
REQUESTING A REBUDGET/REALLOCATION OF A SPONSORED AWARD

1. Overview

After a has been awarded, the PI may determine that the approved budget allocations are not consistent with actual project needs. He/She may request the formal reallocation of funds from one spending category to another that better reflects the project requirements. This process is called budget reallocation or rebudget.

A budget reallocation or rebudget is a request for changes in the approved budget that requires sponsor prior approval. These requests are generally in the form of a letter to the sponsor which must reach the sponsor 30 days prior to the expiration of the award. Some agencies require the request 45, 60 or even 90 days prior to the expiration of the award. It is the PI's responsibility (with guidance from RSP) to be aware whether approval is necessary and to seek such approval. Some sponsors have a limited threshold that will allow internal rebudgeting without the need for prior approval. Please review the award for specific terms and conditions regarding budget allocations.

Please note: if the request is below the sponsor threshold a formal rebudget request is not necessary. Only required when Sponsor Prior Approval is needed.

2. Purpose

Outline expectations for the rebudget of a sponsored award and provide guidance on how to request a rebudget/reallocation prior approval from sponsor.

3. Who Must Comply

Principal Investigators
Department Personnel
School/Institute/Center leadership
Research Financial Services
Research and Sponsored Programs
Office of Research

4. Definitions

Rebudget: A budget reallocation/rebudget is a request for changes in the approved budget that requires sponsor prior approval.

Prior approval:Advanced written approval of a specific cost or action to a particular award by an Authorized Official of the Sponsoring entity.

5. Procedure

If you require a budget reallocation or rebudget, please contact RSP Grants Specialist via an e-mail providing the following documents:

1. Justification Letter detailing why the requested budget reallocation is needed and how it will benefit the project.

2. Amended Budget & Budget Justification in the original proposal format (i.e. SF424, NSF Budget Format, etc.) including detail for direct and indirect costs, calculated using the approved facilities and administrative (F&A) and fringe benefit rates, and any committed cost sharing.

6. Roles and Responsibilities

Department Personnel	<ul style="list-style-type: none"> • Support the PI in the development of a sponsored program budget with accurate F&A, Fringe, etc.
Principal Investigators	<ul style="list-style-type: none"> • Review award notice for specific terms and conditions regarding budget allocations • Develop an amended sponsored program budget with accurate F&A, Fringe, etc. • Obtain Departmental Approval • Contact RSP Specialist with request to rebudget and include the Justification Letter and Amended Budget.
Research and Sponsored Programs	<ul style="list-style-type: none"> • Support the PI in the compliant development of a sponsored program budget as it relates to F&A, Fringe, etc. • Review documentation for completeness and compliance with award terms. • Submit to Sponsor on behalf of the PI for prior approval. (This action must be performed by RSP Specialist). • Document approval in the University RAPSS system by processing an Award Modification (Administrative Update) attaching Sponsor approval notice and related documentation.
Award Setup Team	<ul style="list-style-type: none"> • Review Award Modification for completeness and accuracy. • Process to RFS Oracle account update.

7. Resources

- a. budget reallocations <https://orsp.rutgers.edu/budget-reallocations>
- b. Office for Research Roles and Responsibilities Matrix