Policy 816 Version 1 03/16/2016

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy 816 Rebudgeting on Sponsored Agreements |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes X[ ]  No
* Describe change: Numerous changes requested to update references to Grants Management System, to remove redundancies and to remove references that are procedures versus policies.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Research and Creative Activity/Sponsored Programs and Finance & Administration/Grant & Contract Accounting
* Val.kettner@ndsu.edu and/or ann.young@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 816
Rebudgeting on Sponsored Agreements**

### SOURCE: NDSU President

1. The Grants Management System has the capability to check for available funds at four different levels of restriction. The base level of restriction is determined by the terms and conditions of the sponsoring agency.

1.1 BUDGET LINE. Each expense processed is checked against the budget for that specific line item.

1.2 BUDGET CATEGORY. Each expense processed is checked against the sum of budgets within a given category. The categories are

1) Personnel,
2) Operating,
3) Equipment, and
4) Deductions and Transfers (indirect cost).

1.3 TOTAL DIRECT: Each expense processed is checked against the sum of all budgets, excluding indirect cost budget, within the project to determine if sufficient funds are available.

1.4 BUDGET TOTAL. Each expense processed is checked against the sum of all budgets within the project to determine if sufficient funds are available.

1. If a department wishes to incur an expense under a different line item, or category if Budget Category, or incur expenses over the amount budgeted for a line or category if Budget Category, an email should be submitted to Grant and Contract Accounting explaining the circumstances requiring the rebudget. Grant & Contract Accounting will review the terms and conditions of the award for the sponsoring agencies requirements. If approval is required by the sponsoring agency, Grant and Contract Accounting will forward the request to Sponsored Programs Administration. Sponsored Programs Administration will request approval from the sponsor.
2. If a project becomes overspent, the department is liable for covering those overages through a local/non grant fund.

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HISTORY:

New July 1990
Amended April 1992
Amended May 1996
Amended August 2007
Amended November 2008