

REBUDGET REQUEST FORM

To be used for equipment exceeding \$25,000 per unit and significant rebudgeting only. Minor rebudgeting on grants within and between cost categories often does not require authorization. Please review the sponsor guidelines or terms of the award, or check with your Finance Manager.

Date: _____
Principal Investigator: _____
Sponsor: _____
Project Title/Nickname: _____
Harvard Account (Fund) Number(s): _____
Current Budget Period: From: _____ To: _____

Please answer the following questions; attach additional pages if needed.

Justification for rebudgeting funds: Describe how the proposed action directly supports the project.

If purchasing equipment, provide a description of the equipment: Attach vendor quote(s).

Availability of funds: Explain why funds are available to rebudget (e.g., cost saving measures on supplies, loss of personnel, etc.)

Scope of Work: State whether the rebudgeting of funds constitutes a change to the original scope of work (SOW). If it does, detail the changes. (Please note that any significant change to the SOW requires sponsor approval.)

Allocation of expense: If expense will be applied to more than one grant, describe the allocation process.

Total Rebudget Amount: \$ _____

Costing Change:

\$ _____	From Object Code: _____	To Object Code: _____
\$ _____	From Object Code: _____	To Object Code: _____
\$ _____	From Object Code: _____	To Object Code: _____
\$ _____	From Object Code: _____	To Object Code: _____

Signatures:

Principal Investigator/Project Director Date

Department Chair/Designee Date