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**Post-Award Budget Revision Request Form**

*To be used to comply with the Post-award Budget Revision Policy*

*Created 8/15/20; Updated 1/6/22*

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| --- | --- |
| PI Name:  | Department/School:  |
| Email Address:  | Telephone Number:  |
| Project Period: |
| Agency/Sponsor’s Name:  | Agency/Sponsor Award Number: |

|  |
| --- |
| **Is there a change in the approved scope of work?** [ ]  No [ ]  YesIf yes, please provide details. |

Complete the table below to indicate the cost categories where funds will be transferred:

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Category** | **Approved Budget** | **Amount Rebudgeted (+ or -)** | **Revised Budget** |
| Salaries & Wages |  |  |  |
| Fringe Benefits |  |  |  |
| Supplies & Materials |  |  |  |
| Equipment |  |  |  |
| Travel |  |  |  |
| Participant costs |  |  |  |
| Subaward |  |  |  |
| Other |  |  |  |

|  |
| --- |
| **Does your budget revision require prior approval from the funder?** [ ]  No [ ]  Yes**If yes, did you receive approval? If so, please attach email documentation.** |

**Signatures:**

**PI: Date:**

**Assistant Provost: Date:**

**Controller: Date:**