UCCS University of Colorado Colorado Springs

Budget Adjustment Form for Sponsored Projects

College / Dept / Unit:

DECREASE
Whole Dollars only

Speedtype	Project Number	m-Fin Budget Account Line	Re-budget tolerance exceeded?[1,3]	Amount
			Total Decrease:	

INCREASE
Whole Dollars only

Speedtype	Project Number	m-Fin Budget Account Line	New Budget Expense Category[2,3]?	Amount
			Total Increase:	

Total decrease + total increase must net to $0

Justification (must be completed)

Preparer Signature

Preparer Name

PI Signature

PI Name

E-mail the completed form to your Sponsored Projects Accountant and include relevant documentation. Relevant back-up documentation should address the following questions:

1. **Re-budgeting tolerance exceeded on any line?** Consult the notice of award terms & conditions, sponsor-specific re-budgeting guidance and 2 CFR 200.308(f) to determine if prior sponsor approval is required.
2. **Requesting a new budget expense category/line?** Consult the notice of award terms & conditions, sponsor-specific guidance and 2 CFR 200.308(b)(c) to determine if prior sponsor approval is required.
3. **Is there a change in the scope or the objective of the project?** Prior sponsor approval is required per 2 CFR 200.308(f)(1).
4. **Transferring funds budgeted for participant support cost to other expense categories?** Prior sponsor approval is required per 2 CRF 200.308(f)(5).

Note: If you answered "Yes" to either (1), (3) or (4) above, sponsoring agency's approval will be required.

The following is for general use to inform different types of budget adjustments on a sponsored project. Specific processes may change depending on the terms and conditions of the award. For specific questions, please reach out to your Sponsored Projects Accountant.

Awarded Budget - approved by the sponsor and incorporated in the notice of award document, either directly or through reference. This is the initial budget loaded into PeopleSoft.

Budget Deviation - actual expenditures that differ from the awarded budget. No change is made to the awarded budget in PeopleSoft.

Budget Revision - sponsor requires and approves a revised budget and issues an amendment to the award. The awarded budget is changed in PeopleSoft.

Spending Authorization - sponsor approves a new spending plan via email. No change is made to the awarded budget in PeopleSoft.

PeopleSoft is NOT updated

No communication to the sponsor

Budget Deviations - that DO NOT require sponsor approval. Contact SPA for guidance

Awarded Budget

Budget Revisioin - when a revised budget is required by the sponsor

Consult with SPA on the specific budget revision circumstances

Create a revised budget using the proposal template

Budget Deviations - that DO require sponsor PRIOR approval

Complete the Budget Adjustment Form

Email the request to SPA. SPA will contact the sponsor

OSP will email the request to the sponsor

Sponsor denies

Sponsor approves via email. No amendment issued

Sponsor approves & issues an amendment

Sponsor approves via email. No amendment issued

Sponsor denies

"Spending Authorization"

"Budget Revision"

"Spending Authorization"

PeopleSoft is NOT updated

PeopleSoft is updated

PeopleSoft is NOT updated

December 2025