

**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>
<b>PRINCIPAL INVESTIGATOR</b>	_____	_____
<b>CHAIR</b>	_____	_____
<b>DEAN/DIRECTOR</b>	_____	_____
<b>ORSPA</b>	_____	_____