Procedures for Budget Revision Requests

In cases where MSU does not have the delegated authority to approve budget requests via the OPAS system and the sponsor does require specific approval, the OSP Fiscal Manager should contact the appropriate federal contact (i.e. grant program specialist, program officer, etc) and follow the specific request procedures outlined in the terms and conditions of the grant award. This may require an e-mail request or it may be more formal, but the specific steps will be outlined in the grant award. Once approval is received from the sponsoring agency, the Fiscal Manager will process the eBlue data update sheet to amend the approved revisions and let the PI know that the request has been approved and processed. Conversely if the sponsor does not approve the budget revision, the OSP Fiscal Manager will contact the PI and the Departmental Accountant to notify them.

If the requested budget revision is large and there is the potential to impact the scope of the project, the OSP Fiscal Manager must contact the sponsor specifically on this issue and wait for their approval/response.