

### **I. Purpose:**

To provide policy and procedures for budget revisions on all sponsored agreements in accordance with Uniform Guidance 200.308.

### **II. Applicability:**

This policy applies to any budget revision(s) requested and processed on a URI sponsored agreement.

### **III. Responsibility:**

- A. Office of Sponsored Projects Post Award staff that oversee and manage the awards are responsible for the review, approval and processing of all budget revision requests whether or not prior agency approval is required.
- B. The recipients (Principal Investigators) are required to report any deviations from budget or project scope or objective, and request prior approvals from Federal awarding agencies for budget and program plan revisions.

### **IV. Policy:**

- A. Recipients of non-construction Federal awards must request prior approvals from the awarding agencies for one or more of the following program or budget related reasons:
  1. Change in scope or objective of the project or program
  2. Change in key person specified in the application of the award
  3. The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
  4. The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with Subpart E—Cost Principles of this part or 45 CFR Part 74 Appendix E, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR Part 31, "Contract Cost Principles and Procedures," as applicable.
  5. The transfer of funds budgeted for participant support costs as defined in § 200.75 Participant support costs to other categories of expense.
  6. Unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award. This provision does not apply to the acquisition of supplies, material, equipment or general support services.
  7. Changes in the amount of approved cost-sharing or matching provided by the non-Federal entity. No other prior approval requirements for specific items may be imposed unless a deviation has been approved by OMB. See also

§ 200.102 Exceptions and § 200.407 Prior written approval.

- B. Recipients of construction Federal awards must request prior approvals from the awarding agencies for one or more of the following program or budget related reasons:
1. The revision results from changes in the scope or the objective of the project or program.
  2. The need arises for additional Federal funds to complete the project.
  3. A revision is desired which involves specific costs for which prior written approval requirements may be imposed consistent with applicable OMB cost principles listed in Subpart E—Cost Principles of this part.

**V. Procedures:**

A. All budget revision requests are processed by OSP Post Award. The Budget Revision Request form (BRR) is located on our website <https://web.uri.edu/research-admin/> . The Budget Revision Request (BRR) form requires an explanation, signature and certification from the PI / designee that the request does not involve any of the criteria stated in section IV of this policy. Should the request need prior written agency approval that will be attached to the request with justification. The revised costs should not be incurred and recorded on a sponsored project until the BRR has been reviewed, approved and processed by OSP.