

Fiscal Fundamentals

BUDGET MODIFICATIONS

Funds granted for a project may be used only as described in the approved contract budget and workplan, and within the budget period. Any changes to the work plan or budget as described below must have prior written approval.

When is a Budget Modification necessary?

- If a line item cost is requested that had not been previously approved;
- If proposed expenditures are for items that explicitly require prior written approval, such as technology; and
- When the total amount of the funds being transferred between categories in the approved budget exceeds 10% of any of the affected categories.

How do you request a Budget Modification?

- A budget modification must be requested and approved prior to any change in expenditures;
- Contact the CDD Research Specialist assigned to your grant by email to request a budget modification with a brief description why it is necessary;
- The CDD Research Specialist will provide details on submitting a Budget Modification.

Things to keep in mind:

A Budget Modification request must be:

- **reasonable** (does not exceed what another prudent person would spend under similar circumstances);
- **necessary** (justification for efficient and effective project operation);
- **allowable** (see Allowable and Nonallowable Costs); and
- **approved by the NYS CDD before** the expenditure is made within the scope of the workplan.