

Instructions for the Restricted Fund Budget Revision Form

General: Use this form to rebudget funds in an existing Vanderbilt center or add new funds to an existing center.

Page 1 Instructions:

ACTION: Indicate whether the purpose of this action is to add new funds or rebudget funds in an existing center. This form may be used for adding new funds to an existing center when the sponsor permits carry-over from one budget period to another or awards supplemental funding. Please attach any relevant award document(s) to this form. In addition, please answer questions 1-6 on page 1 of this form.

Rebudgeting requests submitted should be limited to changes that require either sponsor or internal approval. These include, for example, significant rebudgeting, changes in personnel support that impact the effort of key personnel, increases or decreases in funds for equipment, changes in the funds allocated for subcontracts, and other budget changes which affect the calculation of F&A costs. Please omit questions 1-6 if you are only rebudgeting funds.

INTERIM BUDGET/FINAL BUDGET: If new funds are being added and the sponsor has not issued an award document, indicate that this is an interim budget. Otherwise, it is a final budget.

CURRENT BUDGET END DATE: Indicate the current ending date of the center in the university's accounting system.

REVISED BUDGET END DATE: Indicate the requested revised ending date of the center based upon this budgeting action.

QUESTIONS 1-6: These questions are to be completed only if you are adding new funds to the center. Please note that all questions apply only to funds for the budget period affected by this action.

Page 2 Instructions:

CURRENT BUDGET \$ = funds currently budgeted, not current account balances

AGENCY FUNDS: Actions involving changes in the funds awarded by sponsoring agency should be shown on the upper portion of the form under AGENCY funds.

VU COST-SHARING: Changes to Vanderbilt's cost sharing obligations should be indicated on the bottom portion of the form under VU COST-SHARING.

CALCULATIONS: The lines will add across and columns will total. Remember to put a minus sign on any amount that will be subtracted in the Change field.