

Internal Budget Revision Request Form



If prior approval is NOT required from sponsor, use this form to re-allocate budget.

PS Grant Number: _____

Principal Investigator: _____

Grant Title: _____

Budget Period: _____ to _____

Have you (or the PI/PD) contacted the Program Officer about this budget revision yet?

PeopleSoft Account Code	Budget Category	Original Budget	Change +increase /- decrease	Revised Budget
Net Change (total must be zero)				

Explanation of why budget revision is necessary.

Signature of Principal Investigator Date

FOR POST-AWARD USE

- Is revision allowable from contract?
- Does the revision meet TU policies?
- Will the revision require the Assistant Director / AVP's approval?

Signature of Post-Award Representative Date
This request has been reviewed and has been approved

Date Revision Posted: _____

Notes:

Email to: ospr@towson.edu