Requesting a Budget Revision in the Grants Portal

A budget revision is a process by which a change in the approved budget is made. Some sponsors permit your SPA Pre-Award Representative to approve these requests. If a change in the approved budget is needed, follow the steps below. If your SPA Pre-Award Representative cannot approve the request, and the sponsor’s approval is required for the revision, additional information may be required.

1. Log in to the Grants Portal using your UGA MyID and Password.

2. Click on the “Projects” link in the red menu bar to search for the specific project that will be modified.

3. Projects that require action, such as approving the transmittal form, are in your “Projects To Do List” at the top of the page. To search for a specific project and initiate a modification request, scroll to the “Projects” section of the page.
4. Click the arrow in the Filter dropdown box to select the available search criteria. You can search in a variety of ways, such as by Project Title, PI, etc. Enter the text to search, and click the “Go” button. If you want to search using multiple filters, click “+Add Filter” and enter additional search parameters.

5. Once the correct project is located, click on the project title. This takes you to the project workspace where you will find the “Request Award Mod” activity.
6. Select the “Request Award Mod” button and you are taken to a new screen.

**Award Modification Description**

**Award ID:**

**Award Name:**

1. **Name of Modification:**

2. **Description of Changes:**

3. **Sponsors Modification ID:**

4. **Modification Event Type:**
   - Pre-Award Spending
   - Pending Award on Future Increments
   - Re-budget, add chart string/s or account code/s
   - Add a Subaward, not anticipated within the proposal
   - Requesting or Receiving Additional Funds – Supplements, non-competing continuations, etc.
   - Decrease Award Amount
   - Change in scope of work
   - Change of PI / Co-PI or Senior and Key Personnel
   - PI/Co-PI Disengagement
   - Request to Carryover funds from one year to the next
   - Administrative Changes
   - Early Termination
   - No Cost Extension
   - Reports
   - Residual Balance
   - **Clear**

**Rebudget Request**

1. **Add rebudget details:**

Select **Rebudget, add chartstring/s or account code/s** from the options provided under **Modification Event Type**. This will result in a section where you will provide additional information. When you select **Add** under **Add rebudget details** a pop-up will open where you will select the type of change needed and provide documentation detailing the requested change.
7. Once the information has been entered, select ok and the pop-up will close and you will return to the request workspace.

8. Enter remaining information. The effective date is when the change is intended to start. Supporting documents is where you will upload any other documents relevant to the request. This could be updated compliance info, emails, etc. Other Departments, Cost Share Departments, and Over the Cap Departments is where you will provide the department unit numbers, amounts, and chartstring/allocation names associated with the mod.
9. Once you have entered all the required information, click the “OK” button and the request will automatically route to the appropriate Pre-Award Awarder.

10. The award modification request, including attachments and any additional comments provided, will display in the project history.

11. The Project Status will update to “Award Modification Requested” on the Project Workspace and a Pre-Award Awarder will receive notification that a Modification is ready for review and processing.

12. SPA Pre-Award will finalize the rebudget and, if needed, will work with the sponsor to get permission of the change. Once SPA has the sponsor’s concurrence SPA will process the rebudget and you will get an email letting you know the process is complete.