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.
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.