



Title: Budget Revisions Policy for Grants
Effective Date: June 28, 2024
Issuing Authority: Provost
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Purpose

During the life of a project, it may become necessary to modify certain aspects of the original project. Such changes may involve re-budgeting of funds among expense budget categories or adjusting the length of a project period. To minimize the administrative burden associated with revised budget requests, many funding agencies allow some flexibility to adapt award spending patterns to match the changing circumstances of the sponsored project.

Scope

This policy applies to Mercer University employees participating on grant-funded projects.

Exclusions

None

Policy Statement

In general, a formal revised budget approval request to the sponsor is required in the following circumstances:

1. Budget revision restrictions are imposed in the terms and conditions: These restrictions may range from a prior approval requirement for any budget revisions to a requirement for a line-item budget category or total budget revisions up to a certain threshold (e.g., re-budgeting flexibility up to 10% within proposed line-item budget categories).
2. Budget revisions due to a significant change in the scope of work (SOW): SOW changes may require a considerable amount of funds to be shifted between expense categories. However, even if significant changes are not anticipated, all re-budgeting requests based on a change in the SOW must be submitted and approved by the sponsor.

Budget revisions to reflect salary increases, new employees on the project, adjusted fringe benefit rates, etc., generally do not require sponsor approval. However, PIs should contact the Grants and Contracts Office for guidance and/or clarification of budget revision requirements.

Additional Resources

Budget Adjustment Form:

<https://accounting.mercer.edu/mu-accounting/forms/upload/Budget-Adjustment-calculations.pdf>