



Sponsored Project Rebudget Form

Rebudgeting between cost categories (e.g. salary, materials, equipment, participant support, etc.) often requires review of award terms to determine if sponsor prior approval is needed. Complete this form to request OSRAA review the allowability of a proposed rebudget on a restricted index.

Send completed form to OSRAA@oregonstate.edu.

Please complete all sections, including only the affected budget categories in section 2). *Note: If rebudgeting between indexes, complete and include the optional form page 2 with sections completed for each index/Co-PI.

- 1) Grant/Index (ex. G1234A): F&A Rate: PI:
2) Indicate which budget categories are increasing and decreasing. Common budget categories are included - add additional budget categories below or use optional form page 2, if needed:

Table with 5 columns: Account Code, Budget Category, Current Budget, Dollar Amount of Increase (+), Dollar Amount of Decrease (-). Rows include categories like Unclassified Salaries, Student Pay, GRA Salary, OPE, GRA Tuition, Supplies, Other Prof Services, Domestic Travel, Foreign Travel, Equipment, F&A, and Participant Support.

- 3) Brief description of reason for budget change. This includes documenting business purpose of new expense(s):

Empty rectangular box for providing a brief description of the reason for budget change.

- 4) Confirm whether change in scope of the project or program: No Change: Change:

- 5) Name of Requestor: Phone#

OSRAA Use Only: Sponsor Prior Approval Not Needed OR Sponsor Prior Approval: Granted Declined. Approver Name: Date: Notes:

Sponsored Project Rebudget Form – Pg. 2 (optional)

Use this attachment to the Sponsored Project Rebudget Form if moving budget between indexes within the same grant, or if additional budget lines are needed for the same index.

Grant Index	Account Code	Budget Category	Original Budget	Dollar Amount of Increase (+)	Dollar Amount of Decrease (-)
	10101	Unclassified Salaries			
	10501	Student Pay			
	10630 /10632	GRA Salary			
	10901	OPE			
	10951	GRA Tuition			
	20001	Supplies			
	24599	Other Prof Services			
	39100	Domestic Travel			
	39600	Foreign Travel			
	40101	Equipment			
	70005	F&A			
	2863x / 551xx	Participant Support			
Grant Index	Account Code	Budget Category	Original Budget	Dollar Amount of Increase (+)	Dollar Amount of Decrease (-)
	10101	Unclassified Salaries			
	10501	Student Pay			
	10630 /10632	GRA Salary			
	10901	OPE			
	10951	GRA Tuition			
	20001	Supplies			
	24599	Other Prof Services			
	39100	Domestic Travel			
	39600	Foreign Travel			
	40101	Equipment			
	70005	F&A			
	2863x / 551xx	Participant Support			