Office of Sponsored Research
Budget Revision Form
Instructions and Field Definitions

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OSR BUDGET REVISION FORM

Guidelines for Budget Revisions

- Review contract/award for prior approval requirements. Budget Revisions that require Prior Approval Requests must use the OSR Prior Approval Request Form available on the OSR Website.
- The total amount of the budget revision must net to zero.
- All Project IDs and Account Codes being revised must be active and have a positive balance to revised the budget.
- Account Codes excluded from Indirect Cost may require revisions to the Indirect Cost budget in Account Code 559000.
- All Budget Revisions require a justification explaining the reason for the change.
- All Budget Revisions require approval from the Principal Investigator or an approved designee.
- Submit the completed form by using the 'Submit' button below or emailing the form to ResAdminOSR@unc.edu.

1. General Information

Complete the following project-specific information.

<table>
<thead>
<tr>
<th>Prime Project ID</th>
<th>Sponsored Projects Specialist</th>
<th>PI Name</th>
<th>Department Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitter Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

2. Does this project include Indirect Costs?  

☐ Yes ☐ No 9

The project's Indirect cost rate is 10% and is calculated on the following F&A base: 11

3. Budget Revision Justification

Provide a justification explaining the Budget Revision in the field provided below.

4. Signatures

Obtain required signatures. Approval for designee signatures must be on file with OSR or provided with this form.

PD/PI Signature: 14

Business Manager: 15

BUDGET REVISION

Instructions and Entry Table

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Dept No.</th>
<th>Account Code</th>
<th>Current Budget</th>
<th>Budget Change</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>510111</td>
<td>621100</td>
<td>510000 - Personnel Budget</td>
<td>$50,000.00</td>
<td>($10,000.00)</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>510111</td>
<td>621100</td>
<td>530000 - Supplies &amp; Materials Budget</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

EXAMPLE

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Dept No.</th>
<th>Account Code</th>
<th>Current Budget</th>
<th>Budget Change</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>559000 - Indirect Cost Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Change 25 (must equal zero)

Submit 26

(Or manually submit a scanned copy to ResAdminOSR@unc.edu)

Completed by OSR: Answer the following and communicate decision to Dept.

SPS Name: 27  Date: 28  RAM Tracker ID Number: 29  If New, enter assigned RT.

Approved:  ☐ Yes ☐ No ☐ Return  If no, give reason below: 30

If 30 is ☐ Yes, then 31 is blank.

If 30 is ☐ No, then 31 is the reason for the return.
PART 1. GENERAL INFORMATION

PROJECT SPECIFIC INFORMATION
1. Prime Project ID
   Enter the sponsored project’s Project ID.

2. Sponsored Projects Specialist (SPS) Name
   Provide the Name of the OSR SPS assigned to your department. A search is available to identify the appropriate SPS (https://ramses.research.unc.edu/ramses/index.cfm?event=general.contactOSR).

3. PI Name
   Enter the name of the Principal Investigator (PI) for the overall project. Project IDs issued under a Prime should indicate the main PI for the entire project and not the owner of the individual Project ID.

4. Department Number
   Enter the 6-digit department number associated with the Project ID.

SUBMITTER INFORMATION
5. Submitter Name
   Enter your name or the individual managing the form submission. They will serve as the departmental contact for any questions.

6. Email
   Provide the Submitter’s email address.

7. Phone Number
   Provide the Submitter’s phone number.

8. Date
   Provide the date you complete the form.

PART 2. INDIRECT COSTS

9. Identifying Indirect Costs
   Identify whether this project has charges indirect costs in its budget. Account Code 559000 is used to budget indirect costs in ConnectCarolina.

NOTE: Fields 10-12 are only available if Field 9 is “Yes.” Only projects that have indirect costs are required to complete these two fields.

10. Indirect Cost Rate
    Enter the indirect cost rate percentage used for this Project.

11. F&A Cost Base
    The F&A Base is the group of expenses that are included in the indirect cost calculation. Expenses in these Accounts charge indirect costs.
    Select the appropriate answer from the drop-down box:
    a) Modified Total Direct Costs
       Excludes capital equipment, patient care costs, tuition remission, facility rentals, fellowships, and subrecipient costs greater than $25,000.
    b) Total Direct Costs
       The project is charged indirect costs on all direct expenses.
    c) Other Base
       Select this option for any F&A Base type that is not Modified Total Direct Costs or Total Direct Costs.

12. F&A Base Definition
    The definition is displayed for each of the three base type options after making a selection in Field 11.
PART 3. BUDGET REVISION JUSTIFICATION

13. Explaining the Budget Revision
   This text box is for the Budget Revision justification. This will serve as the University’s documentation for the budget change. It is important to answer:
   • What is the programmatic reason for the Budget Revision?
   • What is the financial reason for the Budget Revision?
   • If it is to correct an error, what was it and how it will be prevented in the future?

NOTE: Justifications that say “Per the PI” without a detailed explanation are insufficient. More information is needed before OSR will review.

PART 4. REQUIRED SIGNATURES

14. PI Signature
   A signature box is provided for the PI to sign and approve the Budget Revision. If a designate of the PI signs, written approval to sign for the PI must be on file with OSR.

15. Business Manager Signature
   A signature box is provided for the Business Manager to sign and approve the Business Manager. If a designate of the Business Manager signs, written approval to sign must be on file with OSR.

PART 5. BUDGET REVISION ENTRY TABLE

16. Entry Table Example
   This provides an example table with all fields completed and the total change equaling zero.

17. Increase/Decrease Number of Rows
   The buttons located in the Project ID cell control the number of rows in the Entry Table.
   - The Increase Button adds new lines to the Entry Table.
   - The Decrease Button removes lines from the Entry Table.

18. Automatic Indirect Cost Line
   This line is generated when Question 2 – Does this project include Indirect Costs? is “Yes.”

NOTE: It is not necessary that all budget revision include changes to indirect costs. This line serves as a reminder to consider if the change affects the Accounts that are excluded from indirect costs/the F&A base.

19. Project ID
   Enter the Project ID that you want to change. Only one Project ID is entered per line.

20. Department Number
   Enter the Department Number associated with the budget amount. Each line entered into ConnectCarolina includes the Department Number.

21. Account Code
   Select the appropriate Account Code based on the type of expense.

22. Current Budget
   Enter the amount currently budgeted for that Project ID and Account Code.

23. Budget Change
   Enter the amount added to or removed from the budget for that Project ID and Account Code. Use the negative (-) symbol for reductions.

24. Revised Budget (Calculated Field)
   This field is formula driven: Current Budget – Budget Change = Revised Budget.

25. Total Change (Calculated Field)
Office of Sponsored Research
Budget Revision Form – Instructions and Field Definitions

This field is formula driven: *Sum of all entries in the Budget Change column.*

<table>
<thead>
<tr>
<th>Current Budget</th>
<th>Budget Change</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000.00</td>
<td>$500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>$3,000.00</td>
<td>($500.00)</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

**Total Change** $0.00 (must equal zero)

**Total Change** Not Equal to Zero

<table>
<thead>
<tr>
<th>Current Budget</th>
<th>Budget Change</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000.00</td>
<td>$500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>$3,000.00</td>
<td>($1,500.00)</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

**Total Change** ($1,000.00) (must equal zero)

**NOTE:** The field will be shown in red if the total change does not equal zero, and you try to complete (print/save/submit) the form. This is only fixed by correcting the Budget Change column entries to make the Total Change equal zero. The error is cleared when you attempt to complete (print/save/submit) the form again.

**26. Submit Button**

Use this to generate an automated email to submit the completed form. This button is ONLY to be used this when the form is signed electronically.

**PART 6. APPROVALS (OSR ONLY)**

**27. OSR SPS Name**

Enter the name of the OSR SPS reviewing the form.

**28. Date**

Provide the date when OSR reviews the form.

**29. RAM Tracker ID Number**

Enter the RAM Tracker number assigned to the form transaction.

**NOTE:** The Default value is “New,” to help identify that it is a new submission that needs a RAM Tracker ID assigned. Forms that need to be returned for changes must include the RAM Tracker ID Number so that resubmitted form will be attached to the existing RAM Tracker.

**30. OSR Approval**

Identify if the Budget Revision is approved by OSR.

- **Yes** The request is complete and allowable.
- **No** The request is not allowable.
- **Return** The request is incomplete.

**NOTE:** If the Budget Revision is not approved, provide the reason in the text box provided as Field 31.

**31. Approval Notes**

Give a reason as to why the Budget Revision has not been approved (Field 30).