

**Economic Development Generating Excellence (EDGE)  
BUDGET MODIFICATION REQUEST FORM**

The Contractor must submit this Budget Modification Request Form to EDGE if a P.I. proposes a modification greater than 25% of the original, reviewer approved budget. Complete this form for year end budget modifications. The Contractor must receive approval from EDGE prior to incurring such costs.

**A. GENERAL INFORMATION**

P.I.: \_\_\_\_\_ Project #: \_\_\_\_\_

Contract #: \_\_\_\_\_ Funding Period: \_\_\_\_\_ To: \_\_\_\_\_

Contact Person Name and Phone #: \_\_\_\_\_ Contact Person Address: \_\_\_\_\_

**B. MODIFICATION JUSTIFICATION. Prepare on a separate sheet; see back for instructions.**

**C. REQUESTED BUDGET MODIFICATION(S).** Complete the columns below as follows: 1) For the *Current Budget* show the original, reviewer approved budget and all prior contractor approved modifications for 25% or less of the original, reviewer approved budget. 2) In the center, show the proposed modifications over 25%; for each budget line item indicate the negative (-) or positive (+) amount. 3) For the *Revised Budget* show the proposed budget incorporating any and all changes from the reviewer approved budget.

CATEGORY	CURRENT BUDGET	+ OR AMOUNT MODIFIED (1,234 or -1,234)	REVISED BUDGET
1. Personnel	56340 0		
2. Travel	56341 0		0
3. Supplies	56342 0		0
4. Equipment	56343 0		0
5. Contractual Services	56344 0		0
6. Alterations and Renovations	56346 0		0
7. Other (itemized)	56347 0		0
<b>TOTAL DIRECT COSTS</b>	0	0	0

**D. AUTHORIZED SIGNATURES**

_____ Designated Contract Official (print name)	_____ Principal Investigator (print name)	_____ Designated EDGE Official (print name)
_____ Signature Date	_____ Signature Date	_____ Signature Date

**EDGE ACTION:**

Approved		Not Approved	
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## EDGE BUDGET MODIFICATION POLICIES AND PROCEDURES

### MODIFICATIONS LESS THAN 25%.

Per your contract terms EDGE does not require a request form to be submitted for modifications of 25% or less of the approved budget total. The Contractor may approve modifications of 25% or less to the original, reviewer approved budget, however, those modifications must be shown on the monthly (or quarterly) Request for Payment Form; this Form must show actual expenditures for all modifications up to and including 25%.

### MODIFICATIONS GREATER THAN 25%.

The Contractor must submit this Budget Modification Request Form if a P.I. proposes a modification greater than 25% of the original, reviewer approved budget; the Contractor must receive approval from EDGE prior to incurring such costs. This request must be signed by the P.I. and an authorized official of the contracting organization; a **modification justification must accompany the form** (see below). The P.I. should limit such requests to one per funding period. Some requests will require **outside review**.

### INSTRUCTIONS FOR COMPLETING AN EDGE BUDGET MODIFICATION REQUEST.

The P.I. must complete all sections -- A, B, C, & D -- of the EDGE Budget Modification Request Form and submit a signed original request before EDGE can take action. All changes up to and including 25% of the original budget, which have been made prior to this request must be shown in a current budget. If a modification request for greater than 25% is not approved by EDGE, changes up to and including 25% will not be affected.

**Travel.** The travel category shall not exceed the amount originally approved by the reviewers.

**Modifications Justification (Section B).** EDGE cannot consider a request without the required justification. Any change, which reflects a modification in the design and/or scope of the research project as originally approved by EDGE, may require outside review. The P.I. must **justify the requested modification(s) on a separate sheet** as follows:

1. Show the correct project number and P.I. name in the upper right hand corner of the attached justification.
2. Explain the need for additional monies for each category into which monies are being transferred.
3. Explain why the available monies were not expended as projected in the original budget.

**Submission.** The Contractor must submit the completed Budget Modification Request Form and the required justification to EDGE at the following address:

Economic Development Generating Excellence  
(EDGE)  
800 Research Parkway, Suite 330  
Oklahoma City, OK 73104-3612

If further assistance is needed, the P.I. should contact EDGE 405/319-8288. Both the P.I. and research administrator of the contracting organization will receive a copy of the signed request form indicating whether the request is approved or not approved.