

New York University

UNIVERSITY POLICIES

Title:	Re-Budgeting Policy for Sponsored Programs
Effective Date:	December 1, 2017
Supersedes:	September 1, 2013
Issuing Authority:	Sponsored Programs Administration
Responsible Officer:	Assistant Vice President for Post-Award Administration

Policy

It is the policy of New York University (NYU, “the University”) that all costs proposed or incurred on a sponsored project must comply with sponsor terms and conditions, NYU policies and procedures and applicable Federal, state and local regulations. The Principal Investigator (PI) is ultimately responsible for ensuring appropriate financial management and compliance with sponsor terms and conditions as well as for determining actual effort expended on a sponsored project. This includes responsibility for ensuring that all re-budgeting is done in compliance with sponsor requirements and University policy.

Purpose of this Policy

The purpose of this policy is to assist PIs, schools, departments, units and personnel of the University to effectively manage the finances of sponsored program awards by providing guidelines and procedures for making necessary budgetary changes.

Scope of this Policy

This policy is applicable to all schools, departments, units and personnel of the University involved in administering sponsored awards.

Procedures for Implementation

- At NYU, PIs usually work in consultation with departmental administrators and/or budget analysts with their Schools’ Research Administration to complete re-budgeting of their awards.
- Many Federal sponsors have transferred the authority to approve re-budgeting changes to the recipients. The “*Research Terms and Conditions Prior Approval Matrix*” (<https://wikis.nyu.edu/pages/viewpage.action?spaceKey=RES&title=Research+Terms+and+Conditions+Prior+>)

Approval+Matrix) for Federally funded projects should be consulted when determining whether it is necessary to have prior sponsor approval.

- If the sponsor is not included in the Matrix referenced above, the PI should refer to the award's terms and conditions to determine when prior sponsor approval is required.

Policy Definitions

Re-Budgeting

The transfer of grant funds from one budget line (e.g., salaries, supplies, travel, equipment) to another budget line. When re-budgeting has occurred, the total amount of funding authorized for the grant has not changed.

Related Policies

- Charging Administrative Expenses to Federal Awards Policy
<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/charging-administrative-expenses-to-federal-awards-policy.html>
- Costing Policy
<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/costing-policy.html>
- Research Terms and Conditions Prior Approval Matrix
<https://wikis.nyu.edu/pages/viewpage.action?spaceKey=RES&title=Research+Terms+and+Conditions+Prior+Approval+Matrix>

Federal Regulations

- OMB Uniform Guidance
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl