Budget Revisions Policy

Policy Number:	600-020
Effective Date:	April 3, 2007
Last Updated:	January 30, 2009
Issuing Authority:	Vice President for Research and Compliance
Responsible Offices:	Office of Sponsored Programs/Post Awards Services Unit (PASU) and Grant and Contract Accounting (GCA)

Purpose:

To provide guidance on the process for revising budgets on sponsored programs at Howard University and all related entities, business units, subsidiaries and affiliated organizations including, but not limited to, Howard University Hospital (hereinafter referred to collectively as "Howard University").

Policy:

In order to minimize the administrative burden associated with a revised budget, most sponsors provide the award recipient with the flexibility to adapt their award spending patterns to match the changing circumstances of the research project. In other circumstances, pre-approval from the sponsor is required for certain budget revisions. It is the policy of Howard University to comply with sponsor requirements related to budget revisions and, in instances in which no prior approval is required, to monitor budget revisions in order to respect the flexibility provided by the sponsor.

Business Process Description:

The Principal Investigator/Program Director (PI/PD) submits all requests for budget revisions in writing (e.g., email) to the Office of Sponsored Programs/Post Awards Services Unit (OSP/PASU). Budget requests should include the amount of the requested budget adjustment and the expense categories the budgeted amounts should be moved "To" and "From". The PI/PD is responsible for knowing the terms and conditions of the award and should only make budget requests consistent with these requirements. Many sponsors put restrictions on budget categories (e.g., travel and equipment) and limit the amount that can be moved between budget categories. If sponsor notification is required, the PI/PD should include justification for the budget revisions in writing (e.g., email) to OSP/PASU.

OSP/PASU reviews the request and, if sponsor approval is required, requests any additional information from the PI/PD. OSP/PASU makes the request to the sponsor. OSP/PASU also reviews the budget revision for consistency with the terms and conditions of the agreement and sponsor requirements. **Requests for Budget Revisions should be made and approved prior to spending.** When the budget request is approved by OSP/PASU, it is forwarded to GCA who then makes the adjustment in the university accounting system and notifies the PI/PD and the PASU Accountant of the budget adjustment**.**

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Roles and Responsibilities:

Academic Department
- **Principal Investigator/Project Director (PI/PD):** The PI/PD is responsible for submitting budget requests along with the appropriate documentation to OSP/PASU. It is the PI/PD's responsibility to make budget requests that are consistent with the terms and conditions of the award and sponsor requirements.

The Office of Sponsored Programs/Post Awards Services Unit (OSP/PASU)
- **PASU Accountant:** The PASU Accountant reviews budget revision requests and documentation received from the PI/PD for consistency with the terms and conditions of the award and sponsor requirements. If sponsor approval for the budget revision is required, the Accountant reviews the documentation and requests any additional information needed from the PI. When the documentation is obtained, the Accountant contacts the sponsor and requests the budget revision. When the budget revisions have been approved, by the Accountant and the sponsor (if required in by the agreement), OSP/PASU forwards the budget request, and all relevant correspondence, to GCA. OSP/PASU retains this correspondence for its files**.**

- **Office of Sponsored Programs (Manager):** If a sponsor requires a Howard University authorized signature to accompany the revised budget before an award is given, the manager reviews the budget and any related documentation and provides the authorized signature, if deemed appropriate.

Grant/Contract Accounting (GCA)
- **GCA Accountant:** When an approved budget revision is received from OSP/PASU, the GCA Accountant updates the Howard accounting system. When this update is complete, the Accountant notifies the PI/PD and PASU Accountant by email.

Related Processes/Events:

- Proposal Development and Submission Policy
- Award Acceptance & Set-Up Policy

Forms and Links:

- OVPRC Website: http://ovprc.howard.edu

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