

Budget Revision Procedure for Sponsored Activities

PURPOSE

The purpose of this procedure is to ensure that Shippensburg University will adhere to and comply with sponsor agency guidelines and/or regulations regarding budget revisions within grants, contracts and other sponsored projects. This procedure applies to all University faculty members and other employees who perform research, educational services or other activities covered by a grant, contract or other sponsored agreement.

DEFINITIONS

Institute for Public Service and Sponsored Programs (IPSSP) – Department that administers all policies and procedures concerning external funding for research, service, and scholarly activities.

Principal Investigator (PI) – Person or persons who are responsible for carrying out the program aims of the project and for complying with applicable rules for financial and program administration. Not all agencies may use the term “principal investigator” but may use the term “project director,” which has the same definition described above.

PROCEDURE

Upon award of a grant, contract, or other sponsored program, the approved budget becomes the official spending plan. The budget categories and expenditure patterns permit deviation only to the extent noted either in the grant or contract or as subsequently authorized in writing by the grantor or the contracting agency. All Shippensburg University employees must adhere to and comply with sponsor agency guidelines and/or regulations regarding budget revisions within grants, contracts and other sponsored projects.

The IPSSP will initially determine whether or not the University has the authority to revise the budget without prior sponsor approval. If the University does not have this authority, the PI will work with the IPSSP to request approval from the sponsor and/or submit an official budget revision to the appropriate agency. The University will not approve budget revisions which are not in compliance with the terms of the award.

All requests for budget revisions must be approved by the IPSSP and sponsor agency prior to any expenditure based on the proposed revision. After the budget revision is approved and a budget change needs to occur in the University’s accounting system (SAP), the IPSSP or the PI will notify the Grant Accounting Office of the budget revision and the Grant Accountant will update the budget numbers in SAP.