HOWARD UNIVERSITY
1867

Budget Revision

Function

Start

→ PI/PD designee initiates budget revision request and justification in the OoR ticket system.

→ Budget revision request is routed to SPO Pre-Award for review to determine allowability and prior approval requirements.

↓

Sponsor approval required?

— No → •SPO Post-Award reviews budget revision for approval to ensure compliance with the terms and conditions of the agreement and sponsor requirements.

— Yes → SPO Pre-Award requests any additional information from the PI/PD, if necessary.

↓

SPO Pre-Award submits the budget revision to the sponsor.

↓

Sponsor approved?

— No → (back to SPO Pre-Award requests additional information)

— Yes → End

Approved by SPO?

— No → (back to PI/PD designee initiates budget revision)

— Yes → •SPO Post-Award updates budget in Cayuse and routes updated budget details to WD for account update

↓

End

Key:
SPO - Sponsored Programs Office
GCA - Grants & Contracts Accounting
PI - Principal Investigator
PD - Project Director
OoR - Office of Research Ticketing System
WD - Workday
Key Control

Key Controls:
SPO reviews budget revisions for consistency with the terms and conditions of the agreement and sponsor requirements.
SPO Post-Award updates budget in Cayuse and routes updated budget details to WD for account update