



## Overview

This resource the documentation requirements and submission procedures to ensure adjustments comply with institutional and sponsor standards.

## Initiate a Budget Reallocation

To initiate a budget reallocation, the Principal Investigator (PI) or department administrator must email the following to:

- Your Research and Sponsored Programs Grants Specialist
- Your Research Financial Services Grant Accountant

## Required Documents

Reallocations are subject to strict rules governing their use and necessity:

### Justification Letter

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- Clearly explain the reason for the reallocation.
- Describe how the change will benefit the project.
- Include the following details: Sponsor name
- Award number
- Program Officer's name and contact information

### Revised Budget and Budget Justification

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- Use the same format as the original proposal (e.g., SF424, NSF Budget Format). Provide a detailed breakdown of:
  - Direct costs
  - Indirect costs (calculated using the approved F&A rate)
  - Fringe benefits (using the current rate)
  - Any committed cost sharing

## Important

- Ensure all calculations align with current institutional rates.
- Allow sufficient time for internal review and sponsor processing.
- Contact your Grants Specialist with any questions before submission.