

**Office of the Vice President for Research
Standard Operating Procedure**

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post Award Specialists (PAS) execute a budget revision/amendment on a grant award. This process will promote a consistent approach and understanding to ensure all budget revisions/amendments are handled the same way throughout the GO Centers and within the Workday system.

II. Introduction

A budget revision/amendment can be needed based on multiple scenarios. It can be needed to clear a negative object class balance; reclassification of funds; carryover of funds, or the need to set up the next Budget Period on an award.

III. Procedure

Depending on the type of budget revision/amendment that is needed, the PAS must first review the sponsor guidelines, notice of award (NoA) and/or contract to determine the appropriate steps forward. For example, if it is a budget revision/amendment needed during the project year to move funds from one object class to another within Workday then sponsor approval may be needed. If sponsor approval is needed for budget revisions, the PI and PAS must collaborate on the appropriate documentation to send to the sponsor and ensure that institutional approval is obtained in Workday before sending to the sponsor.

All budget revisions are processed

through Workday processes for budget amendments

and the appropriate budget revision job aid on the shared Google drive. Budget amendments are reviewed and approved by Budget Administrators.

Approved by Budget Administrators

1016

- Effective Date 01/01

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version
[06/22/2021]	[06/25/2021]	Updated to reflect budget revision process in Workday