

# Amendment Process

**Amendment.**

Any request for an amendment must be submitted in writing to Lorraine Moon, Office Associate, at [lmoon1@unl.edu](mailto:lmoon1@unl.edu) not less than thirty (30) working days prior to the desired effective date of the requested change. If the request is approved, a formal amendment to this funding award will be issued, which will authorize the change(s).

- No-cost time extension
  - Budget
  - Budget justification
  - Proposal document – track changes
- Amendment issued

# NCESR - Request to Amend Energy Grant

Title: \_\_\_\_\_

Type: Research - Cycle PI: \_\_\_\_\_

Project Period: \_\_\_\_\_ WBS#: \_\_\_\_\_

Amount: \_\_\_\_\_

Note: Enter the change(s) you request in column B. Column C Amended Budget will total for you. For example, if you have \$1,500 in personnel and you wish to increase it by \$500, you would enter the 500 as a positive number for that line item in column B. Column C will then total \$2,000. Then, enter a negative number in the category/categories from which you wish to remove the funds. If you have \$3,750 in Supplies and you wish to remove \$500, enter it as (500). Column C will then deduct the \$500 for a total of \$3,250.

**\* Keep in mind the amounts already expended and committed when requesting a budget amendment. \***

Budget - Cost Category	A. Budget in SAP	B. Change(s) Requested *	C. Amended Budget
<b>PERSONAL SERVICES:</b>	-	-	-
<b>SALARY</b> Faculty Salaries	Not allow able	Not allow able	Not allow able
Other Academic Salaries	-	-	-
<b>WAGES</b>	-	-	-
Total Salaries and Wages	-	-	-
<b>BENEFITS</b> Benefits		-	\$0.00
Total Benefits	<b>\$0.00</b>	-	<b>\$0.00</b>
<b>TOTAL PERSONAL SERVICES</b>	-	-	-
<b>NON-PERSONAL SERVICES:</b>	-	-	-
Operating Expenses / Services	-	-	-
Operating Supplies	-	-	-
Total Operating and Supplies	<b>\$0.00</b>	-	<b>\$0.00</b>
<b>TRAVEL:</b> Domestic Travel		-	#VALUE!
<b>EQUIPMENT:</b> \$5,000 or Over Per Unit	\$0.00	-	-
<b>Other:</b>	\$0.00	-	-
Total Travel, Equipment, Other	<b>\$0.00</b>	<b>\$0.00</b>	<b>#VALUE!</b>
<b>TOTAL NON-PERSONAL SERVICES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#VALUE!</b>
<b>INDIRECT COSTS (F&amp;A) Not allowable</b>	Not allow able	Not allow able	Not allow able
<b>TOTAL DIRECT COSTS</b>	-	-	-

**JUSTIFICATION:**

