

**REBUDGETING REQUEST: SPONSORED PROJECT FUNDS**

Rebudgeting requirements vary by sponsor. Please refer to the award document and Fund Text for guidance on restrictions and required level of approvals.

1. **Agency:** \_\_\_\_\_ **Parent Fund:** \_\_\_\_\_  
**PI Name:** \_\_\_\_\_

2.

Fund # *	Orgn	Acct [see A]	Prog †	Activity	Locn (C/S) †	Increase	Decrease
<b>TOTAL</b>							

† Limited to use for budgeting cost sharing. Requires sponsor approval.  
 For approved cost sharing: Prog code is IDR2 and Locn code is the cost shared R fund.

\* If for new subfund, use "New" as the Fund # and indicate below the PI credit allocations for the fund.  
 Use the PI Credit allocations of the parent fund for the "New" subfund  
 Use the PI Credit allocations indicated in section 3, below. Include any changes to existing fund allocations.

3. **REASON FOR REQUEST:**

4. **CERTIFICATION:** This action is consistent with the project as approved by the funding agency and does not involve a change in the project's scope or objectives.

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 PI approval required, even if requested by Co-PI.  
 No additional approvals are needed if the PI (1) sent the email request or (2) is copied when form is forwarded to RCA.

**Forward completed form to Research and Cost Accounting via email to [rchacctg@rice.edu](mailto:rchacctg@rice.edu).**

\*\*\*\*\*  
**A: A valid expense account code must be used. The usual account codes for research budgets are:**  
 60000 Salaries and Wages                      70100 Supplies and Expenses                      72340 Travel  
 62000 Fringe Benefits                              72150 Subcontracts over \$25000                      74100 Facilities & Admin Costs  
 62840 Tuition Remission                      72155 Subcontracts under \$25000                      75100 Equipment  
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**For use by Research and Cost Accounting**

Agency OK Needed? \_\_\_\_\_ Funds Available? \_\_\_\_\_  
 Reviewed: \_\_\_\_\_ Date \_\_\_\_\_ Journal Number: \_\_\_\_\_