

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**.

Notify DSP of Post Submission Update

This activity is a request to the Division of Sponsored Programs to submit a sponsor-requested post submission document or to update the state of the proposal. Attach supporting documentation below.

*** 1.0 Post Submission Update:**

Award Anticipated
 Award Received
 Not Funded
 Withdrawn
 Information Requested
 Budget Revision Requested
 Other
Clear

*** 2.0 Post Submission Deadline:**
12/1/2015

No Deadline:

Comments:
The sponsor has reduced the budget by 5%. PI does not anticipate any major changes to the scope or to effort commitments. This revised budget will not incur any new or unanticipated cost sharing.

Attachments:

Add

Name	Version
There are no items to display	

- 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.



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



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

A screenshot of a "Submit Post Submission Response" pop-up window. The window has a blue header bar with the title "Submit Post Submission Response". Below the header, there is a section labeled "* Comments:" with a text area containing the text "Budget, budget justification, and current and pending have been revised. Please submit." Below the comments section is an "Attachments:" section. It features an "Add" button and a table with two rows of attachments. The first row shows "BudgetJustification.pdf" with "Upload Revision" and "Delete" buttons. The second row shows "CPCooke.pdf" with "Upload Revision" and "Delete" buttons. At the bottom right of the window, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

Attachments:		
Add		
Name		
Upload Revision	BudgetJustification.pdf	Delete
Upload Revision	CPCooke.pdf	Delete

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.

Pending Sponsor Review