

**AGENCY (External) BUDGET CHANGE REQUEST**

**I. DEPARTMENTAL PROCESS**

- Identify grant and fund numbers.
- Obtain Principal Investigator/Project Director approval in a written email.
- Explain in detail a justification for the request.
- An outline of the budget change request, specifying each category in detail.
- Submit all requests through **Grants-Contracts@uncc.edu**.

**II. GCA PREPARATION PROCESS AND SUBMISSION – Ten (10) business days**

- In order to conform to GCA procedures, complete all actions listed above. The checklist ensures the requests meets College goals and priorities, and requires approval by College and University personnel **prior to submission**.
- The Senior Reporting & Subrecipient Compliance Specialist will review the request (request may be delayed if Specialist needs to obtain additional information from the College/Department).
- The Senior Reporting & Subrecipient Compliance Specialist will submit the request to the Sponsor/Agency.
- The Senior Reporting & Subrecipient Compliance Specialist will notify the PI and College upon submission.
- Upon approval/denial, the Senior Reporting & Subrecipient Compliance Specialist will notify the PI, college/department, Research Administrator and Contracts Specialist of the outcome.