

Sample Budget Revision Request

Here is a sample Budget Revision Request. "Increases" must equal "Decreases." In addition, the Total Approved Grant Budget should equal the total revised budget.

**LEGAL NAME OF INSTITUTION
Budget Revision Request
Grant Number
Budget Revision as of (Specify Date)**

	Total Grant Budget	Revisions Increases (+)	Decreases (-)	Total Revised Budget
Personnel				
Research Assistant	28,813		9,403	19,410
Fringe Benefits	2,881		940	1,941
	<hr/> 31,694		<hr/> 10,343	<hr/> 21,351
Administrative Costs				
Supplies	1,625	1,000		2,625
Printing	820	500		1,320
Telephone	1,663	655		2,318
Seminar materials	2,522	1,488		4,010
	<hr/> 6,630	<hr/> 3,643		<hr/> 10,273
Equipment				
Computer Hardware	2,500	5,000		7,500
Travel				
Airfare	13,685	1,000		14,685
Meals	825			825
Lodging	1,650	500		2,150
	<hr/> 16,160	<hr/> 1,500		<hr/> 17,660
Consultants				
Fees	10,571			10,571
Travel	1,845			1,845
Expenses	600	200		800
	<hr/> 13,016	<hr/> 200		<hr/> 13,216
Total	<hr/> 70,000	<hr/> 10,343	<hr/> 10,343	<hr/> 70,000

(Name) date
Project Director

(Name) date
Finance/VP/Controller

Approved: _____
Nancy Lynne Westfield date
Wabash Center Director