

Award Management

▸ Re-Budgeting of Grant Funds

Requests for re-budgeting of grant funds must include the following information:

- Amount to be re-budgeted
- Budget line from which money will be moved*
- Budget line to which re-budgeted monies will be placed*
- Justification for re-budgeting of funds

***Note:** Keep in mind that re-budgeting can affect indirect costs based upon what budget lines are adjusted.

The requests, completed using the [SPA Rebudgeting Request form \(/spa/pdf/spa-grant-fund-rebudgeting-request-form.pdf\)](#), must be forwarded to the cognizant Grant and Contact Officer for processing.

▸ Effort reporting

▸ No-cost extension procedures

▸ Changing scope or research objectives procedures

▸ Change of PI or institution procedures

Sponsored Program Administration

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