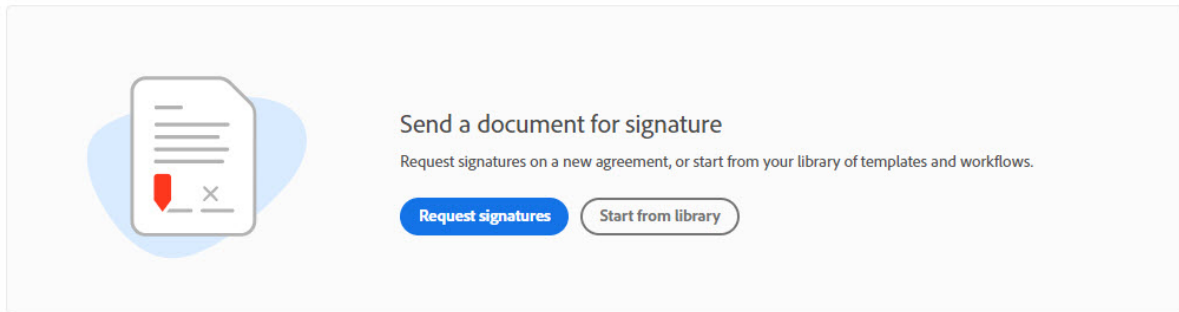


Rebudgeting Request Form Adobe Sign Guide

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.

Start from library

Library	Search
Recent Templates	Name Last Modified
Templates	Shared Workflows
Workflows	In-Kind Cost Sharing Contribution Report 209/15/2020
	In-Kind Cost Sharing Contribution Form12/01/2020
	Rebudgeting Request Form12/01/2020

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 to 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.

Document Name *

Rebudgeting Request Form

Message *

Please Sign.

Files

Document

[Add File](#)

Send

When you see the following page and start, most areas are required.

Start

A request is required for any of the following (1) an unbudgeted category expenditure (i.e. travel, international travel); (2) a 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).

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](#).

Date * Principal Investigator *
Contact Person * Phone * Email *
Oracle Project # From Task To Task Award
Sponsor Project ID OSP Assigned No
Budget Period From 12/01/2020 To 12/01/2020
Project Title *

(1) Identify the previously unbudgeted expenditure which requires prior approval. Specify items and cost. (If a portion

	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

(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.

Extramural Support Checklist

[Review and sign](#)

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.

Rebudgeting Request Form

REBUDGETING REQUEST

A request is required for any of the following (1) an unbudgeted category expenditure (i.e. travel, international travel); (2) additional personnel are required for the project; (3) an increase or decrease to a project subaward (rebudget requests for a decrease should include the final invoice, when applicable, and termination of the subaward); or (4) purchase of equipment with a unit cost of \$5,000 or greater (see additional certifications under I 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](#).

Date Principal Investigator

Contact Person Phone Email

Oracle Project # From Task To Task Award

Sponsor Project ID OSP Assigned No

Budget Period From 12/01/2020 To 12/01/2020

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

Principal Investigator Dean or Dept Chairman

Print Name Timothy Parker Print Name

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

Reviewer Name Date

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

☐ Funds have been transferred for this Rebudgeting Request.
☐ Funds are not available for this Rebudgeting Request.

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

Submit and Proceed to Sign

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.

[Download Document](#)

Once downloaded they will click the space to sign.

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

Principal Investigator		Dean or Dept Chairman
Print Name	<u>Timothy Parker</u>	Print Name _____

-
- II. Office of Sponsored Programs (OSP)
- () This request is allowed.
() This request requires sponsor approval.
() This request is not allowed.

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.

(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 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.

Principal Investigator Timothy Parker Digitally signed by Timothy Parker
Date: 2020.12.01 15:27:33 -06'00' Click here to sign

Dean or Dept Chairman _____

Print Name Timothy Parker Print Name _____

II. Office of Sponsored Programs (OSP) ☐ This request is allowed.
☐ This request requires sponsor approval.
☐ This request is not allowed.

Reviewer Name _____

Adobe Acrobat
 You have successfully digitally signed agreement Rebudgeting Request Form.
 OK

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

Principal Investigator Timothy Parker Digitally signed by Timothy Parker
Date: 2020.12.01 15:27:33 -06'00' Click here to sign

Dean or Dept Chairman _____

Print Name Timothy Parker Print Name _____

Adobe Acrobat
 Do you want to save changes to 'Rebudgeting Request Form.pdf' before closing?
 Yes No Cancel

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.