

INSTRUCTIONS FOR COMPLETING BUDGET REVISION REQUEST FORM

Top

- Award ID is the Project Number that begins with a GR or 800 (7 characters)
- Principal Investigator Name and Department/Institution
- Co-Principal Investigator Name and Department/Institution
- Title of the Award

Budget

- Only complete the line items that are being rebudgeted
- Try to estimate how much is needed for each line item through project end date to avoid additional revisions
- Current budget column is the budgeted amount in SOARFIN/MDR
- Adjustments to be made denoted by credit (+) or debit (-)
- Current total should equal revised total
- Adjustment total should equal 0 (debit and credit totals are equal)

Blocked Categories

- Some categories have been blocked due to needing prior agency approval. Rarely is it in the contract that these categories can be adjusted. Please make a note in the Justification column as to what you want to do if you need to change blocked categories.

Justification and Change in Scope

- Provide brief justification for revision
- If there is a change in scope, provide an explanation

Signature

- Sign and date the form and send to the Office of Research Support and Development, Box 5157 or Bond Hall, Room 327, or email the completed form to your ORSD Post Award Contact listed in your chartfield notification.

**The Principal Investigator will receive an email notification
once this budget transfer has been made.**