

**EAST TENNESSEE STATE UNIVERSITY  
OFFICE OF RESEARCH AND SPONSORED PROGRAMS ADMINISTRATION**

**Re-Budget Request Form**

**Title of Project:** \_\_\_\_\_

**Principal Investigator Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Granting Agency:** \_\_\_\_\_ **Agency Grant Number:** \_\_\_\_\_

**ETSU Grant Index Number:** \_\_\_\_\_ **ORSPA Proposal No:** \_\_\_\_\_

**Grant Period -- From:** \_\_\_\_\_ **To:** \_\_\_\_\_

*Please provide a detailed justification for the Re-Budget Request. Be as precise as possible in order to avoid delays in processing.*

**Re-Budget the following grant funds:**

From Acct Code	Account Code Description	To Acct Code	Account Code Description	Amount to re-budget	% line item Δ

In requesting this re-budget, I certify that I have reviewed the requirements of the funding source listed above and that this request is in compliance with those requirements, including:

- |  |     |    |     |
|--|-----|----|-----|
|  | Yes | No | N/A |
| ➤ Prior approval required for re-budgeting |     |    |     |
| ➤ Required approval documentation attached |     |    |     |

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<i>TITLE</i>	<i>SIGNATURE</i>	<i>DATE</i>
<b>PRINCIPAL INVESTIGATOR</b>	_____	_____
<b>CHAIR</b>	_____	_____
<b>DEAN/DIRECTOR</b>	_____	_____
<b>ORSPA</b>	_____	_____