

Office of Grants, Research, and Sponsored Programs
California State University, Bakersfield

INSTRUCTIONS for PREPARER: Use yellow cells to enter project information and category totals for original and revised budgets. Bring this form signed by the project PI/PD to GRaSP D108-DDH along with the following attachments: Original and revised line item detail and budget narratives, copy of sponsor's revision approval policy, and written approval from sponsor if required (email OK). Please feel free to call GRaSP for assistance x2231.

NOTE: Revision will be denied if backup documents are not attached.

PROJECT BUDGET REVISION

Fiscal Year	2012/2013		Effective Date of Revision	01/01/13
Date	11/15/12	Prepared by	Jane Doe	Extension
				9999
Award Amount	\$150,059.00			
Project Name	Sample Change in Award Amount		Budget Year-mm/dd/yy	10/01/12 through 09/30/13
Full Justification for Revision	Sponsor reduced funding by 10%; add one P/T staff employee approved by sponsor to assist with administration			
Budget Department Approval	PI/PD Approval		GRaSP Department Approval	

FOR BUDGET DEPARTMENT DATA ENTRY

Business Unit	Fund #	Dept #	Project #	Explanation for Revision ≤ 30 characters
BKCOMP	MT099	D10730	G12999	funds reduction, salary incr

Line	Budget Category	Budget Acct #	TO ACCT Debit	FROM ACCT Credit
	Faculty	601100	-	-
	Staff	601300	5,000.00	-
	Students	601303	-	-
	Fringe	B60002	2,100.00	-
	Operating Expenses	B60003	-	18,520.00
	Indirect Cost (F&A)	662001	-	5,253.20
	Revenue	B50001	16,673.20	-
Total Debits and Credits			23,773.20	23,773.20

BUDGET REVISIONS BY CATEGORY

Budget Acct #	Budget Category	Ind. Rate	Original Budget	Revised Budget	Increase (Decrease)	% of Award	Note
601100	Salaries and Wages Faculty (includes PIs)		10,000.00	10,000.00	-	0.0%	
601300	Staff (includes PDs, PMs)		-	5,000.00	5,000.00	#DIV/0!	
601303	Students		-	-	-	#DIV/0!	
	Total Salaries and Wages		10,000.00	15,000.00	5,000.00	50.0%	Disregard #DIV/0! in column to left. It means that the original budget was zero dollars.
B60002	Fringe (Benefits)		4,200.00	6,300.00	2,100.00	50.0%	
B60003	Operating Expenses		100,000.00	81,480.00	(18,520.00)	-18.5%	
	Total Direct Costs		114,200.00	102,780.00	(11,420.00)	-10.0%	
662001	Indirect Cost (F&A)	46.0%	52,532.00	47,278.80	(5,253.20)	-10.0%	
B50001	Revenue (Award Amount)		166,732.00	150,058.80	(16,673.20)	-10.0%	