**SOP: BUDGET CHANGES**

Re-assigned sub codes or increase/decrease previously approved budget in SmartGrant post-award

* Find the award to be modified in the post-award side of SmartGrant:
	+ Award Functions 🡪 Update Awards 🡪 List Awards
	+ Click “List” next to the Funded Research to bring up the full listing



* + To access specifics on an award, click on the blue ID number on the left





* In the Award Profile Review view in the top menu, choose “Accounting” then “Budget Changes”



* In the Account Codes/Cost Type view in the top menu, choose “Budget Changes” then choose if you need to “Re-Allocate” (to change sub codes), “Increase” or “Decrease”



**To Re-Allocate:**

* In “Change Justification” field, type reason for change. i.e. “change code” or “add indirect costs”
* Choose from dropdown in Justification Code/Reason 🡪 Continue



* Type correct account code in field 🡪 Search
	+ This pulls up the account code with description. Check if correct 🡪 Add Selected



* Click on budget code to add or decrease monies from and entered in “Requested Changes”
* Budget should be balanced 🡪 Update 🡪 Done

