

## Sample Letter Requesting Grant Budget Revision

*The grant agreement includes provisions for budget changes, some of which require advance approval from the Wabash Center. Advance approval is required on any changes over 10% of individual line item amounts (See Grant Agreement Article II, General Conditions, #5 on page 2.)*

**Please put on institutional letterhead.**

RE: Grant No. WC 1234 567 (**Be sure to include the Grant Number**)

Dear Dr. Farmer:

Now that we are several months into the project supported by the above-referenced Wabash Center grant, it is becoming clear that the budget, as approved by the Wabash Center, needs some slight adjustments to accommodate emerging modifications in our work. I have enclosed a formal request for a budget revision and now wish to explain our reasons for requesting these adjustments.

As the proposal stated, it has been necessary to engage the services of a “Research Assistant” to provide some of the back-up assistance for this project. However, we have now found that less of this person’s time is required than was originally envisioned. Meanwhile, several unforeseen expenses have emerged that were not anticipated when the proposal was submitted. The funds realized by reduction in the Research Assistant’s time will cover these new expenses.

As you can see from our formal request, we are asking to deduct \$10,343 from the Research Assistant budget line and reallocate an equal amount for other purposes. The costliest need is for an additional laptop computer for the project, for which we are requesting another \$5,000. Additionally, we have discovered that we under-budgeted for various supplies and administrative costs during the project. Lastly, recent increases in airfares suggest that we will need to allocate more funds for project travel and consultant expenses. All of these adjustments are detailed in the enclosed “request for budget revision.”

Thank you for your kind attention to this request. If you have any questions, please do not hesitate to contact me.

Sincerely,

Project Director Signature