



Budget Revision Request Form

Award Information

Principal Investigator	
GR #	
OSP Award #	
Date of Request	

Budget Revision Worksheet

Category	Current	Revised (+/-)	New
Personnel			
Fringe			
Equipment			
Supplies			
Consultant/Contractual			
Participant Support (Stipends, Student Scholarships, etc.)			
Other Direct Costs			
Subtotal			
Indirect Costs (IDC)			
Total			

Purpose of Budget Modification: [Provide budget narrative details]

Include all changes in effort for Key Personnel (reduction or increased effort allocation) *

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Justification for Budget Changes: [Provide narrative details that address the expenses]

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Impact on the Project Scope: [Provide a brief explanation]

**If you need more detailed guidance, you might want to check with the Sponsored Projects Office or refer to specific guidelines provided by the funding agency.*

Principal Investigator’s Certification for Budget Modification Request

I certify that the requested budget modification for the project is necessary to achieve the project objectives as outlined in the original grant proposal and is in compliance with the funding agency's guidelines and institutional policies.

I understand that this modification request is subject to approval by the funding agency, WP's Office of Sponsored Programs Office and Postaward Grants Office. I affirm that all expenditures will be made in accordance with the approved budget, award terms, and applicable regulations.

Principal Investigator’s Name

Principal Investigator’s Signature

Date

OSP Action Determination (Do not fill out, for OSP staff only)				
Award Sponsor (Prime Sponsor) Select:				
State:	Federal:	Foundation:	Local:	Other:
Federal Award Sponsor / FAIN:				
Cayuse Award Reference:				
Allowable: Sent to Postaward Grants Office File in Cayuse workspace Reviewed by:			Date:	

See next page if not allowable

Additional Action Required

Prior Sponsor Approval Required:

Submission to sponsor via
Submitted
Approved

Disallowed: *Explain*

Reviewed by:

Date