

PRIOR APPROVAL REQUEST FOR REVISION/ACTION ON SPONSORED PROJECT ACCOUNT

Complete and forward the form to the Account's [Research Administrator](#) in the Office of Sponsored Projects Administration.

Principal Investigator _____

WBS Element _____

Approval is requested for: Pre-Award Costs Budget Revision Time Extension Replacement Account

Requests may require sponsor approval.

Description of Request for Budget Revision: Indicate the dollar amount to be transferred and the applicable budget categories. For example, \$500 from E511000/Salaries & Benefits to E530011/Travel. Note: Changes to some direct categories will effect the F&A cost budget.

Explanation and Justification: Please provide an explanation of the need for the requested action in relation to the **programmatic effectiveness** of the project. If the action is a budget revision indicate how the anticipated expenditure(s) will **directly benefit** the project. If the request is to rebudget into a cost which is normally treated as F&A it must meet the requirements outlined in the University policy "[Costing Guidelines for Sponsored Projects.](#)" All budget requests should be approved **PRIOR TO** expenditure.

Certifications and Approvals: This request is consistent with the scope and objectives of the project as approved by the sponsor. The request has been reviewed for scientific and technical relevance and availability of funds. If the request is for Pre-Award Costs the Chair must sign indicating the department will assume responsibility for expenditures incurred if the award is not received. If the request is to rebudget into costs which are normally treated as F&A, ADR or Director concurrence is required. If the request is for a Replacement Account, the Chair/Director of the new responsible unit and the ADRs for both the current and new responsible unit must sign, indicating the department(s) and college(s) will be responsible for possible issues with the transfer, including financial loss.

Principal Investigator

Date

Chair or Director – Required for pre-award costs and replacement accounts

Date

Dean or Director – Required when requesting a rebudget into normally F&A costs not included in the proposal and replacement accounts

Date