



University of Colorado **Budget Adjustment Form for**  
Colorado Springs **Sponsored Projects**

College / Dept / Unit:

**DECREASE**

Whole Dollars only

Speedtype	Project Number	m-Fin Budget Account Line	Re-budget tolerance exceeded? <sup>1,3</sup>	Amount

**Total Decrease:**

**INCREASE**

Whole Dollars only

Speedtype	Project Number	m-Fin Budget Account Line	New Budget Expense Category <sup>2,3?</sup>	Amount

**Total Increase:**

**\*\*Total decrease + total increase must net to \$0\*\***

**Justification (must be completed)**

Preparer Signature

Preparer Name

PI Signature

PI Name

**SPA & OSPRI Internal Use**

SPA Signature \_\_\_\_\_

OSPRI Signature \_\_\_\_\_

Sponsor's re-budgeting tolerance exceeded for this project?

Agency Approval Required?

Agency Approval Received?

**E-mail the completed form to [osp@uccs.edu](mailto:osp@uccs.edu) and include relevant documentation.**

Relevant back-up documentation should address the following questions:

- 1. Re-budgeting tolerance exceeded on any line?** Consult the notice of award terms & conditions, sponsor-specific re-budgeting guidance and 2 CFR 200.308(f) to determine if prior sponsor approval is required.
- 2. Requesting a new budget expense category/line?** Consult the notice of award terms & conditions, sponsor-specific guidance and 2 CFR 200.308(b)(c) to determine if prior sponsor approval is required.
- 3. Is there a change in the scope or the objective of the project?** Prior sponsor approval is required per 2 CFR 200.308(c)(1).
- 4. Transferring funds budgeted for participant support cost to other expense categories?** Prior sponsor approval is required per 2 CRF 200.308(c)(5).

Note: If you answered "Yes" to either (1), (3) or (4) above, sponsoring agency's approval will be required. Please be prepared to provide additional information to OSPRI to request the approval from the sponsor.

The following is for general use to inform different types of budget adjustments on a sponsored program. Specific processes may change depending on the terms and conditions of the award. For specific questions, you can reach out to the Executive Director of OSPRI.

**Awarded Budget** - approved by the sponsor and incorporated in the notice of award document, either directly or through reference. This is the initial budget loaded into PeopleSoft.

**Budget Revision** - sponsor requires and approves a revised budget and issues an amendment to the award. The awarded budget is changed in PeopleSoft.

**Budget Deviation** - actual expenditures that differ from the awarded budget. No change is made to the awarded budget in PeopleSoft.

**Spending Authorization** - sponsor approves a new spending plan via email. PeopleSoft is not updated.

