FLORIDA ATLANTIC UNIVERSITY
Division of Research

**Division of Research**
Office of Sponsored Programs
777 Glades Road
Admin Bldg, Suite 297
Boca Raton, FL 33431
sponsoredprograms@fau.edu

# Budget Amendment for Sponsored Account

The Principal Investigator/Project Director along with his/her designee has overall responsibility for the completion of the project and must ensure that the sponsored funds are spent appropriately and within sponsor guidelines. Please review the award document and be aware of any sponsor imposed budget restrictions or requirements for this sponsored account.

Budget amendments to the sponsor approved budget should be minimal and only submitted when allowable.

CERTIFICATION: By submitting this form, I, the Principal Investigator and/or designee, certify that this rebudgeting is necessary to achieve project objectives, is consistent with sponsor's terms and conditions and FAU policies. Sponsor approvals have been obtained for a change of scope and/or any rebudgeting requiring sponsor approval and are attached.

| | |
|---|---|
| Principal Investigator | |
| Awarding Agency (Sponsor) | |
| AWD/GT/TAG | |
| Budget Period (Start-End dates) | |
| Form Preparer's Name and email | |

**Please answer all questions to document the allowability for a budget amendment.**

1. Will this budget amendment result in a change in the scope or objective of the project? No

   **Change in Scope Definition**: A change of scope occurs when the aims, purpose or objectives of the project have changed; if key personnel have been added/removed; and/or when a large portion (25%) of the funds have been rebudgeted to other categories for other purposes.

   *Action: If there is a change in scope, then sponsor approval is required before processing a budget amendment and must be uploaded with the budget amendment request. Please contact OSP for guidance.*

2. Will this budget amendment add or remove key personnel listed in the award document? No

   *Action: If this budget amendment results in the adding or removing of key personnel to this project, then sponsor approval may be required before processing a budget amendment and must be uploaded with the budget amendment request. Please contact OSP for guidance.*

FLORIDA ATLANTIC UNIVERSITY
Division of Research

**Division of Research**
Office of Sponsored Programs
777 Glades Road
Admin Bldg, Suite 297
Boca Raton, FL 33431
sponsoredprograms@fau.edu

3. Does the cumulative sum of amendments (including this one) reduce the PI salary category by 25% or more? No
   When a budget amendment request includes a reduction to non-OPS salaries/fringe category, the department administrator should review the award budget and GITD to ensure the PI salary has not been reduced by 25% or more.
   *Action: If this budget amendment reduces the PI salary by 25% or more, then sponsor approval may be required before processing a budget amendment and must be uploaded with the budget amendment request. Please contact OSP for guidance.*

4. Does this budget amendment transfer funds allotted for participant support costs (direct payment to trainees or participants) to other categories? No
   *Action: If this budget amendment reduces participant support costs, then sponsor approval is required before processing a budget amendment and must be uploaded with the budget amendment request. Please contact OSP for guidance.*

5. Does this budget amendment add funds to the subcontracts line item for any work that was not approved by the sponsor in the original award document? No
   *Action: If yes, then sponsor approval is required before processing a budget amendment and must be uploaded with the budget amendment request. Please contact OSP for guidance.*

6. Does the Federal awarding agency restrict the transfer of funds between direct cost categories for which the federal award exceeds the Simplified Acquisition Threshold ($250,000) and the cumulative amount of the transfer exceeds 10% of the total budget as last approved by the Federal awarding agency? If the federal sponsor has imposed this restriction, the restriction will be listed on the sponsor's award document. No
   *Action: If the award includes this restriction and when the budget amendment transfers funds between direct categories in cumulative amount exceeding 10%, then sponsor approval is required before processing a budget amendment and must be uploaded with the budget amendment request. Please contact OSP for guidance.*

7. Does this budget amendment involve a budget restriction imposed by the sponsor that requires written prior approval? No
   **Note:** Review the award document for any language regarding budget revision restrictions.
   *Action: If yes, written sponsor approval is required before processing a budget amendment and must be uploaded with the budget amendment request. Please contact OSP for guidance.*

FLORIDA ATLANTIC UNIVERSITY
Division of Research

**Justification:**

1. How will the transferred funds be used?

2. Why is the budget amendment necessary for the project?

3. Why are the funds available/not used as planned? From what category are they being transferred?

4. Is this budget amendment request after the project end date? No
   If yes, justify why the change is occuring after the end date.

How much will be rebudgeted? Indicate budget category and amount below.

| Object Class | $ Increase | $ Decrease |
|---|---|---|
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |

Total Amount Being Transferred:

*Budget Amendments submitted in error without the appropriate sponsor approval will need to be reversed.