

**EAST TENNESSEE STATE UNIVERSITY
OFFICE OF RESEARCH AND SPONSORED PROGRAMS ADMINISTRATION**

Re-Budget Request Form

Title of Project: _____

Principal Investigator Name: _____

Department: _____ **Phone Number:** _____

Granting Agency: _____ **Agency Grant Number:** _____

ETSU Grant Index Number: _____ **ORSPA Proposal No:** _____

Grant Period -- From: _____ **To:** _____

Please provide a detailed justification for the Re-Budget Request. Be as precise as possible in order to avoid delays in processing. (Attach additional sheets as necessary.)

Re-Budget the following grant funds:

From Acct Code	Account Code Description	To Acct Code	Account Code Description	Amount to re-budget	% line item Δ

In requesting this re-budget, I certify that I have reviewed the requirements of the funding source listed above and that this request is in compliance with those requirements, including:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Yes | No | N/A |
| ➤ Prior approval required for re-budgeting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Required approval documentation attached | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

<i>TITLE</i>	<i>SIGNATURE</i>	<i>DATE</i>
PRINCIPAL INVESTIGATOR	_____	_____
CHAIR	_____	_____
DEAN/DIRECTOR	_____	_____
ORSPA	_____	_____