expenditure/these new activities.

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.