



## **Request to amend UK-PHRST Research Project Funding Allocation**

### **Monitoring and Approval Process**

The below summarises the process for communicating and managing requests for a change in research project spend for UK-PHRST research projects.

This is not intended to duplicated or replace current processes but to provide a short description of the process.

1. It is the responsibility of all Lead Investigators to monitor spend, variance and change in budget forecast on a regular basis.
2. All Lead Investigators should notify the LSHTM Programme Manager if they foresee any overspend or underspend compared to the project budget greater than 5% of the original project budget or over £1000 (whichever is greater). This change should also be reported at the next Technical Advisory Committee.
3. This should be done in writing with a justification for the change in spend and an updated project budget.
4. An increased funding allocation will only be approved if there is a strong justification and funds are available within the overall UK PHRST research budget.
5. The justification should explain why the additional costs were not budgeted for in the original proposal and focus on why the additional funds are required to meet project milestones.
6. Any increase in project budget of 10% or more will also need the approval of the Deputy Director for Research.
7. When an increase in project allocation of 10% or more is approved by the Deputy Director for Research the UK-PHRST will notify NIHR of the change with a clear justification.
8. No additional spend beyond the original approved project budget should take place without written approval as outlined above.

**Process reviewed and agreed. September 10<sup>th</sup>, 2019.**