

RE-BUDGET REQUEST

Any reallocation or usage of funds that exceeds 20% of the budgeted line-item cost, must be justified in a letter signed by the Awardee and the Institutional Official.

Multiple re-budgets may be considered but must be requested and approved. A request is not a guarantee for Foundation approval.

Note: Please ensure that both scientific and financial reports have been uploaded into Proposal Central before submitting a re-budget request, as a request will not be considered for awards with outstanding items.

The requester should send a formal letter on institutional letterhead, with the following information and attachments:

- Award number
- Project Title
- Principal Investigator
- Brief explanation as to why the project needs a reallocation or usage of funds that exceeds 20% of the budgeted line-item expense/cost
- Brief description of what the PI expects to accomplish with the funds re-budgeted.

The letter should be accompanied with a proposed revised detailed budget and justification for the budget period(s) that is being modified.

The request should be signed by both the PI and their Institutional Signing Official. *Please note that if it is a training award, the mentor needs to be an additional counter-signer.*

TO SUBMIT: When the required documents are finalized for submission, upload all these documents in Proposal Central. Upon logging in, click the “Awards” tab and select your project. You would be able to upload these documents in the “Deliverable” section by selecting the “Add Deliverable” button. Please upload the contents as a single rolling document. When adding, select “Other” for the Deliverable Type and type in “Re-Budget Request” for the Deliverable Type Description.