**­Health Research Board (HRB)**

**Financial Reporting**

Funder forms are required to be completed and submitted for approval:

[**Personnel Information Form**](http://www.hrb.ie/fileadmin/Staging/Documents/RSF/PEER/Policy_Docs/Grant_policies/Personnel_form_07_03_11.docx) - for all researchers / students and [fellowship holders](http://www.hrb.ie/fileadmin/Staging/Documents/RSF/PEER/Policy_Docs/Grant_policies/Personnel_form_Fellowships_11.03.11.docx) employed on a HRB funded project.

[**Social Benefits Payment Form**](http://www.hrb.ie/fileadmin/Staging/Documents/RSF/PEER/Policy_Docs/Grant_policies/Payment_of_Social_benefits_Form_07-06-2011.doc) - for additional funding requested if a postgraduate student or staff member has taken maternity leave, adoptive leave or paid sick leave.

**OTHER Funder Forms**

**Budget reallocation –** between cost categories:

* Up to 10% allowed without approval for non-pay direct costs only
* [**Budget Reallocation Form**](http://www.hrb.ie/fileadmin/Staging/Documents/RSF/PEER/Policy_Docs/Grant_policies/Reallocation_of_Grant_Budget_Form_01.2.2011.doc) approval required if over 10% or for reallocation between pay / fees categories

**No-cost extension:**

* For once-off extensions of up to 12 months, approval of a [**No-Cost Extension Form**](http://www.hrb.ie/fileadmin/Staging/Documents/RSF/PEER/Policy_Docs/Grant_policies/No-Cost_Extension_Form_20.12.2010.doc)is required (request only within one to four months from grant end date).
* **Approval of a** [**Grant Details Amendment Form**](http://www.hrb.ie/fileadmin/Staging/Documents/RSF/PEER/Policy_Docs/Grant_policies/Grant_Amendment_Form_20.12.10.doc) **is required for:**
  + grant deferral
  + grant suspension
  + grant cancellation
  + change of PI address.

**AmendmEnts**

**Allowable Costs**

**Main Financial Terms and Conditions for Research Awards**

**Financial reports should be submitted t as follows**:

* + **Annual report** by 31 May each year;
  + **End of Grant** report within 60 days of cessation of project activities;
  + **Interim Reports** if requested by the HRB.

**Note:** Failure to submit these financial reports or comply with HRB terms and conditions may result in non-payment of grants and/or financial sanctions.

For Further Information

[](http://www.hrb.ie/research-strategy-funding/grant-holder-information/grant-conditions/faqs)

**Note: Refer to specific call documents for further eligible and ineligible costs.**

**Eligible direct costs**

|  |  |
| --- | --- |
| * salaries | * consumables |
| * travel & subsistence | * conference attendance |
| * small equipment |  |

**All eligible costs claimed should be vouchable, directly attributable to the project and incurred within the approved budget and project period**.

**Ineligible direct costs**

|  |  |
| --- | --- |
| * recruitment | * bench fees |
| * thesis submission * non project related hospitality | * equipment maintenance * non project related expenditure |