

DATE

AUTHOR

**University of Wisconsin-Whitewater**  
**FACULTY DEVELOPMENT GRANT PROGRAM**  
**BUDGET MODIFICATION REQUEST**

**SUBMISSION INSTRUCTIONS AND POLICY** All faculty requesting a Faculty Development Grant Budget Modification must complete and submit this form to Nina Ottman who will forward it to Denise Ehlen, Office of Research and Sponsored Programs, 2237 Andersen, Telephone: 262-472-5212, Email: ehlehd@uww.edu for review and approval. Significant modifications (impact greater than 25%) of the original budget/award must be reviewed by the Academic Development Committee.

**"ORIGINAL AWARD" COLUMN** Using the original proposal, insert the amount of funds received in each expense category.

**"FUNDING SPENT" COLUMN** Work with Luanne Schindler, Financial Specialist, Financial Services, Telephone: 262-472-5505, Email: schindll@uww.edu, to insert the amount of funds actually spent in each category.

**"REQUEST"** Insert the expenses for the remaining award funds in the appropriate expense category.

**NOTES** The "Shift in Budget" and "Request" columns **MUST** total the amount of the original award. No additional funds may be requested. A sample is provided in the right margin to assist you in developing the request. You may not spend revised budget until the Budget Modification Request has been approved.

**NAME:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**ORIGINAL AWARD AMOUNT:** \$ \_\_\_\_\_

		PROJECT FUNDING		
		ORIGINAL AWARD	SHIFT IN BUDGET	REVISED BUDGET
<b>PERSONNEL/SALARY</b>		Describe salary calculation		
1. Consultants/Speakers				
2. Classified Staff				
3. Graduate Assistants				
4. Limited Term Employees				
5. Student Workers	Hours: _____ Hourly Rate: _____ Total: _____			
<b>Other Personnel Salary Sub Total:</b>				
<b>SUPPLIES &amp; EXPENSES</b>		* Refer to <a href="http://www.uwsa.edu/fadmin/travel.htm">http://www.uwsa.edu/fadmin/travel.htm</a>		
Briefly identify items. Justify each in Budget Narrative detailing travel, i.e., mileage, meals, lodging.				
1. Travel:				
2. Software:				
3. Books:				
4. Office Supplies:				
5. Photocopying:				
6. Workshops, etc.:				
7. Other (describe):				
8. Other (describe):				
9. Other (describe):				
10. Other (describe):				
11. Other (describe):				
<b>Supplies &amp; Expenses Sub Total:</b>				
<b>PROJECT FUNDING TOTALS:</b>				

SAMPLE		
ORIGINAL AWARD	SHIFT IN BUDGET	REVISED BUDGET
\$ 3,000	\$ (2,000)	\$ 1,000
		\$ -
		\$ -
		\$ -
		\$ -
<b>\$ 3,000</b>	<b>\$ (2,000)</b>	<b>\$ 1,000</b>
		\$ -
\$ 1,000	\$ 2,000	\$ 3,000
		\$ -
		\$ -
\$ 2,000	\$ -	\$ 2,000
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
<b>\$ 3,000</b>	<b>\$ 2,000</b>	<b>\$ 5,000</b>
<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>

**ALL FUNDS MUST BE SPENT BY JUNE 1ST.**

Must =0.00

Must be the same

**BUDGET MODIFICATION JUSTIFICATION: (attach additional pages as necessary)**

\_\_\_ Approved by Denise Ehlen SIGNATURE/DATE \_\_\_\_\_

\_\_\_ Additional information needed (see attached correspondence) SIGNATURE/DATE \_\_\_\_\_