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 – Twelve (12) 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 GCA Research Administrator will review the request (request may be delayed if RA needs to obtain additional information from the College/Department).

☐ The Research Administrator will submit the request to the Sponsor/Agency and copy the PI. The Research Administrator will notify the College upon submission (copy the PI).

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