

BUDGET ISSUES

Pre-Award Topics

- **GRA summer fringe verses tuition** – if a PI does not know who the GRA will be the position is for 12 months, the decision on whether to pay summer tuition or 7.7% fringe needs to be addressed. This may be determined by the school and if summer classes are offered that are appropriate for the GRA. The number of hours included in the summer tuition is determined by the PI.
- **Award notification is less than proposed budget**- a new budget will need to be created and sent with the award before the award can be established. If simple changes are being made, an email explaining the change will suffice also. Please note that if there is a subaward, this may affect their budget also, depending on what the UA PI determines.
- **Foreign travel in the budget** - many funders require direct approval from them prior to purchasing tickets, etc for foreign travel. Also remember that we need to follow Buy American Act and purchase tickets from an American carrier whenever that is an option, even if carriers based in other nations have tickets for less
- **Modular Budgets** – the OSP office will require a detailed budget at submission, even if the funding source only requires a modular budget.

Post-Award Topics

- **Re-budgeting**
 - Budgets are set up into general account lines (ex: 720 – Travel), therefore it's not necessary to do a budget change when charges hit other account lines within those general categories (721103 – Private Vehicle)
- **Budget Changes**
 - Budget changes are necessary money is increased or decreased - this is done by your Contract & Grant accountant when an amendment to your award is submitted from OSP
 - Budget changes will also be necessary when spending for an award changes by more than 25%, making a change in scope to your original budget set up at the start of the award. When this occurs approval has to go through the agency to make a budget change before changes can be made to your fund
- **Closing Out Funds**
 - Budgets will be taken down once an award has ended to prevent further spending of the award