

# Budget Revisions

Ross Babinec, Budget Analyst, Research Administration Service Center  
Kathryn Calderone, Research Administration Manager, Office of Sponsored Research



9/16/2021



2021

UNC SYMPOSIUM

*for*  
RESEARCH ADMINISTRATORS

# Objectives

1. Learn how to correctly do a budget revision
2. Understand the nuances related to F&A calculations when moving between exempt and non-exempt categories
3. Learn how to interpret a Budget Revision form



2021

UNC SYMPOSIUM

*for*

RESEARCH ADMINISTRATORS

# Poll

How comfortable are you with budget revisions?

A: I do them all the time

B: I do them occasionally

C: I don't really know much about them



2021

UNC SYMPOSIUM

*for*

RESEARCH ADMINISTRATORS

# What is a Budget Revision?

- Changes made to the budget during the life of the project



2021

UNC SYMPOSIUM

for  
RESEARCH ADMINISTRATORS

# Questions to Ask

- Why does the budget need a revision?
- Are budget revisions allowed on the project?
- Has the PI/Department approved this budget revision?
- Will ConnectCarolina process the budget revision?
- Does the change net to zero?
- Will this change affect the indirect costs?



2021

UNC SYMPOSIUM

*for*

RESEARCH ADMINISTRATORS

# Why does the budget need a revision?

- A programmatically sound budget revision justification is required for audit purposes
- No "cleanup" budget revisions at the end of the project



# Are budget revisions allowed on the project?

- Award guidelines
- Sponsor guidelines (Research Terms & Conditions Prior Approval Matrix)
- If sponsor requires approval for a rebudget >25% of the total award, **this is cumulative for the life of the award**
- If Sponsor approval is required, make sure you are completing the Prior Approval Request Form
- When in doubt, reach out! Contact your SPS



2021

UNC SYMPOSIUM

*for*

RESEARCH ADMINISTRATORS

Home / Office of Sponsored Research / OSR Forms and Tools

## OSR FORMS AND TOOLS

### Budgeting

Form	Office	Description	Operating Standard and Procedure
<a href="#">Budget Revision Form</a> <b>Note:</b> Clicking the link will automatically download the form to your computer's download folder. Open the form from within your download folder using Adobe. <ul style="list-style-type: none"> <li><a href="#">Instructions</a></li> <li><a href="#">Changes to the Form</a></li> <li><a href="#">Questions to Ask</a></li> </ul>	OSR	Request a budget revision for all projects. Forms that are electronically signed may use the SUBMIT button in the form to route to OSR. All others must manually submit a scanned copy to <a href="mailto:ResAdminOSR@unc.edu">ResAdminOSR@unc.edu</a> .  Click <a href="#">here</a> to access the Computer-Based Training modules in OSR's Training Library.	<a href="#">OSR 500.00 - Budget Revisions</a>

\*make sure to save the file and open in downloaded folder



Reset Form

# OSR BUDGET REVISION FORM

## Guidelines for Budget Revisions

- Review contract/award for prior approval requirements
- Budget Revisions that require Prior Approval Requests must use the OSR Prior Approval Request Form available on the [OSR Website](#)
- The total amount of the budget revision must net to zero
- All Project IDs and Account Codes being revised must be active and have a positive balance to revise the budget
- Account Codes excluded from Indirect Cost may require revisions to the Indirect Cost budget in Account Code 559000
- All Budget Revisions require a justification explaining the reason for the change
- All Budget Revisions require approval from the Principal Investigator or an approved designee
- Submit the completed form by using the 'Submit' button below or emailing the form to [ResAdminOSR@unc.edu](mailto:ResAdminOSR@unc.edu)

### 1. General Information *Complete the following project-specific information.*

<b>Prime Project ID</b>	<b>Fund</b>	<b>Source</b>	<b>Department</b>	<b>PI Name</b>	<b>Department Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Submitter Name</b>		<b>Email</b>	<b>Phone Number</b>		<b>Date</b>
<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>

### 2. Does this project include Indirect Costs? Yes No

### 3. Budget Revision Justification *Provide a justification explaining the Budget Revision in the field provided below.*

### 4. Signatures *Obtain required signatures. Approval for designee signatures must be on file with OSR or provided with this form.*

<b>PD/PI Signature</b> <input type="text"/>	<b>Business Manager</b> <input type="text"/>
---	--



2021

UNC SYMPOSIUM

for

RESEARCH ADMINISTRATORS

## BUDGET REVISION

### Instructions and Entry Table

Project ID	Dept No.	Account Code	Current Budget	Budget Change	Revised Budget
5101111	621100	510000 - Personnel Budget	\$50,000.00	(\$10,000.00)	\$40,000.00
5101111	621100	530000 - Supplies & Materials Budget	\$0.00	\$10,000.00	\$10,000.00
<b>EXAMPLE</b>			<b>Total Change</b>	\$0.00	<b>(must equal zero)</b>

1. Complete entry lines for all accounts being altered. Additional lines are controlled by the plus [ + ] and minus [ - ] buttons. Line order is controlled by the up [ ▲ ] and down [ ▼ ] button. More pages are automatically generated if needed.
2. Enter the Project ID for each line. Budget Revisions using multiple Project IDs use a single form. Add lines for additional Project IDs as needed.
3. Select the appropriate budget Account Code for each line being revised from the Account Code drop down. Budget can only be loaded in ConnectCarolina using the specified budget accounts below.
4. For projects with Indirect Costs, an entry line for 559000 - Indirect Cost Budget is provided. Additional lines for that account can be created by using the [ + ] or [ - ] buttons and selecting 559000 from the Account Code drop-down.

Project ID	Dept No.	Account Code	Current Budget	Budget Change	Revised Budget
+ -					▲ ▼
		559000 - Indirect Cost Budget			
<b>Total Change</b>					<b>(must equal zero)</b>

(Or manually submit a scanned copy to [ResAdminOSR@unc.edu](mailto:ResAdminOSR@unc.edu))

**Completed by OSR:** Answer the following and communicate decision to Dept.

SPS Name: \_\_\_\_\_ Date: \_\_\_\_\_ RAM Tracker ID Number: New If New, enter assigned RT.

Approved:  Yes  No  Return If no, give reason below.



2021

**UNC SYMPOSIUM**

*for*  
**RESEARCH ADMINISTRATORS**

# Poll

If the budget revision nets to zero, the budget revision has been calculated correctly.

- A. True
- B. False



2021

UNC SYMPOSIUM

*for*

RESEARCH ADMINISTRATORS

# Has the PI/Department approved the budget revision?

- The Budget Revision Form requires a signature by the PI (or a known designated individual who has signature approval on file with OSR)
- Signature is also required from the Department's Business Manager (if not yourself)

# Will ConnectCarolina process the budget revision?

- The Project ID must be **active** and **open** (not ended)
- The Project ID must have a positive balance
- The individual Account Code must have a positive balance
  - Available balance may be changing daily
  - Infoporte runs a day behind

# Does the change net to zero?

- Budget revisions do not increase or decrease the total budget

Total Change Equals Zero ✓

Current Budget	Budget Change	Revised Budget
\$1,000.00	\$500.00	\$1,500.00
\$3,000.00	(\$500.00)	\$2,500.00
<b>Total Change</b>	<b>\$0.00</b>	<b>(must equal zero)</b>

Total Change Not Zero ✗

Current Budget	Budget Change	Revised Budget
\$1,000.00	\$500.00	\$1,500.00
\$3,000.00	(\$1,500.00)	\$1,500.00
<b>Total Change</b>	<b>(\$1,000.00)</b>	<b>(must equal zero)</b>



2021

UNC SYMPOSIUM

for

RESEARCH ADMINISTRATORS

# Will this change affect the indirect costs?

- Review your award's F&A rate calculation
- If MTDC, exempt accounts require IDC change
  - Tuition, long-term rent, equipment, etc.



# Scenario 1

Prof. Tarheel would like to revise their budget to pay for additional project supplies of \$2,000 from the equipment budget. Prof. Tarheel's current budget is:

Budget Category/Account	Initial Budget	Current Expenses	Current Unobligated
Salary- 510000	\$100,000	\$25,000	\$75,000
Fringe- 515000	\$25,000	\$5,000	\$20,000
Supplies- 530000	\$35,000	\$20,000	\$15,000
Equipment- 545100	\$20,000	\$12,000	\$8,000
Indirect- 559000	\$46,800	\$13,000	\$33,800
<b>Total</b>	<b>\$226,800</b>	<b>\$75,000</b>	<b>\$151,800</b>

Which Budget Categories will the research administrator need to revise?

\*Assume the award received the federal off-campus rate of 26% of MTDC



2021

UNC SYMPOSIUM

for  
RESEARCH ADMINISTRATORS



# Scenario 1

Budget Category/Account	Initial Budget	Budget Change	Revised Budget
Salary- 510000	\$100,000	\$0	\$100,000
Fringe- 515000	\$25,000	\$0	\$25,000
Supplies- 530000	\$35,000	\$2,000	\$37,000
Equipment- 545100	\$20,000	-\$2,520	\$17,480
Indirect- 559000	\$46,800	\$520	\$47,320
<b>Total</b>	<b>\$226,800</b>	<b>\$0</b>	<b>\$226,800</b>

\*Assume the award received the federal off-campus rate of 26% of MTDC



2021

UNC SYMPOSIUM

for  
RESEARCH ADMINISTRATORS

# Scenario 2

Scientist Old Well would like to revise their budget to pay for increase fringe rate of \$1,000 from the supplies budget. Dr. Well's current budget is:

Budget Category/Account	Initial Budget	Current Expenses	Current Unobligated
Salary- 510000	\$100,000	\$25,000	\$75,000
Fringe- 515000	\$25,000	\$5,000	\$20,000
Supplies- 530000	\$35,000	\$20,000	\$15,000
Equipment- 545100	\$20,000	\$12,000	\$8,000
Indirect- 559000	\$46,800	\$13,000	\$33,800
<b>Total</b>	<b>\$226,800</b>	<b>\$75,000</b>	<b>\$151,800</b>

Which Budget Categories will the research administrator need to revise?

\*Assume the award received the federal off-campus rate of 26% of MTDC



2021

UNC SYMPOSIUM

for  
RESEARCH ADMINISTRATORS

# Scenario 2

Budget Category/Account	Initial Budget	Budget Change	Revised Budget
Salary- 510000	\$100,000	\$0	\$100,000
Fringe- 515000	\$25,000	\$1,000	\$26,000
Supplies- 530000	\$35,000	-\$1,000	\$34,000
Equipment- 545100	\$20,000	\$0	\$20,000
Indirect- 559000	\$46,800	\$0	\$46,800
<b>Total</b>	<b>\$226,800</b>	<b>\$0</b>	<b>\$226,800</b>

\*Assume the award received the federal off-campus rate of 26% of MTDC



2021

UNC SYMPOSIUM

*for*  
RESEARCH ADMINISTRATORS

# Scenario 3

Dr. Ramses would like to revise their budget to pay for additional GRA tuition of \$5,000 from the supplies budget. Dr. Ramses' current budget is:

Budget Category/Account	Initial Budget	Current Expenses	Current Unobligated
Salary- 510000	\$100,000	\$25,000	\$75,000
Fringe- 515000	\$25,000	\$5,000	\$20,000
Supplies- 530000	\$35,000	\$20,000	\$15,000
Tuition- 568810	\$20,000	\$12,000	\$8,000
Indirect- 559000	\$46,800	\$13,000	\$33,800
<b>Total</b>	<b>\$226,800</b>	<b>\$75,000</b>	<b>\$151,800</b>

Which Budget Categories will the research administrator need to revise?

\*Assume the award received the federal off-campus rate of 55.5% of MTDC



2021

UNC SYMPOSIUM

for  
RESEARCH ADMINISTRATORS

# Scenario 3

Budget Category/Account	Initial Budget	Budget Change	Revised Budget
Salary- 510000	\$100,000	\$0	\$100,000
Fringe- 515000	\$25,000	\$0	\$25,000
Supplies- 530000	\$35,000	-\$3,215.43	\$31,784.57
Tuition- 568810	\$20,000	\$5,000	\$25,000
Indirect- 559000	\$46,800	-\$1,784.57	\$45,015.43
<b>Total</b>	<b>\$226,800</b>	<b>\$0</b>	<b>\$226,800</b>

\*Assume the award received the federal off-campus rate of 55.5% of MTDC



2021

UNC SYMPOSIUM

for

RESEARCH ADMINISTRATORS

# One more question: Why is this important?

Department

Department administrator



PI



Department business manager

OSR

SPS



RAM



Data Management

**OSR BUDGET REVISION FORM** [Reset Form](#)

[Guidelines for Budget Revisions](#)

- Review contract/agreements for prior approval requirements
- Budget Revisions that require Prior Approval Requests must use the OSR Prior Approval Request Form available on the [OSR website](#)
- The total amount of the budget revision must not be zero
- All Project IDs and Account Codes being revised must be active and have a positive balance to revise the budget
- Account Codes excluded from Indirect Cost must require revisions to the Indirect Cost Budget in Account Code 55000
- All Budget Revisions require a justification explaining the reason for the change
- All Budget Revisions require approval from the Principal Investigator or an approved designee
- Submit the completed form by using the 'Submit' button below or emailing the form to [ResAdminOSR@unc.edu](mailto:ResAdminOSR@unc.edu)

**1. General Information** Complete the following project-specific information.

Prime Project ID	Fund	Source	Department	PI Name	Department Number
Submitter Name		Email		Phone Number	Date

**2. Does this project include Indirect Costs?**  Yes  No

**3. Budget Revision Justification** Provide a justification explaining the Budget Revision in the field provided below.

**4. Signatures** Obtain required signatures. Approval for designee signatures must be on file with OSR or provided with this form.

FD/PI Signature  Business Manager

**BUDGET REVISION**  
Instructions and Entry Table

Project ID	Dept No.	Account Code	Current Budget	Budget Change	Revised Budget
5101111	421100	910000 - Personnel Budget	\$40,000.00	(\$10,000.00)	\$30,000.00
5101111	421100	550000 - Supplies & Materials Budget	\$0.00	\$10,000.00	\$10,000.00
EXAMPLE			Total Change	\$0.00	(must equal zero)

- Complete entry lines for all accounts being altered. Additional lines are controlled by the plus [+] and minus [-] buttons. Line order is controlled by the up [↑] and down [↓] button. More pages are automatically generated if needed.
- Enter the Project ID for each line. Budget Revisions using multiple Project IDs use a single form. Add lines for additional Project IDs as needed.
- Select the appropriate budget Account Code for each line being revised from the Account Code drop-down. Budget can only be booked in ConnectedCarolina using the specified Budget accounts below.
- For projects with Indirect Costs, an entry line for 550000 - Indirect Cost Budget is provided. Additional lines for that account can be created by using the [+] or [-] buttons and selecting 550000 from the Account Code drop-down.

Project ID	Dept No.	Account Code	Current Budget	Budget Change	Revised Budget
+		550000 - Indirect Cost Budget			
			Total Change		(must equal zero)

(Or manually submit a scanned copy to [ResAdminOSR@unc.edu](mailto:ResAdminOSR@unc.edu))

Completed by OSR: Assess the following and communicate decision to Dept.  
 SPS Name: \_\_\_\_\_ Date: \_\_\_\_\_ RAM Tracker ID Number: New \_\_\_\_\_ if New, enter assigned RT.  
 Approved:  Yes  No  Return if no, give reason below.

Budget Revision Form 1 of 1 Updated: 07/14/2021



2021

UNC SYMPOSIUM

for

RESEARCH ADMINISTRATORS

# Poll

How comfortable are you with budget revisions now?

A: I feel more confident in my ability to execute an accurate budget revision!



B: I still have some questions...





Questions?





# Resources

[Budget Revision Form](#)

[Prior Approval Request Form](#)

[OSR Policy 500.19 - Budget Revisions](#)

[Ross Babinec](#)

[Kathryn Calderone](#)



2021

UNC SYMPOSIUM

*for*

RESEARCH ADMINISTRATORS



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL