

## **Budget Changes and Revised Budget Processes**

### **I. Budget Changes during Proposal Development**

- A. Budget changes/revisions prior to Initial Review of PD
  1. Initiator/PI changes budget or adds additional budget to PD; no OSPA input needed.
  2. PD follows normal Initial Review process.
- B. Budget changes after Initial Review is completed but before Final Review is approved
  1. New version of budget is created in same PD, and PD must be resubmitted for Initial Review.
  2. If PD is submitted after the 8-business day deadline, PI/Initiator will need to request deadline exception from their ADR and VPR.
    - a. Exception to this policy is when an error is discovered.
    - b. All other Pre-Award review processes are followed.

### **II. Revised Budget Processes – Near Time of Proposal Submission**

- A. Revised budget following approved PD – Non-S2S budget revisions surrounding submission.
  1. PD Budget is pulled from Streamlyne into Excel format utilizing the budget export report.
  2. Changes are made to the budget by PI/Initiator and sent to OSPA Pre-Award Administrator that approved PD.
  3. Revised budget reviewed by OSPA Pre-Award and approved.
  4. Revised budget is submitted to sponsor (in Excel or sponsor approved form).
  5. Final revised Excel budget is added to OSPA document management system along with sponsor approved forms where applicable by OSPA Pre-Award.
  6. No changes are made to original Streamlyne PD.
- B. Revised budget following approved PD – S2S budget revisions surrounding submission.
  1. PD Budget is pulled from Streamlyne into Excel format utilizing the budget export report.
  2. Changes are made to the budget by PI/Initiator and sent to OSPA Pre-Award Administrator that approved PD.
  3. Revised budget reviewed by OSPA Pre-Award and approved.
  4. OSPA Pre-Award follows changed/corrected S2S proposal submission process.
    - a. OSPA makes super copy of PD submitted to S2S.
    - b. OSPA/Initiator/PI makes corrections to copied PD budget.
    - c. OSPA resubmits proposal to S2S.
    - d. By approving PD, OSPA creates new version of existing SL IP record which will push updated information (including budget information) into the existing SL IP record.
      - i. There will be two PDs linked to one IP record.

### **III. Sponsor Requested Revised Budget Prior to Award**

#### **A. Post-submission Revised Budget**

1. PD Budget is pulled from Streamlyne into Excel format utilizing the budget export report.
2. Changes are made to the budget by PI/Initiator and sent to [ospa-proposals@iastate.edu](mailto:ospa-proposals@iastate.edu)
3. Revised budget reviewed by OSPA Pre-Award and approved.
4. Final Excel budget is added to OSPA document management system.
5. Revised budget is submitted to Sponsor by OSPA Pre-Award or PI.

### **IV. Sponsor Requested or Reduction in Awarded Budget - Revised Budget at Time of Award**

#### **A. Time of Award Revised Budget**

1. OSPA Awards/OIPTT will communicate need for revised budget to PI/GC. The proposal budget is sent to the PI/GC by OSPA Awards/OIPTT if from a GoldSheet -or- PD Budget is pulled by PI/GC from Streamlyne into Excel format utilizing the budget export report.
2. Changes are made to the budget by PI/department and sent to OSPA Awards or OIPTT (industry and commodity awards).
3. OSPA Awards/OIPTT will assess whether sponsor approval is required and submit for approval, if needed.
4. OSPA Pre-Award will review substantial or complex budget changes, if requested by OSPA Awards/OIPTT.
5. Revised budget is approved by OSPA Awards/OIPTT.
6. Finally approved revised budget saved to OSPA document management system by OSPA Awards/OIPTT.

**Note:** Post-Award Revised Budgets will follow established rebudgeting procedures.