

	<b>GCA-715</b>
	<b>Budget Revisions</b>
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	Effective Date: 5/11/2020

**Purpose**

The purpose for the Policy is to provide guidance to Principal Investigators (“PIs”) and others responsible for the administration of sponsored projects on the requirements related to budget revisions to assure compliance with regulations, sponsor terms and conditions, and applicable cost principles.

**Policy**

The Award Budget must (1) delineate the entire cost of the project, including the amount requested from the sponsor and identify project costs that will be met by other sources, if applicable; and (2) accurately reflect necessary project costs that are allowable and reasonable. These costs must also be supported by budget documentation. As a result of a change in circumstances, PIs may determine there is a need to revise the budget. Budget Revisions should be requested in conformance with this policy. The approved revised budget is intended to be used as a guide for the remainder of the grant period.

Budget Revisions must be:

- Made in conformance to federal and/or state regulations as well as sponsor and university



