



Budget Modifications Requests

FACULTY COMMUNITY

AGENCY

RESEARCH/COST ACCOUNTING

OFFICE OF RESEARCH

PRINCIPAL INVESTIGATOR DESIRES A BUDGET MODIFICATION FOR AN EXISTING PROJECT

PI/DA DETERMINES WHICH BUDGET CATEGORIES REQUIRE MODIFICATION TO MEET SCOPE OF WORK

PI/DA FOLLOWS UNIVERSITY BMR PROCEDURES

DO TERMS OF PROJECT REQUIRE AGENCY APPROVAL FOR BMR?

PI/DA DRAFTS AND FORWARDS LETTER OF REQUEST TO AGENCY

AGENCY APPROVES REQUEST IN WRITING

PI/DA COMPLETES FORM 0133 (UPAS) OR FORM 0148 (OPAS) AND FORM 0138 (BMR) AND FORWARDS TO OR. UPAS/OPAS TYPICALLY REQUIRED FOR:

- NEW SUBCONTRACT
- FOREIGN TRAVEL, EQUIPMENT, PATIENT CARE

CONSULT SPECIFIC AGENCY POLICY FOR DETAILS

PI/DA COMPLETES FORM 0138 (BMR) AND FORWARDS TO OR. REQUIRED FOR:

- NEW SUBACCOUNT
- NEXT YEAR OF INCREMENTAL SUPPORT

PI/DA FORWARDS AGENCY APPROVAL AND FORM 0138 (BMR) TO OR

BMR'S THAT DO NOT REQUIRE OR APPROVAL:

- REBUDGETING RESTRICTED FUNDS FOR CLINICAL TRIALS BASED UPON INCOME RECEIVED
- REBUDGETING EXISTING AMOUNTS IN MASTER/SUB ACCOUNTS NOT SUBJECT TO AGENCY/OR APPROVAL

COMMON REASONS FOR OR REJECTION OF BMR:

- INSUFFICIENT JUSTIFICATION
- INSUFFICIENT FUNDS IN ACCOUNT/SUBCODE
- IMPROPER EXECUTIONS

GRANTS OFFICER REVIEWS EACH SUBCODE TO CONFIRM THAT AMOUNT TO BE RE-BUDGETED IS AVAILABLE

GRANTS OFFICER REVIEWS BUDGET FOR PROPER BALANCING OF DEBITS AND CREDITS

GRANTS OFFICER REVIEWS DOCUMENTS FOR PROPER DEPARTMENTAL EXECUTION

GRANTS OFFICER CONFIRMS RECEIPT OF REQUIRED AGENCY APPROVALS REGARDING RE-BUDGETING

GRANTS OFFICER NOTES BMR IN PROJECT FILE

FILE IS FORWARDED TO GRANTS COORDINATOR FOR PROCESSING. ACTION TAKEN IS NOTED IN FILE

DOES THE BMR REQUIRE THE CREATION OF A NEW SUBACCOUNT?

YES

NO

GRANTS COORDINATOR ENTERS INFO FROM FORMS 136 & 202 INTO RPA AND FORWARDS FILE TO R/CA FOR PROCESSING

GRANTS COORDINATOR FORWARDS FILE TO R/CA FOR PROCESSING

R/CA RECEIVES FILE FROM OR

R/CA MAKES APPROPRIATE ADJUSTMENTS TO ACCOUNTS IN RPA