

Sample Budget Revision Request

Here is a sample Budget Revision Request. "Increases" must equal "Decreases." In addition, the Total Approved Grant Budget should equal the total revised budget.

LEGAL NAME OF INSTITUTION
Budget Revision Request
Grant Number
Budget Revision as of (Specify Date)

	Total Grant Budget	Revisions Increases (+)	Decreases (-)	Total Revised Budget
Personnel				
Research Assistant	28,813		9,403	19,410
Fringe Benefits	2,881		940	1,941
	31,694		10,343	21,351
Administrative Costs				
Supplies	1,625	1,000		2,625
Printing	820	500		1,320
Telephone	1,663	655		2,318
Seminar materials	2,522	1,488		4,010
	6,630	3,643		10,273
Equipment				
Computer Hardware	2,500	5,000		7,500
Travel				
Airfare	13,685	1,000		14,685
Meals	825			825
Lodging	1,650	500		2,150
	16,160	1,500		17,660
Consultants				
Fees	10,571			10,571
Travel	1,845			1,845
Expenses	600	200		800
	13,016	200		13,216
Total	70,000	10,343	10,343	70,000

 (Name) date
 Project Director

 (Name) date
 Finance/VP/Controller

Approved: _____
 Nancy Lynne Westfield date
 Wabash Center Director