Amendment Process

Any request for an amendment must be submitted to Erin Murray (emurray5@unl.edu), not less than thirty 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 change
- Budget justification

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
PERSONAL SERVICES:		-	-	-
SALARY	Faculty Salaries	Not allowable	Not allowable	Not allowable
	Other Academic Salaries			
		-	-	-
WAGES		-	-	-
	Total Salaries and Wages	**-**	**-**	**-**
				-
BENEFITS	Benefits		-	$0.00
	Total Benefits	**$0.00**	**-**	**$0.00**
				-
TOTAL PERSONAL SERVICES		**-**	**-**	**-**
NON-PERSONAL SERVICES:		-	-	-
Operating Expenses / Services		-	-	-
Operating Supplies			-	-
	Total Operating and Supplies	**$0.00**	**-**	**$0.00**
TRAVEL:	Domestic Travel		-	#VALUE!
EQUIPMENT:	$5,000 or Over Per Unit	$0.00	-	-
Other:		$0.00	-	-
	Total Travel, Equipment, Other	**$0.00**	**$0.00**	**#VALUE!**
				-
TOTAL NON-PERSONAL SERVICES		**$0.00**	**$0.00**	**#VALUE!**
INDIRECT COSTS (F&A) Not allowable		Not allowable	Not allowable	Not allowable
TOTAL DIRECT COSTS		**-**	**-**	**-**

JUSTIFICATION: