

Budget Changes and Revised Budget Procedures for Campus

I. Budget Changes during Proposal Development (prior to submission of proposal)

- A. Budget changes/revisions **prior to Initial Review** of PD
 1. Initiator/PI changes budget or adds additional budget to PD; no OSPA input or review is needed.
 2. PD follows normal **Route for Initial Review** process.
- B. Budget changes **after Initial Review is completed** but before Final Review is approved
 1. New version of budget is created in same PD, and PD must be resubmitted for Initial Review.
 2. If PD is resubmitted for Initial Review after the 8-business day deadline, PI/Initiator will need to request deadline exception from their ADR and VPR.
 - a. Exception to this policy is when an error is discovered.
 - b. All other Pre-Award review processes are followed.

II. Revised Budget Processes – After PD Final Review approval (prior to award)

- A. Revised budget following approved PD – **Not requiring corrected S2S submission.**
 1. PD Budget is pulled from Streamlyne into Excel format utilizing the “Streamlyne Budget Export to Excel by PD Number” report or OSPA can accept a BOB Excel revised budget.
 2. Changes are made to the budget by PI/Initiator and a revised budget is sent to the OSPA Pre-Award Administrator assigned to review for that unit. The Initiator should copy ospa-proposals@iastate.edu in that email and note the due date for the revised budget.
 3. If applicable, the PI/Initiator should also attach to the email any correspondence from the sponsor indicating why this revised budget is needed, in order for OSPA to focus their review on complying with sponsor expectations.
 4. Revised budget is reviewed by the OSPA Pre-Award Administrator and approved.
 5. Revised budget is submitted to sponsor (in Excel or sponsor approved form/system). If the revised budget is not submitted to the sponsor by OSPA, the PI/Initiator should copy ospa-proposals@iastate.edu on the email submitting the revised budget to the sponsor.
 6. The final revised budget is added as an **Internal Attachment** to original Streamlyne PD under the **Abstracts & Attachments** tab along with any sponsor required forms, where applicable, by OSPA.
 7. No changes are made to the original Streamlyne PD budget.
- B. Revised budget following approved PD – **Requiring corrected S2S submission.**
 1. OSPA Pre-Award Team follows changed/corrected S2S proposal submission process.
 - a. Campus Pre-Award Support/PI emails ospa-proposals@iastate.edu requesting a revised budget for an S2S submission.
 - b. OSPA Pre-Award Administrator makes super copy of original PD submitted to S2S.
 - c. OSPA adds the Campus Pre-Award Support person to the PD as an Aggregator to allow access for changes needed in the budget.
 - d. Aggregator (Initiator)/PI makes revisions/corrections to copied PD budget.
 - e. Revised budget is reviewed by the OSPA Pre-Award Administrator and approves copied PD.
 - f. OSPA resubmits proposal to S2S.
 - g. By approving PD, OSPA creates new version of existing SL IP record which will push updated information (including budget information) into the existing SL IP record.
 - i. There will be two PDs linked to one SL IP record.

III. Sponsor Requested Revised Budget or Reduction in Award Budget – (at time of award)

A. Revised Budget at Time of Award

1. OSPA Awards/OIPTT will communicate need for revised budget to PI and SL Unit/Dept Contact(s). The original proposal budget is sent to the PI and SL Unit/Dept Contact(s) by OSPA Awards/OIPTT if funded from a GoldSheet,
-or-
The PD Budget is pulled by PI or SL Unit/Dept Contact from Streamlyne into Excel format utilizing the “Streamlyne Budget Export to Excel by PD Number” report or OSPA can accept a BOB Excel revised budget.
2. Changes are made to the budget by PI or SL Unit/Dept Contact and the revised budget is sent to the OSPA Awards Team at ospa-awards@iastate.edu or to OIPTT (for industry and commodity awards) at indcntnt@iastate.edu.
3. OSPA Pre-Award Team will review substantial or complex budget changes, if requested by OSPA Awards/OIPTT.
4. Revised budget is approved by OSPA Awards/OIPTT.
5. OSPA Awards/OIPTT will assess whether sponsor approval of revised budget is required and submit for approval, if needed.
6. The final revised budget approved by OSPA Awards/OIPTT or sponsor is saved to the OSPA document management system by OSPA Awards/OIPTT. When the OSPA/OIPTT implements Streamlyne for awards (anticipated date 7/1/25), the final revised budget documentation will be saved as an attachment in Streamlyne Award by OSPA Awards/OIPTT.

Note: Post-Award Revised Budgets will follow established rebudgeting procedures and will be processed by the OSPA Awards/OIPTT.