

Routing a Grant Budget Revision Request

This paper establishes criteria, approvals and routing for budget revisions as they relate to restricted fund (grant) budgets and is meant to replace all prior communications as of August 2013.

The budget is the financial plan developed to aid in achieving the programmatic goals and scope of work as proposed to the funding agency. The budget is also a means to set priorities and control spending in order to adhere to policies and regulations as established by the funding agency, and the University of Alaska.

When changes in your project result in a needed change in the project budget, a budget revision needs to be requested. Most sponsors allow an award recipient flexibility to adapt their spending to match the changing circumstances of the project. The level of approvals is dictated by the terms and conditions agreed upon by the funding agency and the University of Alaska. For further explanation, please refer to your award document and UAS Grant Manual, Appendix 8 – Expanded Authorities.

Roles and Responsibilities for Budget Revision Requests (PI & Financial Manager)

- Understands the funding agency's requirements concerning budget revisions and monitors spending on the project to comply with requirements.
- Develops the revised budget with a detailed explanation about the need for the revision and submits the request through the department financial manager to the grants and contracts office. Please consider:
 - the original intent of the project
 - how the budget revision(s) will support the goal(s) of the project
 - the revision is reasonable, allocable, and allowable
 - The request communication may be in the form of a memo or an email that provides evidence that the PI is the initiator of the request

Roles and Responsibilities of the Grants & Contracts Office (Grant Administrator)

- Reviews the award documents and identifies any sponsor requirements concerning budget revisions. Examples include:
 - Expenses in a *budget category* may not exceed 10% of the submitted budget without sponsor approval.
 - Recipient must obtain prior approval before hiring staff in addition to those positions included in the proposal budget.
- Confirms that the revision request amount is equal to the budgeted amount.
- Reviews the revised budget and any related documentation and forwards to Director for approval.

To assure efficient processing of requests, please provide the following information:

- Accurate and complete accounting information
- Sufficient backup documentation
- Necessary and sufficient justification
- Appropriate approvals
- Sufficient funds to cover transfer of expenses
 - The awarding agency may also restrict the transfer of any funds that would be used for purposes other than those consistent with the original intent of the award.
- Sufficient time per agency requirements and grants office processing.