**SEAI Research Grant Amendment Requests**

To submit a Grant Amendment request, complete the Grant Amendment Form and email to:

Ocean Energy Prototype Development Fund projects – [ocean.energy@seai.ie](mailto:ocean.energy@seai.ie)

Research, Development and Demonstration projects – [energyresearch@seai.ie](mailto:energyresearch@seai.ie)

Any questions in advance of submitting a Grant Amendment Request should be directed to the Programme Manager or Programme Executive managing the award.

Once an amendment is approved for an award, written approval will be communicated by e-mail to the Award holder. The Grant Amendment will specify a new expiration date and / or cost category allocation changes. In order to activate the amendment, the Grant Amendment must be signed by both SEAI and the Grant holder, and returned to SEAI.

Subject to SEAI approval, reallocation of costs within the same category (eg change of internal staff member) is permitted without the requirement of issuing a revised Grant Agreement. All changes will need approval via email from SEAI, which must be granted in advance of incurring any costs.

Please note that escalation of the total original funding approved will not be permitted under any circumstances.

*Section A: Time Extension request process*

SEAI does not routinely grant time extensions but *may* authorise an extension of the expiration date of a grant if justified and warranted. Additional time beyond the Grant Agreement Project Completion Date / Final Milestone date may be approved if it is required to assure completion of the original scientific scope of work within the funds already made available.

A request for a Time Extension *should* be made 3-6 months **before the original Project Completion Date** to allow for appropriate and timely planning. Requests received after project completion date will not be approved.

Please note that the SEAI Terms and Conditions of the original Grant Agreement still apply during the period of a Time Extension.

Grantees are cautioned *not* to make new commitments or incur new expenditures after the original Project Completion Date in anticipation of a Time Extension being approved.

*Section B: Cost Category Reallocation request process*

SEAI *may* authorise a cost category reallocation of the approved cost category **to assure successful completion of the original scientific objectives** of a funded programme.

Grantees are cautioned *not* to make commitments or incur expenditures in the Category to which they wish to reallocate funds, in excess of those allowed in the Grant Agreement, in anticipation of a Cost Category Reallocation being approved.

**SEAI Research Grant Amendment Request Form**

|  |  |
| --- | --- |
| Project Reference No. |  |
| Grantee Name |  |
| Project Title |  |
| Start date |  |
| End date |  |
| Date of request |  |

Please complete Section A and/or Section B as required.

Section A – Time Extension Request

|  |  |
| --- | --- |
| Requested Completion Date |  |
| Duration of Time Extension Request (in months) |  |

|  |  |
| --- | --- |
| Justification for Extension | A strong scientific rationale explaining the need for the extension period. The plan must adhere to the previously approved objectives of the project |
|  | |

|  |  |
| --- | --- |
| Projected funds remaining after the current completion date | Provide the level of Cost Category funds projected to be remaining after the current expiration date on the award. |
|  | |

|  |  |
| --- | --- |
| Spend plan during period of extension | Provide an outline of the proposed spend, per awarded Grant Agreement category of costs, that is projected to be utilised during the extension period.  Please note - Request to move funds from existing category of costs must be made via a *Cost Category Reallocation Request (Section B)*. |
|  | |

Section B – Cost Category Reallocation Request

|  |  |
| --- | --- |
| Overarching Cost Category Reallocation Justification | Provide a high level explanation and justification for the requested reallocation of Cost Categories, and describe the impact which the proposed cost category reallocation would have on the project and its outcomes |
|  | |

*Overview, cost limits and reasoning*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cost Category | Current Maximum Eligible Costs | Proposed Eligible Costs | Requested change | Justification  Provide detailed explanation for requested increase or decrease of Cost Category |
| Staff |  |  |  |  |
| Overheads (RPOs only) |  |  |  |  |
| Equipment |  |  |  |  |
| Materials |  |  |  |  |
| Travel |  |  |  |  |
| External Consultants |  |  |  |  |
| **Total** |  |  |  |  |

|  |  |
| --- | --- |
| Authorised | Name & signature |
| Award Holder |  |
| Authorised Financial Signatory |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***For SEAI use only*** | | | |
| % Time increase |  | % Cost Category change |  |
|  | Name & signature | date | Comments |
| SEAI Technical |  |  |  |
| HOD |  |  |  |
| SEAI Financial |  |  |  |
| COO |  |  |  |