

Process for Awards Received with a Budget Different than Proposed

This guidance identifies the responsible areas and addresses the steps necessary when an award is received in post award with a budget that is different than the proposed amount.

Typical Scenarios:

- New Award/Continuation/Award Increase or Decrease for incremental funding that will eventually total the fully proposed amount.
- New Award/Continuation/Award Increase or Decrease for funding in which the budget was decreased/increased from the originally proposed amount.

Steps to follow:

1. **Post Award** – Upon receipt of the award notice, will review and notify the responsible Business Office highlighting any changes to the award amount and asking if there is a change in Statement of Work.
2. **Business Office** – Discuss budget changes with the Principal Investigator and determine if a revised Coeus budget is necessary AND if the scope of work needs to be changed (Can the originally proposed work still be done under the revised funding amount?).
 - a. A revised Coeus budget should not be necessary for reductions/increases to non-salary line items such as equipment, travel, or other supplies and equipment. The business office should determine if a revised Coeus budget is needed for salary line items.
 - b. Review the file to see if Pre-Award provided any information related to the budget split.
3. **Business Office** – If a revised Coeus budget and/or scope of work is needed, the Business Office will inform the Principal Investigator and Pre-Award that they need to work together on the revised budget. Include relevant documentation for reference.
4. **Pre-Award** – If determined there is a need for a revised Coeus budget, Pre-Award will work with the Principal Investigator to revise the budget and/or scope of work and obtain any approvals which may be necessary. Pre-Award will send the final revised budget and/or scope of work to the responsible Business Office.
 - a. Verify original proposal is still in Pending status. Copy original proposal, change type to Resubmission, note Original IP Number in “Original Proposal” field.
 - i. If the original proposal is in Award status, the Coeus record must be created as a Preliminary.
 - b. Work with PI to make necessary updates to budget and changed documents in Narrative.
 - c. Route for approval and push to IP. Notify Business Office contact when complete.
5. **Business Office** – The Business Office will communicate the revised budget and/or scope of work along with the budget allocation to Post Award.