REVISED BUDGET OPTIONS

(when there is an increase or decrease of a budget of more than 10% - NO PSRS is required)

1. **E-mail chain** – the revised budget must be presented in the e-mail and then a chain of approvals from the PI/CoPIs/Chair/Dean must follow. The e-mail chain must then be routed to your Grants and Contracts Administrator.

2. PI/CoPIs/Chair/Dean all **sign & date** the bottom of the Revised Budget Page & route the page to your Grants and Contracts Administrator – this can be via e-mail, fax or hand delivered.

3. **Copy** the Original People Soft Routing Sheet (PSRS) – make the changes by hand on the PSRS - PI/CoPIs/Chair/Dean all **initial & date the changes** – route the “copy” to your Grants and Contracts Administrator via e-mail, fax or hand delivered.

4. **Memorandum** stating the change with required signatures & date and route to your Grants and Contracts Administrator) via e-mail, fax or hand delivered.