BUDGET (External) REVISION REQUEST

Budget Revisions are subject to approval by the granting agency. Some granting agencies provide UNCC with the flexibility to handle budget revisions to a certain degree. In these cases, the Office of Grants and Contracts will approve the budget revisions on behalf of the granting agency. In other cases, the Office of Grants and Contracts will have to make an official request to the granting agency.

Prior Approval Request to Granting Agency [Department Responsibility]:

- The Principal Investigator (PI) will determine and approve the need for a budget revision.
- The college research office/department will submit the budget revision request and PI approval through the Grants_Contracts@uncc.edu email address. A checklist can be found on GCA’s website at this link.

Prior Approval Request to Granting Agency [GCA Responsibility]:

- The Reporting and Sub-recipient Compliance Specialist will review the budget request and follow-up with the department if additional information is required.
- The Reporting and Sub-recipient Compliance Specialist will review the information; formulate an email to forward the request to the granting agency for approval (review the prior approval submission requirements for each agency in NORM).

After Receiving Agency Response:

- The Reporting and Sub-recipient Compliance Specialist will contact the Principal Investigator, College Research Officer, GCA Associate Director, and GCA Research Administrator upon receiving the approval/denial from the granting agency.
- If approved, the GCA Research Administrator will complete the budget revision request in BANNER and notify the department that the revision has been completed and funds are available as requested.