

Backup Documentation needed for all supplemental budgets.

-For internal award

Attach award and proposal documents

-When multiple accounts are needed

Note explaining purpose of Supplemental Budget

Lead PI signature or e-mail/memo from lead PI must be included

Budget categories must match main budget

If the main had F&A, sub account should also

For all Supplemental budgets:

List what account # is funding project

“funded from _____”: (show in top left corner)

Conflict of Interest & Compliance issues must be addressed

Route for signatures (Dept and Admin section must be signed by someone with signature authority)

Fill in Dates (start and end date) of project

Correctly identify Admin Unit