PURPOSE
The purpose of this policy is to ensure budget revisions for all grants and contracts are reviewed and approved by the Grants/Business Office for compliance and accuracy prior to submission and authorized by appropriate individuals.

APPLICATION
All departments are expected to comply fully with this process and policy.

DEFINITIONS
Budget Revision: Modification of an original budget when the expense needs change in order to meet the grant/contract objectives.

POLICY STATEMENT
It is the policy of the College to comply with all requirements of federally funded programs and projects, as defined by regulatory agencies.

PROCEDURES
Preparation and Review of Budget revisions
Principal Investigators are responsible for informing the Grants office/Business Office of agency budget revisions for their funded project. PIs are also required to complete a Budget revision form, and a budget justification sheet of the proposed budget revisions, along with a statement of the reason for the budget revision. All documentation is to be provided to the Grants/Business Office within one before it is due to the agency. All Documentation will be reviewed by the Grants/Business Office prior to submission to government agencies or other funding sources.

Budget Revision Documentation

1. Fill out all sections of the Occidental Budget Revision Approval form completely. Sign the form in the appropriate section.

2. Complete a Budget Justification sheet identifying what budget categories are being revised along with the reason. If any category is not being revised, a statement of “no change” should be listed for that category.
3. Complete the revised budget. Contact the Grants /Business Office if assistance is needed.

4. Submit all documentation to the Grants /Business Office for review and approval.

5. A copy of the approved and signed budget revision documentation will be filed in the specific Grant Fund File that is housed in the Grants /Business Office.

**Budget and Program Revisions**

It is the policy of the College to request prior approval from Federal and other awarding agencies for any of the following program or budget revisions:

1. Change in the scope or objective of the project or program, even if there is no associated budget (dollar) revision requiring prior written approval.

2. Change in a key person (principal investigator, key employee assigned to grant, etc.) specified in the application or award document.

3. The absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved principal investigator.

4. The need for additional Federal or other funding sources.

5. The transfer of amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa, if approval is required by the Federal awarding agency.

6. The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with the OMB Uniform Guidance or Agency Regulations.

7. The transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expense.

**FEDERAL REFERENCES**

1. OMB Uniform Guidance
2. OMB Circular A-110 *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations*

**ATTACHMENTS**

1. Budget Revision Approval Form
2. Budget Reallocation Form
3. Budget Justification Form