

OSPA/OIPTT/SPA Procedure for Rebudgets on Sponsored Awards

A Rebudget Request Form* is submitted to OSPA/OIPTT when the Sponsor's terms and conditions for an award require rebudgeting. OSPA/OIPTT will review the form and the Sponsor's terms and conditions to determine whether Sponsor approval is needed or if OSPA/OIPTT has been delegated institutional authority to approve. In general, Sponsor approval is not needed for the following (except when required by the award terms):

- Awards subject to Federal research terms and conditions (RTCs)
- Fixed price agreements
- Federal contracts
- Industry agreements

OSPA/OIPTT will not process Rebudget Request Forms if rebudgeting is not required by ISU or the Sponsor.

Deobligations of funds for subrecipient agreements and funds unspent by subrecipients do not require a Rebudget Request Form. If funds provided to a subrecipient are to be deobligated prior to the termination of the subrecipient agreement, PIs should contact OSPA/OIPTT to request execution of a deobligation amendment for the subrecipient.

Exceptions

Rebudgeting due to **changes in the scope of work** on any sponsored project requires submission of the Rebudget Request Form. Sponsor approval is required for all changes in scope of work. Award terms and conditions will be reviewed to determine what is needed by the sponsor for the request.

OSPA/OIPTT may request additional documents from the PI and/or grant coordinator.

Rebudgeting more than \$25,000 to purchase unbudgeted equipment on sponsored projects under Federal research terms and conditions requires submission of the Rebudget Request Form due to materiality and potential audit concerns. Please note that the \$25,000 threshold is cumulative for the project, and not a per item amount.

Rebudgeting more than \$5,000 to purchase unbudgeted equipment on industry sponsored projects requires submission of the Rebudget Request Form to OIPTT.

Process for Sponsored Awards that Require Sponsor Approval of Rebudgeting

PIs and grant coordinators should submit a Rebudget Request Form when changes to the budget rise to the required level of sponsor approval (for example, if the sponsor requires approval of budget deviations totaling 10% of the total budget, do not submit a Rebudget Request Form until the known deviations to the existing budget total 10%).

Additionally, OSPA/OIPTT and SPA will accept the Sponsor's budget approval form (if one exists) in lieu of the Rebudget Request Form as long as the Sponsor's budget line items conform to the current ISU sponsored program budget categories.

Who to Contact with Questions:

If you are unsure about the terms and conditions of your award for rebudgeting, please direct questions to:

For industry and commodity sponsors: industry-contracts@iastate.edu

For all other sponsor types: ospa-awards@iastate.edu

*Rebudget Request Form may be found at <http://www.ospa.iastate.edu/forms>.