



Hamilton

Rebudgeting and Program Revisions

In general, recipients of external grants are allowed a certain degree of latitude in transferring funds between budget line items with the understanding that no grant appropriations are to be used for purposes other than those consistent with the original intent of the project. It is the principal investigator's responsibility to become familiar with agency-specific guidelines. In order to Hamilton College to appropriately oversee expenditures and comply with general costs principles and agency regulations, all rebudgeting requests requiring prior approval must be forwarded to Amy Lindner, Associate Director of Foundation, Corporate, and Government Relations. She will review for the appropriateness of the request and contact the sponsoring agency.

NSF notifications/approvals are outlined in the NSF Grants Policy Manual, http://www.nsf.gov/pubs/policydocs/pappguide/nsf08_1/aag_2.jsp

NIH notifications/approvals are outlined in the Grants Policy Statement, http://grants.nih.gov/grants/policy/nihgps_2011/nihgps_ch8.htm

Prior approval from federal funding agencies is required for any of the following program or budget reasons: (Circular A-110, C.25)

1. Change in the scope or objective of the project.
2. Change in key person specified in the application or award document.
3. The absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
4. The need for additional funding.
5. Transfer of funds budgeted for indirect costs to absorb increases in direct costs, or the reverse, **if approval is required by the awarding agency.**
6. Inclusion of costs that require prior approval in accordance with the Office of Management and Budget (OMB) Circular a-21: Cost Principles for Educational Institutions. http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a21.pdf
7. Transfer of funds allotted for participants or training allowances (direct payment to Trainees) to other expense categories.
8. Unless described in the application and funded in the approved awards, the subaward, transfer or contracting out of any work under an award. This provision does not apply to the purchase of supplies, material, equipment or general support services.

Any cost allocable to a particular sponsored agreement under the standards provided in Circular-21 may not be shifted to other sponsored agreements in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience.