



# Re-budget

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**Note:** Prior approval required, if your award requires modification to the approved budget cost categories due to a shift in the project activities on the original award.

- Transfer of funds exceed the Simple Acquisition Threshold (\$250,000)
  - Transfer of funds exceed 10% of the total budget (Federal and Non-Federal)
  - Transfer of funds into a budget category that have yet to be funded
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Non-federal entities must submit same budget forms as provided in the application with clear picture of how the funds were moved around. Justification should explain why the re-budget/reprogram is needed.

\*Prior approval waived for research grants\*

## Re-budgeting for awards less than \$250,000

Non-federal entities with awards with a total award amount less than \$250,000 have more flexibility in reprogramming their budget. Non-federal entities are allowed to move funds between direct cost categories, or within cost categories, as long as they are not creating a new budget category, or completely “zeroing” out a category.

Simply put, Non-federal entities are allowed to re-budget without written approval of the grant officer if they are moving less than 10% of the entire award (for the entire life of the award) to another direct cost category.

## What if I need a new category or don't need the entire category in my approved budget?

Regardless of the dollar amount, if you wish to add funds to a category that was previously zero, or removing all funds in the budget for a category, you must request approval for the change in Grants Online.

## What needs to be included in my request?

The request needs to include the following items and must be submitted in Grants Online:

1. Justification for the change. This will describe why the re-budget is necessary and any programmatic implications of the change. This can be a separate PDF or MS Word file.
2. A revised budget narrative. This can either be a PDF or MS Word file and can be included in the justification.
3. A revised SF-424a (PDF) showing the original cost and a column showing the adjustment. The overall total must not change. A fillable PDF of the SF-424a can be downloaded from Grants.gov.

## How do I submit the request?

The budget re-budget/reprogramming request needs to be completed in Grants Online as an *“Award Action Request”*. A request can be entered by either the *Authorized Representative* or the *Principle Investigator*, but will need to be approved in Grants Online by the *Authorized Representative* prior to being reviewed by NOAA.

1. Click the *“Award”* tab.
2. Click the *“Search”* or the *“Search Award”* link. The *“Search Award”* page is displayed.
3. Click the *“Search”* button on the *“Search Award”* page. When your search results populate, click the award number for which you are submitting the change of budget.
4. On the *“Grants File”* launch page, select the *“Create Award Action Request”* action from the action drop down menu then click the *“Submit”* button.
5. The *“Award Action Request Index”* page is displayed with the available *Award Action Requests*. Click the link for *“Reprogram or Re-budget”*. The requested page will be displayed for you to complete. Enter a short justification, and click the *“Save”* button.

6. The "*Award Action Request*" page is re-displayed with the attachment link and other fields. You can upload supporting documents at this time. You must submit a revised budget narrative document and SF-424A. After completing the required information, click the "*Save and Return to Main*" button. Another message will display where you can confirm your request and start workflow, click the "*Yes*" button.
7. A review task is sent to your "*Task*" inbox for this request. The review task will go first to the creator of the document and then to the Non-federal entity Authorized Representative(s) in the organization. If you have the role of "*Non-federal entity Authorized Representative*" you will have to submit the request to the appropriate Federal Agency, thus you will have processed two tasks.

## More information on budget

### Grants Online Help Page:

[Re-budget Grantee Manual](#)

### 2 CFR, Chapter 2, PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards

[Section §200.308 - Revision of Budget and Program Plans](#)