



Northeastern University Research Enterprise Services

Budget Revision Process

PURPOSE

During the life of a project, there may be a need or requirement for the budget to be revised in order to complete the aims and scope of the project. Depending on the Sponsor and the specific terms and conditions of the award, this may require prior approval. This document provides the guidance and procedures to request and process revised budgets in the financial system.

RESPONSIBLE PARTIES

PI/Department Administrator- Determines a need to rebudget funds for the award and completes the [Grant Rebudget Form](#). PI confirms whether the rebudget constitutes a change in the project's scope.

Grant Officer (GO)-Reviews the rebudget request package and confirms whether Sponsor prior approval is needed.

Grant Management Administrator (GMA)- Logs the transaction in the NURES tracking log and provides an update to the status as it becomes available.

Research Finance Analyst (RFA) - Reviews the rebudget description/justification and confirms they are in agreement with the [Grant Rebudget Form](#).

Data Specialist (DS) – Enters the requested budget changes in Banner as outlined in the [Grant Rebudget Form](#).

Is Prior Approval Required?

For most awards, the institution is authorized to transfer funds from one budget category to another for allowable expenditures and under expanded authorities. PI/Department administrators should refer to the applicable grant general terms and conditions referenced in the award notice or discuss with the Grant Officer or Research Finance Analyst prior to submitting the request. PIs and Departments can also reference the [Sponsor Prior Approval Matrix for Federal Sponsors](#) to determine when sponsor prior approval is required.

Process when prior approval is required

1. If a prior approval is required to rebudget, reach out to the assigned Grant Officer and provide the following documents:
 - Complete [Transaction Form](#) (T-form) with PI Signature.
 - Detailed statement justifying how the rebudget request is necessary to support the project's scope of work.
 - Explanation of available funds to rebudget.
 - If applicable, a description of the change in scope and a detailed justification.
 - Budget with the changes outlined in the [Grant Rebudget Form](#).
2. The GO will review the documents, and the GMA will assign it a transaction number in the Tracking Log.
3. The GO will review the request and ensure that the revision and justification are submitted to the



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sponsor. Once approved the PI/Department is notified that the request has been approved.

4. The GMA updates the tracking log with a “completed by RA” status.
5. The T-form and corresponding rebudget documents are sent to the Banner_Setups@northeastern.edu inbox.
6. The Associate Director for Sponsored Accounts forwards the rebudget request email to the Research Finance Analyst (RFA) and adds it to the RF Setups Log.
7. The RFA reviews the package and the Grant Rebudget Form to confirm the new allocations and changes are in alignment with the request and Banner. RFA completes the internal [Rebudget Form - RF.xlsx](#) and discusses any additional changes with the GO and/or department administrator.
8. The RFA returns the final, approved documents and budget forms to the Banner_Setups@northeastern.edu inbox for final entry by the Data Specialist.
9. The Data Specialist receives the request, enters the changes in Banner, and saves the package in the “completed by RF” folder in SharePoint as a part of the grant permanent record.
10. The Data Specialist sends an email to the PI/Department to notify them that the budgets have been revised and attaches any pertinent details to the email.

Process if prior approval is NOT required

If prior approval is not required, the department administrator may send the rebudget request directly to the Banner Setups mailbox for review and processing. The request will be triaged for processing by RF as described in steps 6-10 above. Only changes that are needed for purchasing, subcontracting purposes, or other system needs will be considered. The RFA may request changes to the Grant Rebudget Form or additional information from the department administrator to ensure the intended revisions line up to the current cumulative budget in Banner.

Budget revisions may be denied if there are not enough funds available to rebudget, or if the funds are restricted for a specific purpose (e.g. subcontracts, capital equipment, participant support, etc.) If funds are restricted or deemed to require approval, the PI/Department Admin will be redirected to the GO.

Forms and Helpful Documents

[Sponsor Prior Approval Matrix for Federal Sponsors](#)

[Allowable Costs Guideline](#)

[Transaction Form](#)

[T-Form How to Guide](#)

[QuickCard: UPAF+ Transactions Completed by GOs](#)

[Grant Rebudget Form](#)

[Rebudget Form - RF.xlsx](#) (*internal use only*)