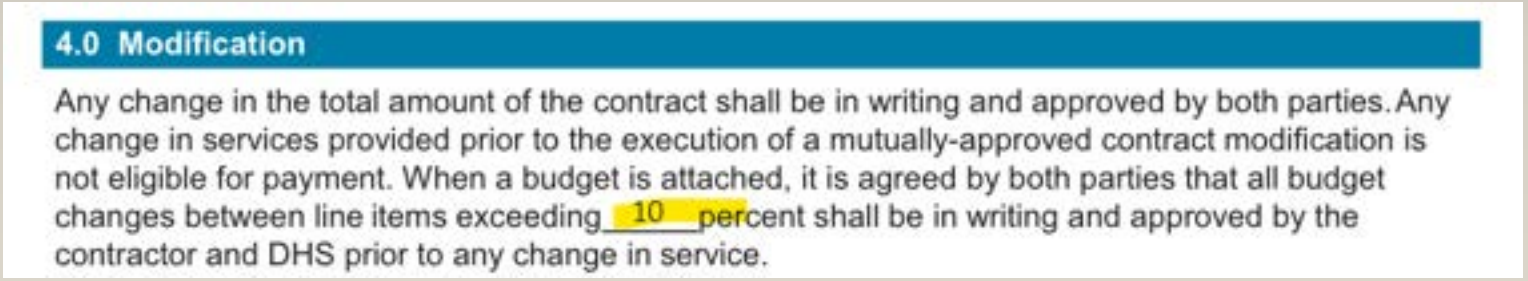
The Do’s and Don’ts of Rebudgeting

Where can the re-budgeting terms be found

NOA Document



4.0 Modification

Any change in the total amount of the contract shall be in writing and approved by both parties. Any change in services provided prior to the execution of a mutually-approved contract modification is not eligible for payment. When a budget is attached, it is agreed by both parties that all budget changes between line items exceeding 10 percent shall be in writing and approved by the contractor and DHS prior to any change in service.

New Award Email

There is no budget tolerance on this project. PeopleSoft is controlled at the "parent" level which allows individual budget lines to overspend. As you reconcile your project/grants and see that you are nearing the budget tolerance, you will need to complete a rebudget. Rebudgets are processed through the Grants and Contracts office using the IPAS rebudgeting form located at

https://www.ouhsc.edu/financialservices/forms/default.asp?UserSearchString=grants&optAll=1. Submit the completed IPAS to gca@ouhsc.edu.

When is a rebudget needed

- Costs are not posting to the Originally budgeted categories / Balancing between direct and Indirect budget

- Sponsor Approval: Any Change in the Scope of Work ; A change in the budget categories greater than the allowed budget tolerance.

- Internal :The Scope of Work hasn’t changed, but what is needed to complete the project has changed, and you are still within the listed budget tolerance on the project.
  - This would not require a internal rebudget if you are just needing to add a budget category

GCA Business Practice for Internal Rebudgeting

To process an internal budget, it must meet one of these Criteria:

- Rebudget affects the direct / indirect cost balance
- Rebudget is between projects on the same award
- Adding new budget categories not included in the original budget

IPAS Rebudgeting Form

Form is completed by the department, and submitted to GCA for processing

3 Sections:

- Questions regarding the rebudget
- Budget Breakdown and calculation for the rebudget
- Explanation for the need of the rebudget and impact on the approved scope of Work

https://financialservices.ouhsc.edu/Portals/1354/assets/grants%20and%20contracts/IPAS.pdf?ver=2019-11-15-125814-833

Top Section

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

REQUEST FOR REBUDGETING

GRANTS AND CONTRACTS ACCOUNTING

Reset Values

Date 7/26/23

ORA No. 20230229

Request is sent by:

Name (First) (M.I.) (Last)	Email	ORG #
Laura Lopez	laura-lopez@ouhsc.edu	MED26400
Project Title	**PI Name**	**Project #**
Development of an apoptosis biosensor	Lacey McNally	20007628

Will the rebudgeting: (Check yes or no for each as applicable)

Yes ☐	No ☑	Impair your ability to complete the project as approved by the sponsor?
Yes ☐	No ☑	Increase the total direct costs to the grant/contract?
Yes ☐	No ☑	Involve using funds for purposes disallowed as a condition of the award?
Yes ☐	No ☑	Change the scope or objectives of the project?

Second Section

REBUDGET WORKSHEET

Fill in the current budget and amount rebudgeted columns.

Budget Category	Current Budget	Amount Rebudgeted (+ or -)	Revised Budget
Salaries	$ 105,488.00	$ 13,716.00	$ 119,204.00
Fringe	$ 23,710.00	$ 7,277.00	$ 30,987.00
Consultant			$ 0.00
Subcontract < $25,000	$ 25,000.00		$ 25,000.00
Subcontract > $25,000	$ 214,416.00		$ 214,416.00
Travel	$ 2,400.00	$ 1,800.00	$ 4,200.00
Supplies	$ 20,000.00	-$ 20,000.00	$ 0.00
Equipment		$ 10,000.00	$ 10,000.00
Tuition	$ 14,688.00	-$ 14,688.00	$ 0.00
Other	$ 6,880.00	$ 441.00	$ 7,321.00
			$ 0.00
			$ 0.00
			$ 0.00
F&A (Indirect Costs)	$ 82,565.00	$ 1,454.00	$ 84,019.00
Total	$ 495,147.00	$ 0.00	$ 495,147.00

This should come from the Current Budget in PeopleSoft.
Run this query: OU_BUD_SPNSR

Project A – Reducing the amount of funds from Project A

REBUDGET WORKSHEET

Fill in the current budget and amount rebudgeted columns.

Budget Category	Current Budget	Amount Rebudgeted (+ or -)	Revised Budget
Salaries	$ 739,122.00	-$ 125,766.34	$ 613,355.66
Fringe	$ 249,494.00	-$ 48,478.84	$ 201,015.16
Consultant	$ 164,522.00	-$ 164,522.00	$ 0.00
Subcontract < $25,000	$ 5,797.00	-$ 5,797.00	$ 0.00
Subcontract > $25,000	$ 236,606.00	-$ 132,727.57	$ 103,878.43
Travel	$ 70,930.00	-$ 47,258.92	$ 23,671.08
Supplies	$ 36,488.00	-$ 36,175.18	$ 312.82
Equipment			$ 0.00
Tuition	$ 187,265.00	-$ 108,858.20	$ 78,406.80
Other	$ 64,229.00	$ 141,639.41	$ 205,868.41
Stipend	$ 24,867.00	-$ 12,922.16	$ 11,944.84
Student travel	$ 93,468.00	-$ 84,032.82	$ 9,435.18
			$ 0.00
F&A (Indirect Costs)	$ 115,914.00	-$ 31,621.53	$ 84,292.47
Total	$ 1,988,702.00	-$ 656,521.15	$ 1,332,180.85

Project B – Adding those funds from Project A into Project B's Budget

REBUDGET WORKSHEET

Fill in the current budget and amount rebudgeted columns.

Budget Category	Current Budget	Amount Rebudgeted (+ or -)	Revised Budget
Salaries	$ 1,235,030.00	$ 125,766.34	$ 1,360,796.34
Fringe	$ 332,042.00	$ 48,478.84	$ 380,520.84
Consultant	$ 1,011,709.00	$ 164,522.00	$ 1,176,231.00
Subcontract < $25,000	$ 25,000.00	$ 5,797.00	$ 30,797.00
Subcontract > $25,000	$ 14,913.00	$ 132,727.57	$ 147,640.57
Travel	$ 266,998.00	$ 47,258.92	$ 314,256.92
Supplies	$ 2,088,851.00	$ 36,175.18	$ 2,125,026.18
Foreign Travel	$ 27,000.00		$ 27,000.00
Tuition	$ 154,727.00	$ 108,858.20	$ 263,585.20
Other	$ 1,107,669.00	-$ 141,639.41	$ 966,029.59
Capital	$ 800,083.00		$ 800,083.00
Stipend	$ 119,223.00	$ 12,922.16	$ 132,145.16
Student travel training	$ 18,337.00	$ 84,032.82	$ 102,369.82
F&A (Indirect Costs)	$ 468,885.64	$ 31,621.53	$ 500,507.17
Total	$ 7,670,467.64	$ 656,521.15	$ 8,326,988.79

Third Section

Explain why funds are available to be moved from the budget category where they were originally budgeted.

We had an error between the budget and budget justification. Likewise, we received a substantial cut to the proposed budget which requires a re-budget.

Explain why this change is necessary and the impact on the approved scope of work.

We had to move the dollars from supplies to the salary and will pay for the supplies from our start-up budget.

APPROVAL

Rebudgeting request requires sponsor approval.

☐ No or I don't know (Sign and route form to GCA at GCA@ouhsc.edu)

☐ Yes (sign and route form to ORA at HSCORA@ouhsc.edu)

Business Manager (Print Name) Matthew Grim (Signature) Digitally signed by Matthew Grim Date: 2023.07.28 14:28:47 -05'00' Date

Parent PI (Print Name) Lacey McNally (Signature) Date 7-28-23

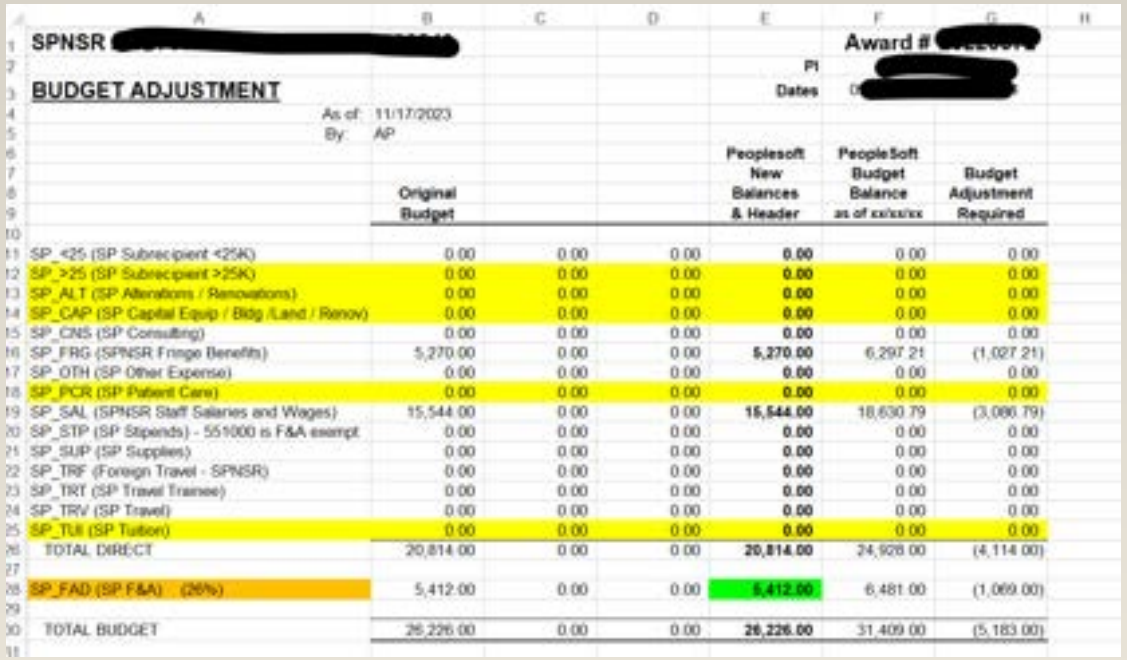
Most Common Mistakes

- Not providing enough justification as to why the rebudget is needed and why there are additional funds to be rebudgeted.
  - Are you going to start cost sharing salaries? Was there a position not filled?
- Not using the correct Budget in the Current Budget Column
  - This needs to be the current budget that reflects in PS.
- Not providing 2 rebudget forms for moving funds between two projects. Or having the rebudgeting amounts on the two projects not match.
- No properly balancing the direct and indirect costs

Calculating Indirect Costs

Total Awarded Amount
(Less Budget Categories not Earning F&A)

New Total ÷ Divide By 1.26 (1.Awarded F&A Rate) = Total Direct Costs that Generate F&A



SPNSR [redacted] Award # [redacted]

PI
Dates [redacted]

BUDGET ADJUSTMENT

As of: 11/17/2023
By: AP

	Original Budget			Peoplesoft New Balances & Header	PeopleSoft Budget Balance as of xx/xx/xx	Budget Adjustment Required
SP_<25 (SP Subrecipient <25K)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_>25 (SP Subrecipient >25K)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_ALT (SP Alterations / Renovations)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_CAP (SP Capital Equip / Bldg /Land / Renov)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_CNS (SP Consulting)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_FRG (SPNSR Fringe Benefits)	5,270.00	0.00	0.00	**5,270.00**	6,297.21	(1,027.21)
SP_OTH (SP Other Expense)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_PCR (SP Patient Care)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_SAL (SPNSR Staff Salaries and Wages)	15,544.00	0.00	0.00	**15,544.00**	18,630.79	(3,086.79)
SP_STP (SP Stipends) - 551000 is F&A exempt	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_SUP (SP Supplies)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_TRF (Foreign Travel - SPNSR)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_TRT (SP Travel Trainee)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_TRV (SP Travel)	0.00	0.00	0.00	**0.00**	0.00	0.00
SP_TUI (SP Tuition)	0.00	0.00	0.00	**0.00**	0.00	0.00
TOTAL DIRECT	20,814.00	0.00	0.00	**20,814.00**	24,928.00	(4,114.00)
SP_FAD (SP F&A) (26%)	5,412.00	0.00	0.00	**5,412.00**	6,481.00	(1,069.00)
TOTAL BUDGET	26,226.00	0.00	0.00	**26,226.00**	31,409.00	(5,183.00)

Salary	15,544.00
Fringe	5,270.00
Stipend	0.00
Consulting	0.00
Travel	0.00
Travel Trainee	0.00
Travel Foreign	0.00
Subcontracts <25K	0.00
Supplies	0.00
Other	0.00
MTDC	20,814.00
Rate	26%
F&A	5,411.64

Common Rebudget Tolerance

- OCAST – 10% for the entire awarded amount. Has to be looked at cumulatively
  - Ex: Award is $45,000.00; Total tolerance for award is $4,500.00

- PHF - Allows 25% of the total award per budget category
  - Ex: Award: $100,000.00 , Each Category can go over by $25,000.00

- Federal Awards with Expanded Authority – 25%
  - Ex: Award: $200,000.00 – Tolerance of $50,000.00 per category

Questions?