

USC Procedures for Rebudgeting under Sponsored Awards

During the life of a sponsored project, there may arise a need to revise the approved financial plan (budget) for the project. These procedures will describe the processes involved in requesting approval of such budget revisions.

Budget revisions under Federal awards will be processed in compliance with 2 CFR 200.308 ["Revision of budget and program plans"]. Many federal agencies have waived a number of the prior approvals required for budget revisions under research awards using the principle of "expanded authorities."

The following rebudgeting actions normally require prior approval of the sponsor for Federal awards:

- Reduction of amounts budgeted for Participant Support Costs;
- Changes in the amounts of approved cost sharing/matching;
- Increases in the amount of F&A (indirect) costs;
- Budget revisions which result in significant changes in the scope of the project; or
- Budget revisions which result in a 25% or more reduction of effort for the PI/PD.

Budget Revision Request Procedures

All requests for budget revisions should be initiated by the Principal Investigator/Project Director (PI/PD) and/or the associated departmental business administrator. The request should be sent to the Office of Sponsored Awards Management (SAM) administrator for the PI/PD's department for review and processing. The request must include a summary of requested rebudgeting by budget line items along with justification for the proposed revision.

The SAM administrator will review the request for compliance with sponsor's normal rebudgeting policies and regulations and the specific terms and conditions of the project award. If required by sponsor policy or award terms and conditions, the SAM administrator will prepare and submit a request for prior approval of rebudgeting to the appropriate sponsor contact(s).

If sponsor allows approval by the university or when prior approval is granted by the sponsor, the SAM administrator will send a rebudgeting action request to the IT/Data Management section of the Office of Research for preparation of an Account Memorandum to initiate the budget revision in the university accounting system. The Account Memorandum is sent to Contract & Grant Accounting for processing and upload to the university accounting system.

Budget revision requests will be denied if the requested revision is not in compliance with university policy, SC state law, federal funding policy (2 CFR 200) and funding agency policy and regulations.