

Operating Procedures

Request for Restricted Fund Budget Revisions

Internal Authorization

1. During contract/grant negotiation, the Office of Sponsored Projects will ensure that budget revision terms are either clearly referenced to appropriate regulation or defined in the award document. Silence on the issue is not a clear indication that there are no budget maintenance requirements expected by the sponsor. Such agreements will require approval of the sponsor for all budget revisions.
2. Sponsored Programs Accounting will bookmark the budget information in the award that is located in Banner on form FRAGRNT.
3. The "Restricted Fund Budget Revision Form" will be used for all changes authorized for internal revisions only. Changes requiring external authorization will follow the procedures outlined under External Authorization below.
4. The following signatures are required for internal changes: Principal Investigator, next level of authority, Sponsored Programs Accounting. The following optional signatures may be required by the individual colleges or units: Director of Research, Dean, Vice President.
5. The department will send the original budget revision form directly to Sponsored Programs Accounting.
6. Should Sponsored Programs Accounting reject the request because external approval is required, the original "Restricted Fund Budget Revision Form" noting that such external authorization is required shall be routed back to the originating department where the procedures outlined under External Authorization may be followed.

External Authorization

1. In the case where a budget revision request must be approved by the funding sponsor, the Principal Investigator will work with the Office of Sponsored Projects to submit a formal request to the sponsor.
2. If the budget revision is approved by the sponsor, the Office of Sponsored Projects will modify the award in FRAGRNT to incorporate the budget revision, and Sponsored Programs Accounting will adjust the budget in Banner to reflect the budget revision.
3. If the budget revision is not approved by the sponsor, no adjustment may be made to the budget.