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

<table>
<thead>
<tr>
<th>Role</th>
<th>Email Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Personnel</td>
<td>Enter recipient email</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>Enter recipient email</td>
</tr>
<tr>
<td>Dean or Department Chairman</td>
<td>Enter recipient email</td>
</tr>
</tbody>
</table>

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 1 below).

Note: 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.

Start

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 12/31/2020
Project Title *

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

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

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.

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.

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(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.

I. 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 the conduct of this study, and (2) that no similar equipment is currently accessible to this study, and (3) that item of equipment will be dedicated to the scientific conduct of this sponsored project.

Principal Investigator: Timothy Parker

Dean or Dept Chairman:

Print Name:

II. Office of Sponsored Programs (OSP)

☐ This request is allowed.
☐ This request requires sponsor approval.
☐ This request is not allowed.

They will add the blazer password in order to sign the document.

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.

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