Guidelines for Budget Shifts on FNR-funded projects

The FNR aims to allow the project PI maximum flexibility with the money that they are awarded. To that end, we allow shifting of budget within a project as long as the following guidelines are respected:

- A template has been created that must be used for all budget shift requests, and is available in the FNR Download Center (under the heading “General Guidelines for all applicants”).
  - This template must be used for projects from all funding instruments EXCEPT: PEARL, RESCOM

- All budget shifts should adhere to the project’s contract section “Modification de la convention”. It is the responsibility of the PI/institution to ensure that requests follow the instrument’s rules.

- **Major budget modifications:** All major budget modifications must be submitted for approval to FNR at the time of observation or by the submission of the annual report, at latest 2 months before the end of contract. This time is required for the FNR to validate budget shifts and prepare contract modifications.

- **Minor budget modifications:** The FNR must be notified about all minor budget modifications (using the budget shift template) at the time of observation or by the submission of the annual and/or final report at latest.

- Please provide adequate detail in the explanation of budget shifts in the provided template, and addressing the proper contact point for the funding instrument at the FNR. The goals and objectives of the initial project should not be compromised through budget modifications.

In the event of any questions regarding budget modifications, please contact the FNR programme assistants of your project. The final approved template will be sent back to the requesting PI/institution for their records.