1. The budget under the control of the PI consists of budget headers listed under the Directly Incurred category.
2. You should contact the relevant Grant Coordinator when dealing with staff recruitment and any changes to staffing during the lifetime of the project eg. maternity leave, sick leave.
3. If you find that you need to move around your budget you are permitted to vire between budget headers listed under the Directly Incurred category **only.** You should contact the relevant Grant Coordinator if you intend to alter the budgets of your project as there may be grant specific conditions attached.
4. You should note that the following expenses are not permissible to be charged to Research Council projects:

General office stationery (including paper)

General postage

Basic PCs & printers

General computer consumables such as ink cartridges & USB sticks

1. Travel and subsistence claims must relate to trips taken during the lifetime of the project ie. it is not sufficient that the charge to AGRESSO is within the dates of the project if the trip itself is taking place outside of the start and end dates. You should put the destination and dates of travel on your claim form in the description.
2. Ideally you should try to monitor your expenditure throughout the lifetime of the project -ideally on a quarterly basis but at least on an annual basis. Your Departmental Administrator should be able to provide you with a financial report from AGRESSO which will show you how much has been spent and how much remains to be spent. An example of the type of report you may get and guidance on how to interpret it are attached. You can also contact the relevant Grant Coordinator for guidance on how much has been spent on your grant.
3. Extensions to the end date of the project are permissible and you are allowed to request up to six months. If you would like to ask for an extension you need to do so through the JeS system by creating a grant maintenance request form (guidance attached).