

Office of Sponsored Research

Budget Revision Form

Instructions and Field Definitions

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Budget Revision Form – Instructions and Field Definitions

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.

NOTE: Signatures must be certified in Adobe before the form can be signed see Appendix A for instructions.

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)

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

Total Change Equals Zero ✓

Current Budget	Budget Change	Revised Budget
\$1,000.00	\$500.00	\$1,500.00
\$3,000.00	(\$500.00)	\$2,500.00
Total Change	\$0.00	(must equal zero)

Total Change Not Zero ✗

Current Budget	Budget Change	Revised Budget
\$1,000.00	\$500.00	\$1,500.00
\$3,000.00	(\$1,500.00)	\$1,500.00
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](#).

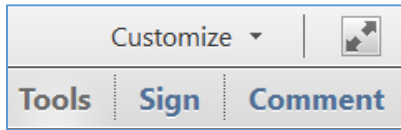
31. Approval Notes

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

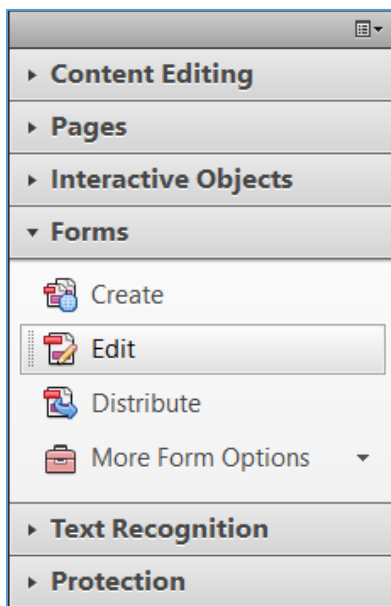
Appendix A – Adobe Signatures

Certifying Signature

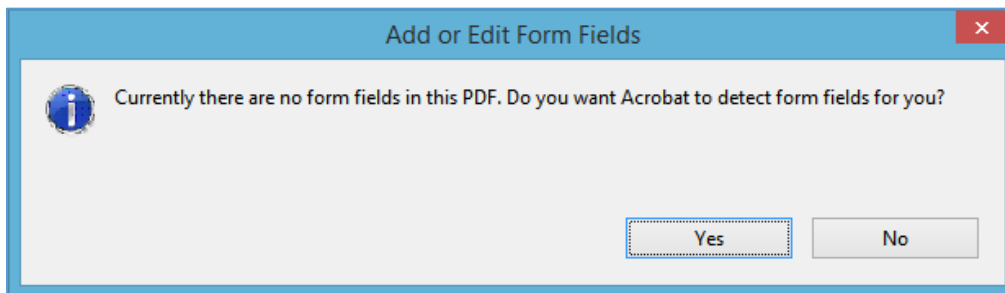
1. Open Adobe Acrobat
2. Click on the **Tools** menu on the upper right.



3. Expand the **Forms** section and click **Edit**.



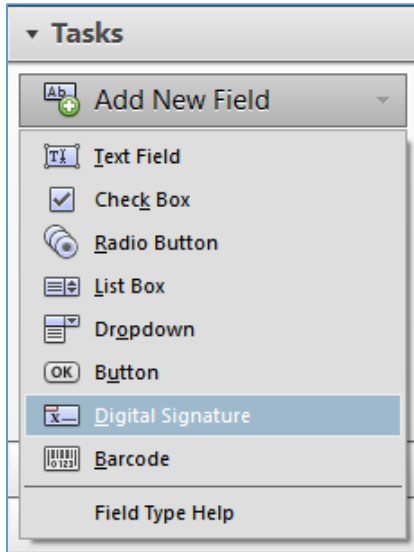
4. If prompted to auto-detect form fields, click **No**.



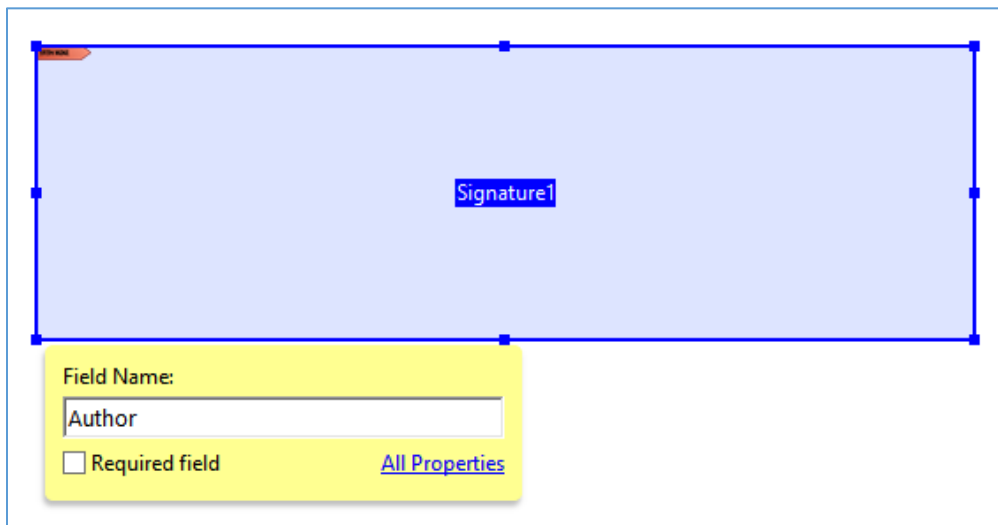
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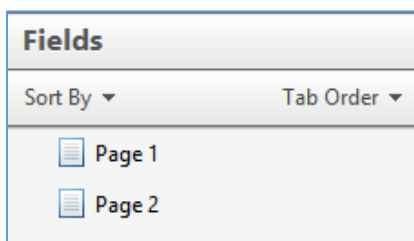
- Under the **Tasks** section, click **Add New Field > Digital Signature**.



- Drag a rectangle to create the desired size of the signature field. Optionally label the field for the intended signer (E.g. Author, Approver, QC, Witness, etc.)



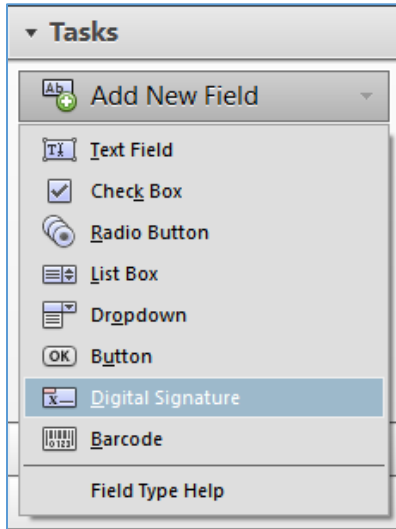
- If your PDF has multiple pages and the next signature is on a different page, click the corresponding page under the **Fields** section to move to that page.



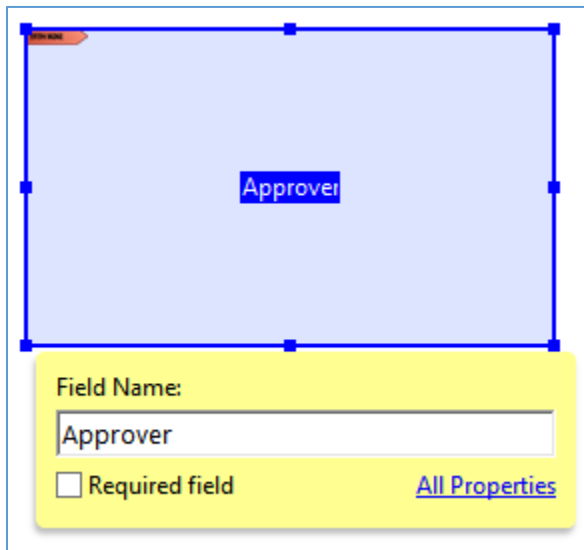
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8. Again, under the **Tasks** section, click **Add New Field > Digital Signature**.

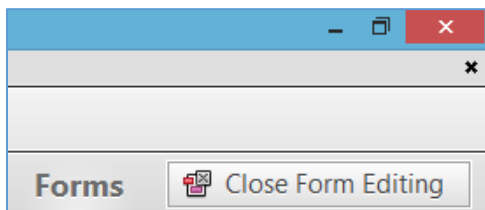


9. Drag another rectangle to place the next signature field and optionally label it for the suggested signer.



10. Repeat this process until all needed signature fields are in place.

11. When finished, click **Close Form Editing** to exit the form editor.



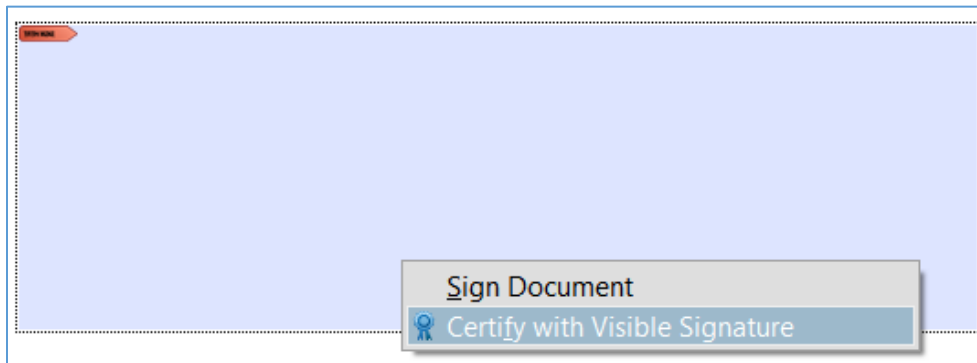
12. Save your PDF; the document is now ready for signing.

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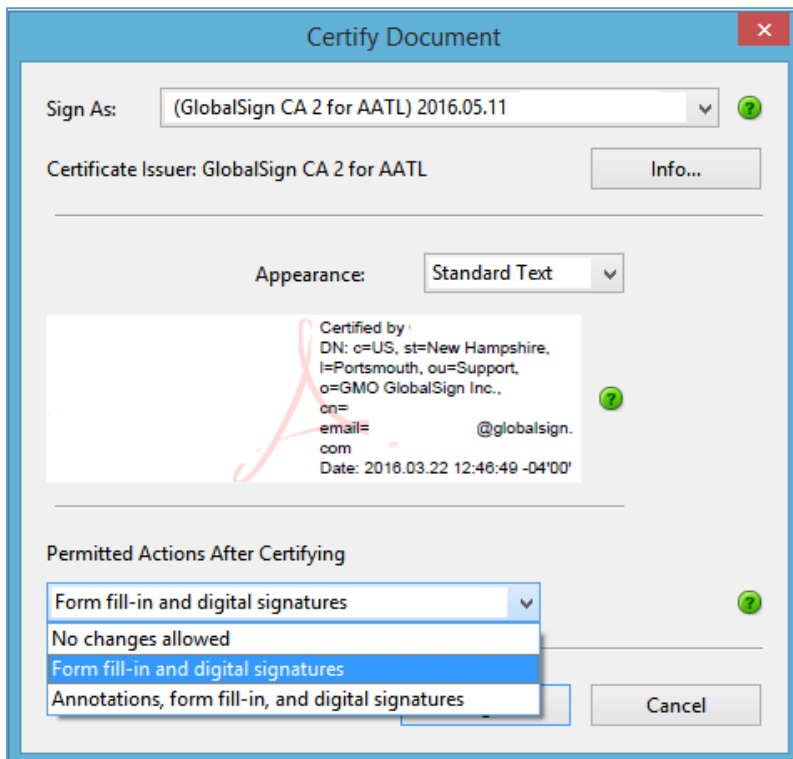
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Signing with a Digital Signature

1. Open a PDF that contains multiple signature fields.
2. Right click the first signature field to be signed and choose the **Certify with Visible Signature** option.



3. The **Certify Document** window will appear.
4. If you have multiple certificates, choose your signing certificate from the **Sign As:** drop-down menu.
5. Customize the signature appearance to your liking.
6. Under **Permitted Actions After Certifying** make sure either **Form fill-in and digital signatures** or **Annotations, form fill-in, and digital signatures** is selected so that additional signatures can be placed.



7. Click **Sign**.
8. Save the PDF & enter the password for your Certificate/USB Token.

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Validating Signatures

1. Set your signature verification preferences. For more information, see [Set signature verification preferences](#).
2. Open the PDF containing the signature, then click the signature. The **Signature Validation Status** dialog box describes the validity of the signature.
3. For more information about the **Signature** and **Timestamp**, click **Signature Properties**.
4. Review the **Validity Summary** in the **Signature Properties** dialog box. The summary might display one of the following messages:
 - **Signature date/time are from the clock on the signer's computer**
The time is based on the local time on the signer's computer.
 - **Signature is timestamped**
The signer used a **Timestamp Server** and your settings indicate that you have a trust relationship with that timestamp server.
 - **Signature is timestamped but the timestamp could not be verified**
Timestamp verification requires obtaining the timestamp server's certificate to your list of trusted identities. Check with your system administrator.
 - **Signature is timestamped but the timestamp has expired**
Acrobat and Reader validate a timestamp based on the current time. This message is displayed if the timestamp signer's certificate expires before the current time. To let Acrobat or Reader accept an expired timestamp, select **Use Expired Timestamps** in the **Signature Verification Preferences** dialog box (**Preferences > Signatures > Verification: More**). Acrobat and Reader display an alert message when validating signatures with expired timestamp.
5. For details about the signer's certificate, such as trust settings or legal restrictions of the signature, click **Show Signer's Certificate** in the **Signature Properties** dialog box.

If the document was modified after it was signed, check the signed version of the document and compare it to the current version.