AGENCY (External) BUDGET CHANGE REQUEST

I. DEPARTMENTAL PROCESS

☐ Identify grant and fund numbers.
☐ Obtain Principal Investigator/Project Director approval in a written email.
☐ Explain in detail a justification for the request.
☐ An outline of the budget change request, specifying each category in detail.
☐ Submit all requests through Grants_Contracts@uncc.edu.

II. GCA PREPARATION PROCESS AND SUBMISSION – Seven (7) to ten (10) business days

☐ In order to conform to GCA procedures, complete all actions listed above. The checklist ensures the requests meets College goals and priorities, and requires approval by College and University personnel prior to submission.

☐ The Research Compliance Accountant will review the request (request may be delayed if Accountant needs to obtain additional information from the College/Department).

☐ The Research Compliance Accountant will submit the request to the Sponsor/Agency.

☐ The Research Compliance Accountant will notify the PI and College upon submission.

☐ Upon approval/denial, the Research Compliance Accountant will notify the PI, college/department, Research Administrator and Contracts Specialist of the outcome.