

EASTERN MICHIGAN UNIVERSITY

Research Accounting Rebudget Guidelines

PURPOSE:

One of the most common adjustments to a research project involves the transferring of funds from one budget category to another to accommodate unanticipated expenditures (e.g., higher salaries than originally anticipated). The transfer between budget categories, referred to as a “rebudget,” does not change the total research dollars for the project, nor should it change the scope of the project. It is normally required to be done in advance of the activity (i.e., requires prior approval from the sponsor).

- Domestic travel expenditures that exceed the approved budget amount by \$500 or 25%, whichever is greater, requires prior approval.
- Foreign travel not approved in the budget requires prior approval. (Foreign travel is any travel performed outside the United States, its territories and possessions. Travel within the U.S. or Canada en route to or from a foreign destination is considered foreign travel.)

PRIOR APPROVALS:**From Institution**

Some agencies permit the grantee institution local authority to rebudget between budget categories when the expenditures are necessary for the successful continuation or completion of the project under the following general conditions and procedures:

- The rebudgeting of funds must neither impair the investigator's ability to complete the project or activity as previously approved by the sponsor, nor increase the total cost to the grant.
- The rebudgeted funds may not be used for any purpose disallowed as a condition of the grant.
- The rebudgeting request must be reviewed for scientific or program propriety in relation to the objectives of the specific project supported by the grant to which the charges will be made.

The request for rebudgeting is initiated by the Principal Investigator (PI) in a Letter/Email addressed to the Office of Research Development and Administration (ORDA) requesting prior approval for the expenditures

From Sponsor

Other sponsors have not given Eastern Michigan University the authority to rebudget between categories and the rebudget request must be submitted to the agency for sponsor approval. The rebudget request should be submitted through ORDA will forward the request (and any other required documents) to the sponsor for their review/approval. The sponsor notifies ORDA, in writing, whether the request was "approved" or "disapproved". ORDA sends a copy of the sponsor's correspondence to the PI and Sponsored Research Accounting to inform them of the sponsor's decision. If an approval is received, the SRA office will process the approved rebudget request within Banner.