THE UNIVERSITY *of* NEW ORLEANS

OFFICE OF RESEARCH

Budget Amendment Request
Help Guide

Guide Contents

Purpose & Use

The [Budget Amendment Request](#) form is used to adjust the current budget for your grant.

Information Needed

- PI contact information
- Grant number, title, and start/end dates
- Current budget in Workday
- Amendment information—specifically, the amount of funds you will be transferring to/from which object classes
- Justification for the amendment
- Impact(s) of the amendment

Form Routing

Initiator / PI	→	Grant Administrator	→	Initiator / PI

Statuses

DRAFT

The form opens in **Draft** status and can be edited by the initiator. Once the form is submitted, it will no longer be in **Draft** status.

SAVED

If the initiator edits the form and submits it without signing, the form will enter **Saved** status.

The initiator can save progress on Budget Amendment Requests by submitting without signing. SharePoint will automatically email a copy of the **Saved** form to the initiator.

If someone initiates a form on behalf of a PI, the initiator may submit the form without signing it then forward the resulting email to the PI for their signature.

The next time a **Saved** form loads, the form will automatically switch to **Draft** status.

SUBMITTED

If a draft or saved form is submitted with a PI's signature, the form will enter **Submitted** status.

The initiator (and the PI, if different) will receive an email confirming submission of the form. The request will forward to the appropriate [Grant Administrator](#) for processing.

REJECTED

If a submitted form is rejected by the Grant Administrator or by another member of the Office of Research, the form will enter **Rejected** status.

The initiator (and the PI, if different) will receive notification of the rejected form via email.

APPROVED

If a submitted form is approved by the Grant Administrator or by another member of the Office of Research, the form will enter **Approved** status.

The initiator (and the PI, if different) will receive notification of the approved form via email.
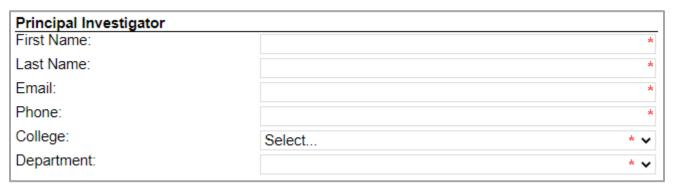
Recipients

- **SAVED**
    - Initiator
- **SUBMITTED**
    - Initiator
    - PI (if different)
    - [Grant Administrator](#)
- **REJECTED**
    - Initiator
    - PI (if different)
- **APPROVED**
    - Initiator
    - PI (if different)

Email To

If the form needs to be sent to any recipients *other* than those listed above, any user can add any UNO email address into the **Email To** field and then submit the form. The user will be copied on an email sent to the entered email address.
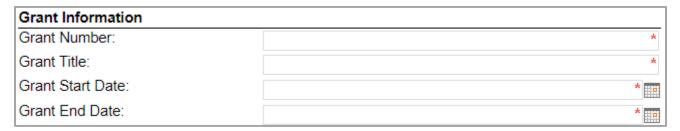
Initiator Instructions by Section

Principal Investigator

Principal Investigator

First Name:	*
Last Name:	*
Email:	*
Phone:	*
College:	Select... *
Department:	*

1. **First Name:** Enter the first name of the PI.

2. **Last Name:** Enter the last name of the PI.

3. **Email:** Enter the UNO email address for the PI.

4. **Phone:** Enter a phone number for the PI.

5. **College:** Select the PI's college from the dropdown menu.

6. **Department:** Select the PI's department from the dropdown menu.

Grant Information

Grant Information	
Grant Number:	*
Grant Title:	*
Grant Start Date:	*📅
Grant End Date:	*📅

1. **Grant Number:** Enter the grant number (obtained from Workday).

2. **Grant Title:** Enter the grant title (obtained from Workday).

3. **Grant Start Date:** Enter or select the start date for the grant (obtained from Workday).

4. **Grant End Date:** Enter or select the end date for the grant (obtained from Workday).

Amendment Information

General Instructions

Use the table to transfer budgeted funds to and from different ledger accounts within your budget.

The **Remove From** column total must equal the **Add Into** column total. If the totals of these columns do not match, the budget amendment will not be processed. This form does not allow for increasing or decreasing overall budgets.

If the transfer involves equipment, the F&A costs must be re-calculated. If the transfer involves subawards, tuition, or participant costs, the F&A costs may need to be re-calculated.
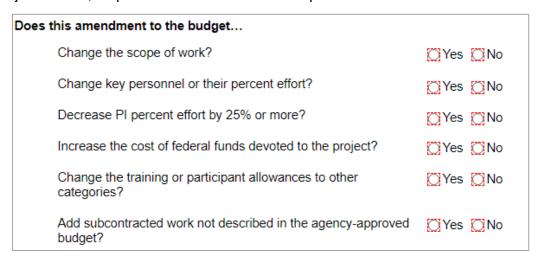
If the transfer involves salaries, please include the corresponding payroll benefits. Payroll benefits are not assessed on overtime for wage employees, student workers, or graduate assistants.

Object Class	Amount	
	Remove From	Add Into
Salary - Regular (unclassified, PI, post-docs, summer)		
Salary - Additional (not summer salary)		
Wage - Regular (classified, secretarial, transient)		
Wage - Additional		
Payroll Benefits		
Salary - Graduate Assistant		
Salary - Student Pay (undergraduate and graduate)		
Travel - Domestic		
Travel - International		
Operating Services (maint., postage, printing, leases)	$100.00	
Supplies (lab/office supplies, software)		$50.00
Professional Services (consultants, honorariums, stipends)		$50.00
Other Charges (stipends, registration fees)		
Graduate Assistant Tuition (no F&A)		
Scholarships & Awards		
Equipment under $5,000		
Equipment over $5,000 (no F&A)		
Facilities and Administrative Cost		
Participant Support		
TOTAL:	$100.00	$100.00

Justification

Explain how the budget amendment will benefit the sponsored project. A justification must be given; otherwise, the form will not be processed.
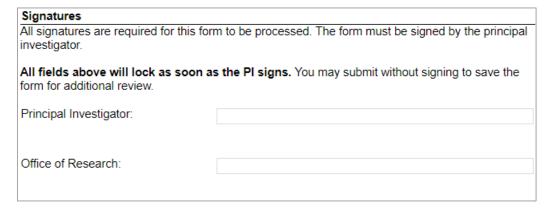
After entering a justification, respond to the various YES/NO questions shown in the below screenshot.

If you answer **Yes** to any of these questions, you must contact your Research Administrator before proceeding. The form will not be processed if you have answered **Yes** to any of these questions.

Signatures

1. **Do not sign until the form is *complete*. As soon as the PI signs, all fields in the form will lock.** Only the Office of Research can unlock a form.

2. **Principal Investigator:** The principal investigator must sign in the given field. Your username and the date will auto-populate.

3. **Submit:** After signing the form, click the **Submit** button in the ribbon at the top.

4. Once you submit the form, you will receive an email similar to below:

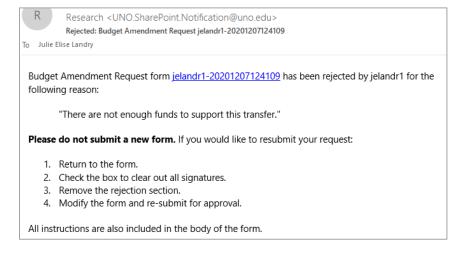# Approver Instructions by Action (Office of Research)

Approve Request

Signatures
All signatures are required for this form to be processed. The form must be signed by the principal investigator.

All fields above will lock as soon as the PI signs. You may submit without signing to save the form for additional review.

Principal Investigator:	Julie Landry
	jelandr1 12/7/2020
Office of Research:	

1. To approve the Budget Amendment Request, scroll down to the **Signatures** section.
2. **Office of Research:** Sign the form. Your username and the date will auto-populate.
3. **Submit:** After signing the form, click the **Submit** button in the ribbon at the top.
4. The PI (and the initiator, if different) will be notified via email.

Reject Request

Reason for Rejecting:		*
Sign:	*	
	Click "Submit" in the ribbon above to reject the form.	

1. To reject the Budget Amendment Request, click **Reject this form** at the top of the form.
2. **Reason for Rejecting:** You must enter a reason for the rejection. This language will be provided to the PI (and to the initiator, if different).
3. **Sign:** Sign the form. Your username and the date will auto-populate.
4. **Submit:** After signing the form, click the **Submit** button in the ribbon at the top.
5. The PI (and the initiator, if different) will receive an email similar to below:

R   Research <UNO.SharePoint.Notification@uno.edu>
      Rejected: Budget Amendment Request jelandr1-20201207124109
To   Julie Elise Landry

Budget Amendment Request form jelandr1-20201207124109 has been rejected by jelandr1 for the following reason:

"There are not enough funds to support this transfer."

Please do not submit a new form. If you would like to resubmit your request:

1. Return to the form.
2. Check the box to clear out all signatures.
3. Remove the rejection section.
4. Modify the form and re-submit for approval.

All instructions are also included in the body of the form.

Contacts

Technical Issues

If you encounter a technical issue with the SharePoint form, contact Julie Landry at jelandr1@uno.edu.

Research Policy/Scenario Questions

If you have a question about your submission or its results, contact the appropriate member of your [service team](#) as indicated on the Office of Research website.

Document Notes

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