

## Re-budget

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**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).

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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](https://www.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](#)