

School of Nursing
Office of Research Policy

Budget Approval Reallocation and Review of Extramurally Supported Projects

Purpose:

During the course of conducting an extramurally supported project the need may arise to modify the allocations of funds within the proposed budget. This need may be motivated by reductions in funding by the granting agency as well as unanticipated changes in the project's protocol. In order to maintain consistency between the budget proposed and the budget implemented, all faculty who receive extramural support must complete the following procedure upon notification of an extramural award or upon significant changes in the budget being implemented. Significant changes include any changes in percent effort of SON employees, changes in supplies and equipment, travel, tuition, patient care, subcontracts or facilities and administration allocations.

Budget Approval :

Upon notification of extramural support the Principal Investigator, in conjunction with and with the approval of the SON Associate Dean for Research, submits a detailed budget on a spreadsheet to the appropriate Grants Management Specialist in the Office of Grants Management, HSC. This budget is also provided to the SON Unit Business Manager and Research Associate in the Office of Nursing Research to be posted on the SON common drive. Once all required budgetary information – as well as any additionally required information (including IRB or IACUC approvals) – is received, the Office of Grants Management, HSC will generate a chart field and speed type for the project and load the budget detail accordingly. The Principal Investigator is then provided with an account number and can begin expending the budget for the currently funded period. If a project is completed across several years this process must be repeated with every subsequent notice of award. In most instances, the project will retain the same chart field and speed type assigned at the inception of the award.

Budget Reallocation:

If significant changes occur to a budget within 12 months of being approved, the previously stated approval process must again be completed prior to the changes being implemented. However, rather than submitting a revised budget to the Office of Grants Management, HSC, the principal investigator must submit a fully justified request for a budget reallocation to the appropriate Grants Management Specialist. If a project continues into a no cost extension this process must also be completed prior to funds being available during the proposed extension.

Annual Budget Review:

Three months prior to the end of a budget year the PI must schedule an appointment with the Research Associate within the ONR. During this meeting the PI will present the most current accounting of their grant-related expenditures using data recorded on the PeopleSoft system. The purpose of this review is to anticipate and adjust

spending for the remaining three months of the budget year so that deficits and surpluses can be minimized.