Rebudgeting Request Form Adobe Sign Guide

In Adobe Sign choose Start from library.

Select Workflows and search for the Extramural Support Checklist. Once highlighted select start at the lower right hand of the page.

Enter all the names that need to sign. The Department Personnel completing the checklist will go in the first spot. The Principal Investigator (PI) and Dean or Department Chairman signature are required. If the signature field is blank, then the signature will be neither required nor able be added later. The emails will need to be BlazerID@uab.edu in order to have the correct signatures.
Rebudgeting Request Form

How this workflow works?
Enter instruction for sender..

Recipients

Department Personnel *

Enter recipient email

Principal Investigator *

Enter recipient email

Dean or Department Chairman *

Enter recipient email

When you select Send at the bottom it will begin the processing of the checklist.
When you see the following page and start, most areas are required.

A request is required for any of the following: (1) an unbudgeted category expenditure (i.e., travel, international travel); (2) personnel are required for the project; (3) an increase or decrease to a project subaward (rebudget requests for a decrease include the final invoice, when applicable, and termination of the subaward); or (4) purchase of equipment with a unit cost or greater (see additional certifications under I below).

Notes:
- Sponsor requirements differ and prior sponsor approval may be required in some instances.
- For additional guidance see Direct and F&A (Indirect) Cost Classification Guidelines.

- Date *
- Principal Investigator *
- Contact Person *
- Phone *
- Email *
- Oracle Project #
- From Task
- To Task
- Award
- Sponsor Project ID
- OSP Assigned No
- Budget Period From 1/2/2020 To 1/2/2020
- Project Title *

(1) Identify the previously unbudgeted expenditure which requires prior approval. Specify items and costs. (If a porti
At the end of the document, you will be able to add any other attachments that you need for internal review.

( ) The request is not approved.

Reviewer Name __________________________ Date ________________

**OSP is only checking the request against the terms and conditions of the award and is not verifying the availability of funds.**

III. Office of Grants and Contracts Accounting

( ) Funds have been transferred for this Rebudgeting Request.

( ) Funds are not available for this Rebudgeting Request.

Signed __________________________ Date ________________

Comments ___________________________________________

Rebudgeting Request [Click to Attach File Attachment 1]

Revised February 5, 2014

Once all the required areas are completed, a Submit button will appear. It will begin to route for signature once the Submit button pushed.

(1) Identify the previously unbudgeted expenditure which requires prior approval. Specify items and cost. (If a portion of the needed funds are already budgeted, state the additional funds needed as well as the total cost.)

(2) Justify how the expenditure relates to the specific aims as outlined in the original research plan.

(3) Indicate the budget category from which funds are to be transferred and indicate to what budget category the funds are to be transferred. Give explanation of why the funds are no longer required as originally budgeted.

The Signatory will receive an email asking them to review and sign.

Extramural Support Checklist

[Review and sign]

Please review and sign the Extramural Support Checklist.
It will require a Digital Signature using blazer names and passwords. The Signatory may be required to add their name if required to do so before they can sign. Press start to begin.

Once the signatory completes any required field, they will see the Submit and Proceed to Sign button.

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy Parker</td>
<td></td>
</tr>
</tbody>
</table>

This is a request to allow for a change in the budget. The request requires sponsor approval.

By checking the request against the terms and conditions of the award and is not verifying the availability of funds.

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

They will need to download the document in order to sign it.
Just a few more steps

To finish signing, you'll need to download the agreement, open it in Adobe Acrobat or Acrobat Reader, and provide a digital certificate.

Once downloaded they will click the space to sign.

Once downloaded they will click the space to sign.

The signature has been changed from an Adobe Sign Electronic signature to a Digital Signature to allow an easier signature process. As a result the Department will need to print out and save the audit report to authenticate the signatures.

When asked to save the changes, please do so.
When closing the pdf, when asked to save please do so.

Justify how the expenditure relates to the specific aims as outlined in the original research plan.

Indicate the budget category from which funds are to be transferred. Give explanation of why the funds are no longer required as originally budgeted.

This expenditure is essential to the attainment of the original objectives of the above sponsored project. We further certify that if this request includes the acquisition of equipment, (1) it has been determined that it is required for or will enhance the conduct of this study, and (2) that no similar equipment is currently accessible to this study, and (3) the item of equipment will be dedicated to the scientific conduct of this sponsored project.

The parties will receive the attachment in an email. Please now email the Rebudgeting Request Form, with the Audit Report, and other required document to osp@uab.edu.