# THE UNIVERSITY of NEW ORLEANS
## OFFICE OF RESEARCH

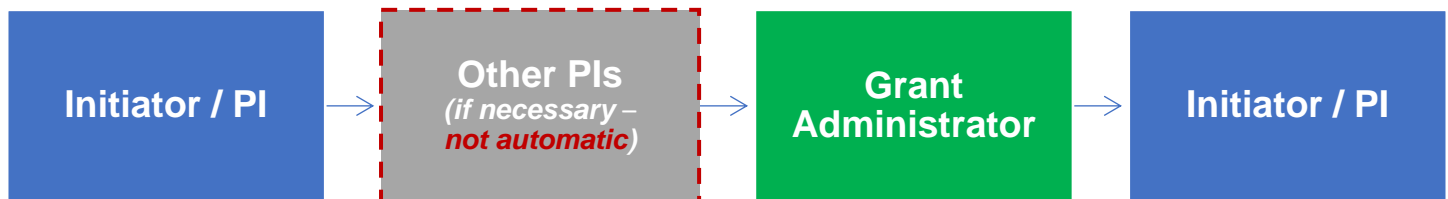# Multi-Grant Budget Amendment Help Guide

# Guide Contents

# Purpose & Use

The [Budget Amendment Request, Multi-Grant](#) form is used to move funds from one grant on an award to another grant on the same award. Users may NOT move funds from one award to another—they may only move funds between grants on a single award.

# Information Needed

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

# Form Routing

| Initiator / PI | → | **Other PIs** *(if necessary – **not automatic**)* | → | 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 save 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.

**AWAITING PI #**

If the grants involved in the budget amendment request are managed by different principal investigators, the signatures of all involved principal investigators (up to four) are required.

When multiple PIs are listed and the form is submitted without all their signatures, the form enters **Awaiting PI #** status, with either 2, 3, or 4 in place of the # sign.

**The multi-grant budget amendment request form does NOT route to PIs automatically.** When the form enters **Awaiting** status, the initiator (and the PI listed first, if different) will receive notifications requiring them to use the "Email To" functionality embedded in the form to send the request to all listed PIs for approval and signature.

## SUBMITTED

If a draft or saved form is submitted with the signatures of all listed PIs, the form will enter **Submitted** status.

The initiator (and the first PI listed, if different) will receive an email confirming submission of the form.

If only one PI is listed, the request will forward to the appropriate Grant Administrator for processing.

If more than one PI is listed, the request will forward to all Grant Administrators 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.

## COMPLETED

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

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

# Recipients

- **SAVED**
    - Initiator
- **AWAITING PI #**
    - Initiator
    - First PI listed (if different)
- **SUBMITTED**
    - Initiator
    - First PI listed (if different)
    - Grant Administrator
- **REJECTED**
    - Initiator
    - First PI listed (if different)
- **COMPLETED**
    - Initiator
    - PI (if different)

## Email To

If the form needs to be sent to any recipients *other* than those listed above—including the second, third, or fourth PI listed in the request—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

## Principal Investigator(s)

Use this section to add in any principal investigators who will be involved in the budget amendment. You will associate these PIs with their grant(s) later in the form.

**Principal Investigator(s)**
Please add any principal investigators assigned to the grants involved in the transaction.

The form will **NOT AUTO-ROUTE**. Use the "Email To" and/or "Save for Later" functionality to send the form to any PIs.

Only the first *four* principal investigators listed will be able to sign the form at all.

PI's First Name: *
PI's Last Name: *
PI's Full Name:
PI's Email: *
College: * ∨
Department: * ∨

Add another PI

Save for Later

1. **PI's First Name:** Enter the first name of the first/only principal investigator involved in the transaction.

2. **PI's Last Name:** Enter the last name of the first/only principal investigator involved in the transaction.

3. **PI's Full Name:** This auto-populates with the PI's full name.

4. **PI's Email:** Enter the UNO email address 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.

7. **Add another PI:** Click the link to add any additional PIs; repeat steps 1-6.

8. **Save for Later:** If necessary, click this button to save the form and return to it.

## Award & Grant(s)

Use this section to add in any grants that will be involved in the budget amendment. You will itemize how these grants are utilized later in the form.

**Award & Grant(s)**
Please add any grants involved in the transaction. All grants must correspond with the following award.

Award Number: *

Grant Number: *

Grant Title: *

Grant Start Date: *

Grant End Date: *

Principal Investigator: * ∨

Add another grant

1. **Award Number:** Enter the award number (obtained from Workday).

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

3. **Grant Title:** Enter the title of the grant as it appears in Workday.

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

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

6. **Principal Investigator:** Select the principal investigator associated with this grant from the dropdown menu; options populated based on the PIs entered in the previous section.

7. **Add another grant:** Click the link to add any additional grants; repeat steps 2-6.

# Amendment Information

**Amendment Information**

- Use the table below to transfer budgeted funds to and from different grants and ledger accounts within your budget.
- The **Total Removed** must equal **Total Added**. If the totals do not match, the budget amendment will not be processed. This form does not allow for increasing or decreasing overall award 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.

| Add/Remove | Grant Number | Account | Amount |
|---|---|---|---|
| * ∨ | * ∨ | * ∨ | * |

☐ Add another line

| | | | |
|---|---|---|---|
| **Total Removed:** | $0.00 | **Total Added:** | $0.00 |

1. **Add/Remove:** Select "Remove" from the dropdown menu.

2. **Grant Number:** Select the grant from which you would like to remove funds; options populated based on the grants entered in the previous section.

3. **Account:** Select the account from which you like to remove funds.

4. **Amount:** Enter the amount you would like to remove from the listed grant/account.

5. **Add another line:** Click the link to add a second line into the table.

6. **Add/Remove:** Select "Add" from the dropdown menu.

7. **Grant Number:** Select the grant into which you would like to add funds; options populate based on the grants entered in the previous section.

8. **Account:** Select the account into which you would like to add funds.

9. **Amount:** Enter the amount you would like to move into the listed grant/account.

10. Repeat steps 1-9 as needed to add/remove more funds from more accounts.

11. **Total Removed:** Automatically sums all funds listed to be removed.

12. **Total Added:** Automatically sums all funds listed to be added.

13. The amounts in "Total Removed" and "Total Added" must be equal in order for the budget amendment to balance.

# 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.

**Does this amendment to the budget…**

| | |
|---|---|
| Change the scope of work? | ○ Yes ○ No |
| Change key personnel or their percent effort? | ○ Yes ○ No |
| Decrease PI percent effort by 25% or more? | ○ Yes ○ No |
| Include extra compensation? | ○ Yes ○ No |
| Involve equipment that was not included in the original budget? | ○ Yes ○ No |
| Increase the cost of federal funds devoted to the project? | ○ Yes ○ No |
| Change the training or participant allowances to other categories? | ○ Yes ○ No |
| Add subcontracted work not described in the agency-approved budget? | ○ Yes ○ No |

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 first/only 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. **Principal Investigator 2-4:** If more than one principal investigator is listed in the transaction, then all PIs must sign the form. Use the Email To

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

**Signatures**
All signatures are required for this form to be processed.

This form will not automatically route to the listed PIs. After the first PI signs the form, please use the "Email To" functionality at the top of the form to send to any additional PIs involved in the transaction.

**DO NOT SIGN UNTIL YOU HAVE *COMPLETED* THE FORM.**
**All fields above will lock as soon as the first PI signs.** If needed, you may save the form using the below button (without signing).

| Save for Later |
|---|

Principal Investigator: _____ *

Office of Research: _____

5.  Once all PIs have signed the form, you will receive an email similar to below:

> R   Research <UNO.SharePoint.Notification@uno.edu>
>     SUBMITTED: Multi-Grant Budget Amendment Request jelandr1-20210722114549
>
> To   Julie Landry
>
> The following Multi-Grant Budget Amendment Request form was submitted to the Office of Research for review:
>
> jelandr1-20210722114549

# Approver Instructions (Office of Research)

## Approve Request

> **Signatures**
> All signatures are required for this form to be processed.
>
> This form will not automatically route to the listed PIs. After the first PI signs the form, please use the "Email To" functionality at the top of the form to send to any additional PIs involved in the transaction.
>
> **DO NOT SIGN UNTIL YOU HAVE *COMPLETED* THE FORM.**
> **All fields above will lock as soon as the first PI signs.** If needed, you may save the form using the below button (without signing).
>
> Principal Investigator:        Julie Landry
>                                jelandr1                    7/22/2021
>
> Office of Research:

1.  To approve the Multi-Grant 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 first PI listed (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 Multi-Grant 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 first PI listed (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 first PI listed (and the initiator, if different) will receive an email similar to below:
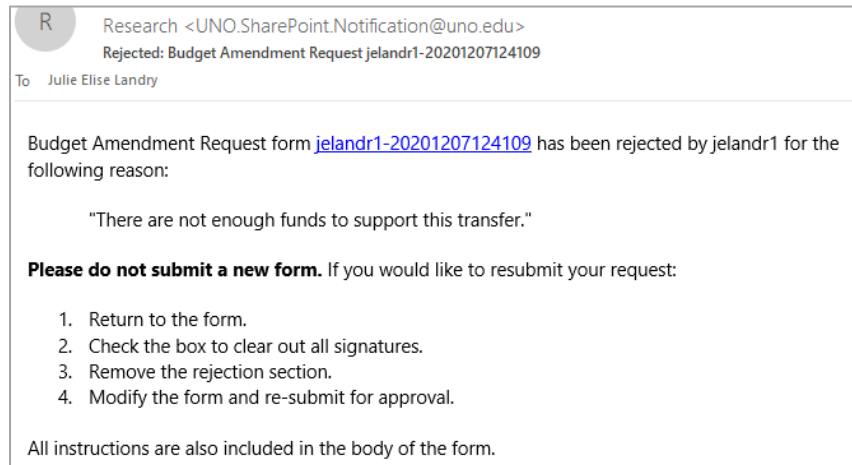


# Contacts

## 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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