

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Sponsored Project Budget and Program Revisions		SOP #: FIN.026.01
Effective Date	07/01/23	
Last Revision/Review	5/31/24	

1. Purpose

To ensure that the College's process for budget and program revisions on sponsored projects meets all federal requirements established for grant recipients and subrecipients, to include required reporting of any deviations and obtaining appropriate approvals for related budget and program revisions.

2. Related Policy/Authority

Policy B3050 Federal Funds Compliance

2 CFR §200.308

SOP FIN.003 Budget Development, Reporting and Control Process

SOP FIN.023 Allowable Use of Funds

3. Faculty/Staff Responsibilities

Controller, Assistant Controller, Principal Investigator/Project Director (PI), Office of Research and Sponsored Programs [ORSP]

4. Definitions/Abbreviations

Project Management Team means, representative of the following three functions: Program (Principal Investigator/Program Director [PI], Compliance (Office of Research and Sponsored Programs [ORSP], and Financial Control (Finance Office)

5. Procedural Steps

All deviations from project budget or project scope must be reported to the sponsor in compliance with sponsor requirements. It is the responsibility of the PI to identify in advance potential deviations from both the approved budget and project scope, and to obtain sponsor approval for any deviations in advance of the deviation, as outlined below. The ORSP will assist the PI in meeting the reporting and approval requirements listed below.

The Assistant Controller will identify proposed budget deviations in accordance with the institutional budget reporting and control process outlined in SOP FIN.003; transactions or commitments which would result in a budget deviation will not be allowed without written sponsor approval. Requests by the PI for additional federal funding or additional time to complete the project will be presented by the PI to the Project Management Team for review. If approved by the Project Management Team, requests for additional federal funding or additional time will be forwarded to the ORSP to forward to the sponsor for approval.

Prior sponsor approval will be required for the following deviations, in addition to other requirements documented by the sponsor:

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1. Change in the scope or the objective of the project, with or without associated budget revision.
2. Change in a key person specified in the proposal or award.
3. The disengagement from the project for more than 3 months, or a 25% or greater reduction in time devoted to the project, by the approved PI.
4. The inclusion of costs that require prior approval under SOP FIN.023, unless waived by the sponsor.
5. The transfer of funds budgeted for participant support costs to other categories of expense.
6. The subaward, transferring or contracting out of any work under the sponsored project, unless included in the approved proposal and award document.
7. Changes in the amount of approved cost-sharing or matching.
8. The request for additional federal funds or for additional time to complete the project

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

8. Signature

Approved by	5.31.2024
VP of Administration/CFO	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
5.31.2024	All	Updated policy name, titles and grammar/style changes		6.5.2024