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)

<table>
<thead>
<tr>
<th>Total Grant Budget</th>
<th>Revisions</th>
<th>Total Revised Budget</th>
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<tbody>
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<td>(+)</td>
<td>(-)</td>
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</table>

**Personnel**
- Research Assistant: 28,813 (+9,403) = 19,410
- Fringe Benefits: 2,881 (+940) = 1,941
- Total: 31,694 (+10,343) = 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
- Total: 6,630 (+3,643) = 10,273

**Equipment**
- Computer Hardware: 2,500 (+5,000) = 7,500

**Travel**
- Airfare: 13,685 (+1,000) = 14,685
- Meals: 825 (+825) = 1,650
- Lodging: 1,650 (+500) = 2,150
- Total: 16,160 (+1,500) = 17,660

**Consultants**
- Fees: 10,571 (+10,571)
- Travel: 1,845 (+1,845)
- Expenses: 600 (+200) = 800
- Total: 13,016 (+200) = 13,216

**Total**
70,000 (+10,343) = 10,343 70,000

________________________  __________________________
(Name) date
Project Director

________________________  __________________________
(Name) date
Finance/VP/Controller

Approved: __________________________
Nancy Lynne Westfield  date
Wabash Center Director

Revised 4/8/2020