



**Budget Modifications on Sponsored Projects # 2350.001**

<b>INITIAL EFFECTIVE DATE:</b>  February 11, 2004	<b>LAST REVISION DATE:</b>  March 29, 2021	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Office of Research and Economic Development/ Post-Award
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**POLICY STATEMENT**

Rebudgeting within a sponsored project ID, after it is awarded, is allowed if there is a legitimate need to redirect budgeted costs, provided the rebudgeting conforms to the sponsoring agency’s guidelines and is consistent with the FIU’s accounting practices. Rebudgeting is not allowed for the purpose of relieving financial pressure on a department’s unrestricted budget, or on other sponsored projects or to assign costs that could not otherwise be assigned.

**SCOPE**

N/A

**REASON FOR POLICY**

N/A

**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
N/A	N/A

**ROLES AND RESPONSIBILITIES**

N/A

**RELATED RESOURCES**

N/A



### CONTACTS

Office of Research and Economic Development  
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### HISTORY

**Initial Effective Date:** February 11, 2004; Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION  
**Review Dates** (*review performed, no updates*): January 12, 2024  
**Revision Dates** (*updates made to document*): February 21, 2007, September 26, 2007, September 9, 2009, October 13, 2010, December 2, 2011, March 6, 2012, April 10, 2017; March 29, 2021.



**Budget Modifications on Sponsored Projects # 2350.001a**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
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**PROCEDURE STATEMENT**

If a budget modification is needed, the PI requests the budget modification by filling out the Budget Modification Request Form found in the forms section of the Office of Research and Economic Development (ORED) website. The Budget Modification Request Form must be completely filled out and forwarded via email to the Post-Award representative for the particular Project ID. *If a College and Center Administrator is submitting the Budget Modification Request on behalf of the PI, then the PI must be copied on the email request.* The Post-Award representative will review the request and the sponsor’s award document and guidelines, as well as the FIU policies and procedures to determine if the modification may be made. Such review will include, among other items, whether the justification provided for the budget modification is appropriate. Therefore, PIs should ensure that the justification stated for the budget modification request is clear and complete. If the modification is appropriate, the Post-Award representative will process the budget modification request directly in PantherSoft. Note that Post-Award requires at least two business days from the time it receives the completed Budget Modification Request Form to review the form and determine if the budget modification may be processed or if sponsor approval is required, as explained below.

If Post-Award determines that a budget modification cannot be made without the sponsor’s prior approval, the Post-Award representative will notify the person requesting the budget modification that the sponsor must be contacted. The PI must send to the Post-Award representative the details of why the budget modification is needed. The PI may do this by sending the Post-Award representative either: (1) an email with the details or (2) a draft letter addressed to the sponsor with the details. The Post-Award representative will review the details as to why the budget modification is needed and will then either email or send the letter to the sponsor contracting officer to request approval for the budget modification. The Post-Award representative will copy the PI on that correspondence. If the sponsor contracting officer approves the budget modification in writing via letter or email, Post-Award will process the same. Requests for budget modifications to the equipment category or other budget categories towards the end of a project period will normally not be allowed without sponsor written approval.

All budget modifications that reduce F&A on the project must be approved in writing by the PI’s Dean (or Center Director, for independent centers) and the Associate Vice President for Research before any budget modification is processed by Post-Award. This additional approval may extend the time it takes to process the budget modification.