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| **Please complete the Request for Budget Adjustment Form and email the completed form in *PDF format* to** [*grants@his.org.uk*](mailto:grants@his.org.uk) |

**REQUEST FOR BUDGET ADJUSTMENT FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A: Project Details and Principal Investigators** | | | | |
| Grant Number: | | / |  | |
| Project Title: | | | | |
| Principal Investigator(s) | | | | |
| # | Name, Institution | | | Role, Institution  (e.g., Contact PI, TTSH) |
| 1 |  | | |  |
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| **B: Budget Adjustment**  The section should reflect the approved budget and expenditure as requested in the grant application or as reflected in the approved budget adjustment. | | | | | |
| # | Description of item |  | Budget Adjustment | | |
| Amount awarded (£) | Proposed reduction in amount (£) | Proposed increase in amount (£) | New amount (£) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
|  | (NEW) |  |  |  |  |
| Total amount | |  |  |  |  |
| **Note:**   1. If there’s deviation to awarded item(s), please indicate “NEW” and the purpose for requesting for this item in your explanation below. 2. After you have completed the table, please ensure the total amount after adjustment (new amount) tally with the total amount awarded. | | | | | |
| Please provide a brief explanation for the proposed changes in budget amount. | | | | | |
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| **C. Declaration of PI(s)**  I/We declare that the information provided in this application is true to the best of my/our knowledge and that I have not willfully suppressed any material fact. |

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| Name: |  | Signature: |
| Date: |  |  |
|  | | |

***For official use***

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|  | | | | | |
| Checklist:  🞎 New amount tally with grant award  🞎 Sufficient justification for increase in amount for items | | | | | |
| Comments: | | | | | |
| Budget Adjustment | | 🞎 Approved | 🞎 Not Approved | | 🞎 Not Applicable |
| Name: |  | | | Signature: | |
| Date: |  | | |  | |
|  | | | | | |