



### Budget Revision Request Form

Purpose: In compliance with University policy to assure that expenditures on a sponsored program accounts coincide with a budget that has been approved by the sponsor and that expenditures are incurred prior to the end date of the award performance period, this form is required to initiate a formal budget change request from the sponsored program sponsoring organization through the Office of Sponsored Programs.

**Note: All budget revisions must be initiated through the OSP and must be made sufficiently early so that expenses that are incurred after the revision has been approved by the sponsor can still meet allocability standards (to advance the work of the sponsored project). Budget revisions should occur at least two months prior to the closeout of an award.**

Principal Investigator / Project Director \_\_\_\_\_ Phone \_\_\_\_\_

Project Title \_\_\_\_\_ Email \_\_\_\_\_

Sponsor \_\_\_\_\_ Award Number \_\_\_\_\_

Will this modification extend the award closing date? Yes \_\_\_ No \_\_\_ Requested Closing Date \_\_\_\_\_

Description and Justification of Budget Revision \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Current Approved Budget:	Requested Revision:	Requested Modification (Approved +/- Revision):
Personnel:	\$ _____	\$ _____	\$ _____
Fringe Benefits:	\$ _____	\$ _____	\$ _____
Travel:	\$ _____	\$ _____	\$ _____
Equipment:	\$ _____	\$ _____	\$ _____
Supplies:	\$ _____	\$ _____	\$ _____
Contractual:	\$ _____	\$ _____	\$ _____
Participant Support:	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____
Indirect Costs:	\$ _____	\$ _____	\$ _____
Cost Share (if required):	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____

**Required Signatures** - Reviewed and Recommended for Submission by:

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Signature

Department Chair / Director \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Signature

*Office of Sponsored Programs Use Only*

Director of OSP Post-Award Services \_\_\_\_\_ Date \_\_\_\_\_