

Re-budgeting procedures for externally funded activities

University of Nebraska at Omaha

Offices of Sponsored Programs and Research, Grants Accounting

BACKGROUND: At the time of application, the principal investigator (PI) collaborates with a pre-award coordinator from the Office of Sponsored Programs and Research (SPR) in the development of a project budget. When the new award is received at the University of Nebraska at Omaha (UNO), the project budget or a revision required by the sponsor is used to establish the new WBS element in SAP.

1. During the course of a project, the PI may determine that approved budget allocations are not consistent with actual project needs. If the need for a budget revision is identified, the PI may discuss the potential changes with the unit administrator. As a best practice, these changes should be prospective.
2. The PI or unit administrator should contact Grants Accounting with a justification for the request, which should include a rationale for the rebudget, the amount to be moved, as well as the categories from and to which the funds will be moved.
3. The award conditions will be reviewed to see what is allowed by the sponsor. Grants Accounting will determine what action is needed, if any, to process the revision.
 - a. If permission is required from the sponsor, the PI will work with SPR to develop the re-budget request.
 - The PI will work with Grants Accounting to identify the exact amount of funds to be re-budgeted and the particular budget categories involved.
 - SPR will prepare the institutional request, including a justification, usually in an email unless otherwise denoted by sponsor, and will remit the request to the sponsor on behalf of the PI.
 - If there are follow-on questions from the sponsor, SPR will work with the PI to address any concerns and answer questions.
 - After the sponsor has provided approval of the re-budget request, the official approval will be shared with Grants Accounting, authorizing the change in budget categories.
 - This change in budget will be communicated to the PI, key personnel, chairs, and deans through an Award Notification in MavGrants.
 - Grants Accounting will also ensure the change is reflected in SAP.
 - b. If permission is not required from the sponsor, Grants Accounting will manage the change, ensuring the change is reflected in SAP.

When a new award is received at UNO, the Manager of Grants Accounting may hold a “kick-off” meeting with the PI, unit administrator, and pre-award coordinator from SPR that will include a discussion of these budget and re-budgeting requirements.

These rebudget procedures will apply to all awards, regardless of whether or not a “kick-off” meeting has been held.