Budget Revision Request

Budget revision requests occur for a variety of reasons; a sponsor may elect to fund some but not all of the proposed specific aims or tasks, or they may have funding limitations that necessitate an overall reduction. Whatever the reason may be, a sponsor has requested a revised budget and the PI, Department, and DSP must coordinate the transmittal of this information.

If the PI or Department receives a budget revision request, complete the following steps:

Steps

1. Locate the proposal in need of a budget revision in UFIRST. From its Proposal Workspace execute the **Notify DSP of Post Submission Update** activity.

2. From the **Notify DSP of Post Submission Update** activity complete the questions in the pop-up box inclusive of Deadline if the sponsor has indicated one. Once completed, scroll to the bottom and click **OK**.

3. The DSP Contact listed on the proposal will receive the notification and will execute the **Post Submission Request** activity. This will change the status of the proposal to **Pending Post Submission Response**. Once the proposal is in this state departmental staff will have edit access to the proposal in order to update the budget grids.

4. Complete the appropriate budget changes, inclusive of attaching any new budget justifications, scope of works, and/or any other requested documentation.

5. Execute the Submit Post Submission Response activity to notify DSP that the budget revision has been completed in UFIRST and is now ready for submission to the sponsor.

6. In the **Submit Post Submission Response** pop-up provide a comment and click **OK**.

7. DSP will review the revisions. Please note that if significant budget changes are requested or new cost sharing commitments are being included (e.g. a key person's salary recovery has been reduced but their effort has not been revised, or a key person has reduced their effort by more than 25%), DSP will require that the Submitting Department secure Ad Hoc Review Request(s) and Approval(s) from the appropriate approver(s) for the responsible Unit(s).

Once DSP and any necessary Ad Hoc reviews are complete, DSP will execute the Complete **Post Submission Request** activity. This will be completed once the DSP contact has submitted the requested documents back to the sponsor.

The proposal will no longer be open for edits and it will enter back into the Pending Sponsor Review state.