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F6007 - Work Order Service
F6320 - Telephone & Telecom Services

Foreign travel (F6052) on a federally funded agreement must adhere to the requirements of the Fly America Act and other UVM international travel processes. Please refer to the "



Determine if the re-budget is allowable per the terms of the award. If unsure, contact your [assigned SPA FA](#) for assistance.

Verify the available budget balance and confirm the requested re-budget is possible

Determine whether sponsor approval is required to complete the re-budget.

If sponsor approval is required, submit an Award Modification Request in [UVMClick](#) with the following information:

Written justification for the re-budget to be sent to the sponsor for approval;

Other required supporting documentation as outlined in the award document;

The applicable SPA [Re-budget Request Form](#) outlining the requested re-budget including additional documentation that may be required as outlined in Appendix A on the form.

If sponsor approval is not required, submit an Award Modification Request in UVMClick with the following information:

The applicable SPA [Re-budget Request Form](#) outlining the requested re-budget including additional documentation that may be required as outlined in Appendix A on the form.

After receiving notification of the Award Modification Request in UVMClick and the Re-budget Request Form along with all required documentation, the SPA FA will complete the following steps:

Verify and ensure the request is in compliance with University and sponsor award policies and guidelines.

Verify the available budget balance and confirm the requested re-budget is possible.

If request is appropriate, approve the Award Modification Request in UVMClick and create an Award Modification to process the request.

If the re-budget request involves cost share or opening a budget line with "zero dollars", the re-budget will only be completed in PeopleSoft as no Award Modification needs to be created.

If sponsor prior approval is required, assemble all required documentation received from the department and submit to the sponsor per award requirements.

A status of Send for Sponsor Approval should be assigned to the Award Modification in UVMClick.

Once sponsor approval is received or if no approval is necessary, enter the re-budget in the appropriate system(s) and obtain the SPA Team Lead's approval, if applicable.

The department will either receive an automatic email notification from UVMClick or an email from the SPA FA once the re-budget has been completed and is reflected in PeopleSoft.

Carryforward of funds from one project into another requires the re-budgeting of funds in PeopleSoft and UVM Click. See SPA's [Carryforward of Unobligated Balances Procedure](#) describing the specific roles and responsibilities required to complete a carryforward request.



Once carryforward approval is received (if applicable), the re-budget is processed by the SPA FA as outlined in the above section utilizing the approved budget from the carryforward request documentation.



- [UVMClick Award Mod Request Instructions](#)
- [Carryforward of Unobligated Balances](#)
- [Prior Approvals](#)
- [Cost Policy on Sponsored Agreements](#)
- [Travel Policy](#)
- [Business Meal, Hospitality and Amenity](#)

Federal Uniform Guidance: [2 CFR 200.308 - Revisions of Budget and Program Plans](#)
NSF, NIH, NIFA, Energy, NASA and Commerce, [Research Terms and Conditions - Prior Approval Matrix](#)

- [8.1.2 Prior Approval Requirements](#)
- [8.1 Changes in Project and Budget](#)
- [12.9 Rebudgeting of Funds](#)

[How to Manage Your Grant](#)

[Terms and Conditions](#)



01/17/2020	1	SPA	Initial release
5/8/2020	1.2	SPA	UVMClick Information Added