



## Budget Amendment Request Form

Date

Principal Investigator

P.I. Email

Awarding Agency

AWD/TAG Number

Budget Period Begin-End Date

College Budget Manager's Email

College Budget Manager's Extension

Form Preparer's Email/Extension

The University may be required to request prior approval from Federal awarding agencies for one or more of the following program or budget related reasons.

If prior approval is required, please contact your Proposal and Contract Administrator.

**Please answer the following questions to support your request for a budget amendment.**

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|-----|----|--|
| Yes | No | Is there a change in the scope or the objective of the project?  |
| Yes | No | Is there a change in key personnel specified in the award document?  |
| Yes | No | Does this budget amendment or the cumulative sum of amendments reduce the PI/Co-PI salary category by 25% or more?   |
| Yes | No | Does this budget amendment transfer amounts budgeted for indirect costs to absorb increases in direct cost, or vice versa?   |
| Yes | No | Does this budget amendment transfer funds allotted for participant support costs (direct payment to trainees or participants) to other categories?   |
| Yes | No | If this budget amendment is for a subcontract, does it include any work that was not approved in the original award application and funding?   |
| Yes | No | Does the Federal awarding agency restrict the transfer of funds between direct cost categories for which the federal share exceeds the Simplified Acquisition Threshold and the cumulative amount of the transfer exceeds 10% of the total budget as last approved by the Federal awarding agency? |
| Yes | No | Does the Awarding Agency restrict or limit budget amendments?  |
| Yes | No | Has agency approval been received for this request?<br>(If yes, include a copy of the approval with this request)  |

**Please complete the justification below for all budget amendment requests.**

**Explain why the funds to be rebudgeted are not being spent for the purpose originally approved by the awarding agency.**

**Why is the change necessary for the project and how will the transferred funds be used?**

**Is this budget change request after the project end date? If Yes, justify why needed and attach documentation.**

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

<b>Object Class</b>	<b>\$ Increase</b>	<b>\$ Decrease</b>
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**For Federal and Federal flow-through awards only** - If this budget amendment is for administrative or clerical salaries, office supplies, postage, local telephone cost, membership/subscriptions, general purpose equipment or general purpose software, prior approval from the sponsor may be required before incurring the above expenses.

Please note that your budget transfer cannot be processed until this Budget Amendment Request Form for Sponsored Programs has been approved.

**Note:** The Principal Investigator is responsible for ensuring that the funds are spent in accordance with the terms and conditions of the award.

**Certification:** By submitting this form, I, the Principal Investigator or my designee, certify that this rebudgeting is necessary to achieve project objectives, is consistent with sponsor's terms and conditions and FAU policies and does not constitute a change in scope and has obtained prior approval of sponsor if required.

**If you have questions, contact your college's contract administrator in the Office of Sponsored Programs.**