Grant Rebudget Request

Policy and Procedure
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Grant Rebudget Request Policy and Procedure

**Policy:** A Grant rebudget request must be performed to ensure the accuracy of reallocation of funds relating to sponsored awards.

**Purpose:** The Grant Rebudget Request policy and procedure is intended to ensure accuracy of reallocation of funds relating to sponsored awards.

**Scope:** Finance, Grants and Contracts Accounting, Office of Research Administration (ORA).
Grant Rebudget Request Procedure

1. If a grant needs a rebudget, a rebudget form must be filled out. The link to the rebudget form is [http://www.ouhsc.edu/financialservices/documents/Grants_Contracts_forms/IPAS.pdf](http://www.ouhsc.edu/financialservices/documents/Grants_Contracts_forms/IPAS.pdf)
2. The form will need to be completed by the PI or their Administrative Staff in its entirety with as much information provided for the rebudget justification.
3. Once the form is completed by the PI or designee, e-mail to the Grants contact within the Finance Department. At this time, the Finance Department will forward the rebudget form to Grants and Contracts mailbox ([mailto:grantsan@ouhsc.edu](mailto:grantsan@ouhsc.edu))
4. Grants and Contracts will determine if they can perform the rebudget request or if it will need to be submitted to ORA for sponsor approval.
5. Once Grants and Contracts performs the requested rebudget request, they will notify the sender attaching an Excel sheet showing the changes made.
6. The Finance Department should notify the PI and/or Administrative Staff of the changes made.

Revision History:

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Jennifer Jones</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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