

BUDGET REVISION PROCEDURE FOR SPONSORED ACTIVITIES

PURPOSE

The purpose of this procedure is to ensure that Kutztown University will adhere to and comply with sponsor agency guidelines and/or regulations regarding budget revisions within grants, contracts and other sponsored projects. This procedure applies to all University faculty members and other employees who perform research, educational services or other activities covered by a grant, contract or other sponsored agreement.

DEFINITIONS

Principal Investigator (PI) - In the context of funding from sponsored agencies, the principal investigator is the person who takes direct responsibility for completion of a funded project. Not all agencies may use the term “principal investigator” but may use the term “project director,” which has the same definition described above.

PROCEDURE

Kutztown University employees must adhere to and comply with sponsor agency guidelines and/or regulations regarding budget revisions within grants, contracts and other sponsored projects. All requests for budget revisions must be approved by the Office of Grants and Sponsored Projects prior to any expenditure based on the proposed revision.

Proposal budgets are estimates of project expenses, and most sponsors recognize that revisions may be needed during the actual conduct of a project. When a change is to be made in the budget of an existing grant, contract, or other sponsored project, the principal investigator must request a budget revision, in writing, through the Office of Grants and Sponsored Projects.

The Office of Grants and Sponsored Projects will determine whether or not the University has the authority to revise the budget without prior sponsor approval. If the University does not have this authority, the PI will work with the Office of Grants and Sponsored Projects to request approval from the sponsor. The University cannot approve budget revisions which are not in compliance with the terms of the award.

When the budget revision is approved and a budget change needs to occur in the University’s accounting system, the Office of Grants and Sponsored Projects will notify the Business Office to make the budget revision.