

Re-budget

Note: Prior approval may be required if your award requires modification to the approved budget cost categories due to a shift in the project activities on the original award. This could be a Change in Scope amendment so consult your Federal Program Officer before submitting either request to confirm the next step(s).

Non-federal entities must submit same budget forms as provided in the application with clear picture of how the funds were moved around. Justification should explain why the re-budget is needed.

Prior approval waived for research grants

Re-budgeting for awards more than \$250,000 (federal)

Non-federal entities with a total award amount more than \$250,000 are allowed to re-budget without prior approval of the Grant Officer only if they are moving less than 10% of the current obligation (federal plus non-federal match) to another direct cost category. This 10% is cumulative over the life of the award and once the threshold has been crossed, all future re-budgets require prior approval regardless of the amount. However, for multi-year awards, the 10% threshold will increase every year new funds are obligated. Prior approval in Grants Online is always required when creating a new object class category, completely “zeroing out” a category, or moving funds between direct and indirect categories.

Re-budgeting for awards of \$250,000 or less (federal)

Non-federal entities with awards with a total award amount of \$250,000 or less have more flexibility in revising their budget. Non-federal entities are allowed to move funds between direct object class categories as long as they are not creating a new object class category, completely “zeroing out” a category, or moving funds between direct and indirect categories as these actions always require prior approval in Grants Online

What needs to be included in my request?

The request needs to include the following items and must be submitted in Grants Online:

1. Justification for the change. This will describe why the re-budget is necessary and any programmatic implications of the change. This can be a separate PDF or MS Word file.
2. A revised budget narrative. This can either be a PDF or MS Word file and can be included in the justification.
3. A revised SF-424a (PDF) showing the original cost and a column showing the adjustment. The overall total must not change. A fillable PDF of the SF-424a can be downloaded from [Grants.gov](#).

How do I submit the request?

The budget re-budget/reprogramming request needs to be completed in Grants Online as an “[Award Action Request](#)”. A request can be entered by either the [Authorized Representative](#) or the [Principle Investigator](#), but will need to be approved in Grants Online by the [Authorized Representative](#) prior to being reviewed by NOAA.

1. Click the “[Award](#)” tab.
2. Click the “[Search](#)” or the “[Search Award](#)” link. The “[Search Award](#)” page is displayed.
3. Click the “[Search](#)” button on the “[Search Award](#)” page. When your search results populate, click the award number for which you are submitting the change of budget.
4. On the “[Grants File](#)” launch page, select the “[Create Award Action Request](#)” action from the action drop down menu then click the “[Submit](#)” button.
5. The “[Award Action Request Index](#)” page is displayed with the available [Award Action Requests](#). Click the link for “[Reprogram or Re-budget](#)”. The requested page will be displayed for you to complete. Enter a short justification, and click the “[Save](#)” button.

6. The “*Award Action Request*” page is re-displayed with the attachment link and other fields. You can upload supporting documents at this time. You must submit a revised budget narrative document and SF-424A. After completing the required information, click the “*Save and Return to Main*” button. Another message will display where you can confirm your request and start workflow, click the “*Yes*” button.
7. A review task is sent to your “*Task*” inbox for this request. The review task will go first to the creator of the document and then to the Non-federal entity Authorized Representative(s) in the organization. If you have the role of “*Non-federal entity Authorized Representative*” you will have to submit the request to the appropriate Federal Agency, thus you will have processed two tasks.

More information on budget

Grants Online Help Page:

[Re-budget Grantee Manual](#)

2 CFR, Chapter 2, PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards

[Section §200.308 - Revision of Budget and Program Plans](#)