

UNION COLLEGE BUDGET REVISION APPROVAL FORM
For revisions to budget that have been submitted but not yet awarded

Sponsor:
Program:
Project Title:

Revised Budget Due:

Instructions:

Changes to a submitted (internally approved) budget must be reviewed and approved by the Grants Office, the Financial Services Office, and Academic Affairs. This Budget Revision Approval Form will be generated by the Grants Office and circulated to Finance and Academic Affairs for signature. This completed form, with required signatures, will be attached to the original proposal GPAF and an electronic version will be saved to Grants Common.

A. PROPOSAL INFORMATION

Sponsor-Assigned Proposal ID Number:		Submitted Date:	
PI Name:		Project Start Date:	
Co-PI Name(s):		Project End Date:	

B. PROJECT DETAIL

BUDGET SUMMARY			
Original Total Budget	Change in Budget	% Change	Total Revised Budget
\$	\$	%	\$
Budget Categories Revised:		IDC Reduced	If indirects reduced, explain:
		Yes/No	

C. REASON FOR BUDGET REVISIONS

Did the sponsor program officer request budget revisions? YES NO If no, explain the reason for initiating the budget revisions:

D. BUDGET IMPACT STATEMENT

If the budget is changed by $\geq 10\%$ of the original budget, describe the impact on the scope of the project as a result of the budget revisions:

E. ADDITIONAL NOTES

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F. APPROVALS

By signing this form, the approver confirms that the revised budget has been reviewed and complies with Union College policy. After securing all approver signatures, the Grants Office is authorized to resubmit the budget to the funding agency/organization.

Department	Name	Signature	Date
PI			
Grants Office			
Financial Services Office			
Academic Affairs			