Rebudget Process:
Instructions for the use of the Grants Budget Revision Web Form to process budget revisions.

FREQUENTLY ASKED QUESTIONS (FAQ)

Question: When should a budget revision/rebudget webform (Webforms - FIN Budget Revision - Contracts and Grants) be completed?

Answer: 1) When a revised budget is required by the sponsor (due to award terms and conditions; 2) due to significant change in budget categories (Example: moving 25% or more from one category to another); 3) change in Indirect Cost (F&A; Example: Revision of supplies to equipment)*.
*Note: A department can process a budget revision/rebudget webform to assist in managing the award budget at any time during the life of the award.

Question: At what point should I submit a budget revision/rebudget webform to my Contract & Grant Specialist (C&G)?

Answer: After you and the Research Office have received approval from the sponsor, you can follow the steps below to process the budget revision. If approval is not required by the sponsor, you can proceed with the instructions below.

Instructions for Using the Grants Budget Revision Web Form:

This form is only for transfer of dollars WITHIN one Project - bottom line must equal 0. If you wish to process budget changes that change the total dollar amount of a project budget, you must contact the Research Office.

Budget revisions are entered on two pages, instructions follow for each page:

Use of your browser's "back" button will cause you to lose any information that you have entered on your form - please use the form buttons only - found at the bottom of the form.

After going to “Blanks” in Webforms, click on FIN Budget Revision - Contracts and Grants.

On the first page - Enter header information

1. Enter a short description for your budget revision - may not exceed 30 characters.
2. Enter an explanation for your budget revision. Please include any information that may help the Research Office understand why you are processing this entry. **Include in the explanation if the rebudget will change the scope of work, if the PI has approved the rebudget, and if the rebudget is significant (25%>).*
3. Ledger group "GRANTS BUDGET" is already selected for you.
4. Type in a Journal Date, the date format is: 06/13/2003, you must include the slashes. (For folks who will be doing reports: Please note the journal date will translate into whatever
accounting period this represents.) Dates which are bank holidays or which are "closed" periods in PeopleSoft will return an error.

No adjusting periods are permitted on this form, thus period 991 and 992 are not valid.

On the second page - Enter line items

1. Enter a SpeedType. If you don't know your SpeedType, you can look it up by clicking on the "lookup" link underneath the SpeedType.
2. Enter a class if applicable. The "lookup" function also works here. (You will have a second opportunity to enter the class after you add the line, if you fail to do so here.)
3. Enter a User Field if applicable. (Please note that you will have a second opportunity to enter a User Field after you add the line.)
4. Enter a Debit or a Credit.
   a. The only PS Accounts that should be used on this form are those beginning with a "1" signifying that they are expense-related. Thus a Debit represents an increase and a credit represents a decrease to the budget.
5. Click on "Add line"
6. Enter an Account for the line that you just entered. The "lookup" function also works here. You may change or add a class, user field, ProjectID/Grant, Source, Resource Type, Resource Category or Resource. Subcategory on the first row if you choose. Please note that you may not change the Project ID/Grant or source on subsequent rows.
7. Enter information on Line 2 (and as many additional lines that you need) by repeating steps 1 through 6.
8. When you have entered all of the lines you need, make sure your debits and credits are equal, THEN click the Next Step button.

On the third page - Routing

1. Enter look up or add UD IDs for employees that you either want copied or to approve. The Research Office is automatically copied on all Budget Revision Webforms. 2. Click "Finish and submit" button.
2. Click “Finish and Submit” button