



Budget Modification Request Form

Center Name: _____

UA PO Number: _____

Request Date: _____

-
1. Budget Line Changes: Please describe what activities will be added or changed to justify the adjustment. This justification should show how the approved work plan supports the budget modification request or how the proposed change(s) will affect the project, including completion of services, or the performance targets and milestones.
 2. What is the total dollar amount of funds being moved within the budget?
 3. Do any modifications being requested change the scope of the project? Yes No
If yes, please explain.
 4. Provide a brief justification for each line item change.

REQUEST FOR BUDGET MODIFICATION

Center Name:

Budget Period:

(List only budget lines to be changed)

[illegible]

ex.) Personal Services/ Program Director

**CURRENT
BUDGET**

**CHANGE
REQUESTED**

REVISED BUDGET

COMPLETED BY:

SIGNATURE

DATE

Budget Change Request Directions

Page 1: Budget Modification Request Form

Complete all listed header fields (Center Name, UA PO Number, Request Date)

Answer the questions:

Q1. Budget Line Changes: Provide a summary and description of the budget changes you are requesting, why you are requesting the change, and how it will impact the primary Objectives, Tasks and Performance Measures outlined in the Contract Work Plan.

Q2. What is the total dollar amount of funds being moved within the budget?: Provide a dollar amount for how much money is being moved between lines in the budget. For example, if you are requesting to move \$1,000 from the supplies line to the personal services line, the total would be \$1,000.

Q3. Do any modifications being requested change the scope of the grant?: Grantees can refer to their Scope of Work outlining the scope of the award to determine if this is a change in the scope of the project.

Q4: Provide a brief justification for each line-item change.: Provide a 1-2 sentence justification for each line of the budget that will be increased and/or decreased.

Page 2: Budget Form

Complete all listed header fields (Center Name, Budget Period) All requested budget line changes must be included in this table.

Category/Line Item Description: Enter each budget line item category or description that you are requesting to modify. Examples: Personal Services, Contractual, Supplies, etc. Grantee should only input the lines that you are requesting to change, do not input your full budget.

Current Budget: For the budget lines you are requesting to change, input the dollar amount in your current budget.

Change Requested: Please enter the dollar amount that each modified budget line will increase or decrease. **Enter a negative (-) amount to reduce a budget line.** For example, if you are decreasing a line by \$2,000, input -\$2,000 into the chart field.

Enter all listed footer fields (Completed By, Date)

Signature: The form should be signed electronically via an e-signature.

***NOTE*:** Current budget lines not impacted by this request do not need to be listed on pg. 2. You only need to list budget lines that are going to be changed.