

Rebudget within the Same Fund Award Change Request in Summit Agreements

After a project has been funded, researchers may need to request a change to the award. Instead of emailing a post-award specialist to request a change, researchers should submit an **Award Change Request (ACR)** directly in [Summit Agreements](#). To request a **rebudget within the same fund**, follow the steps below:

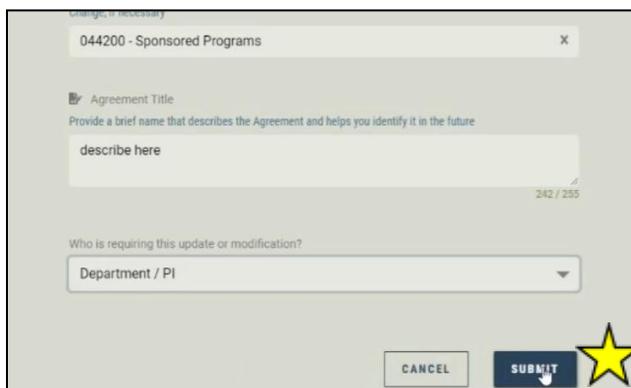
1. Sign in to [Summit Agreements](#).
2. Select **Get Started** in the top-right corner.



3. The **Initiate an Agreement** menu opens. Select the drop-down arrow to expand the selection menu. Choose **Award Change Request (ACR)**.



4. Complete the form by entering text into each required field and select **Submit**.

A screenshot of the 'Change (if necessary)' form. The form has a title '044200 - Sponsored Programs' and a close button 'X'. Below the title, there is a section for 'Agreement Title' with a text area containing 'describe here' and a character count '242 / 255'. Below that, there is a dropdown menu for 'Who is requiring this update or modification?' with the option 'Department / PI'. At the bottom, there are two buttons: 'CANCEL' and 'SUBMIT'. A yellow star is placed over the 'SUBMIT' button.

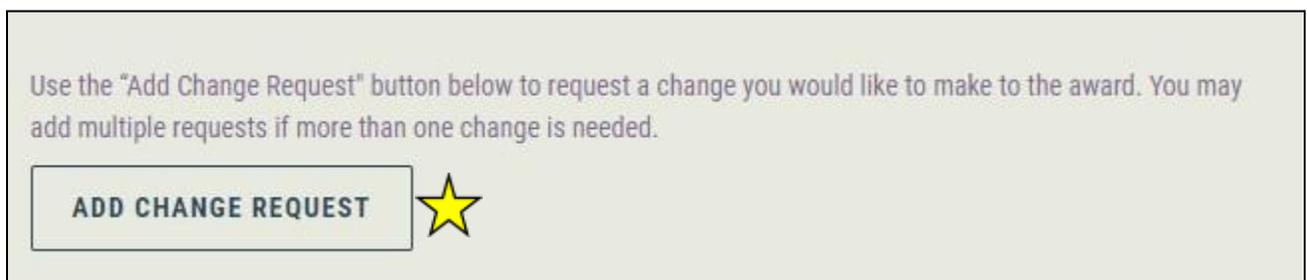
- After you select Submit, you will return to the Summit Agreements dashboard and a pop-up instruction box will appear. You will see the instructions pop-up box each time you sign in to Summit Agreements until you submit your request to the Office of Sponsored Programs (OSP).



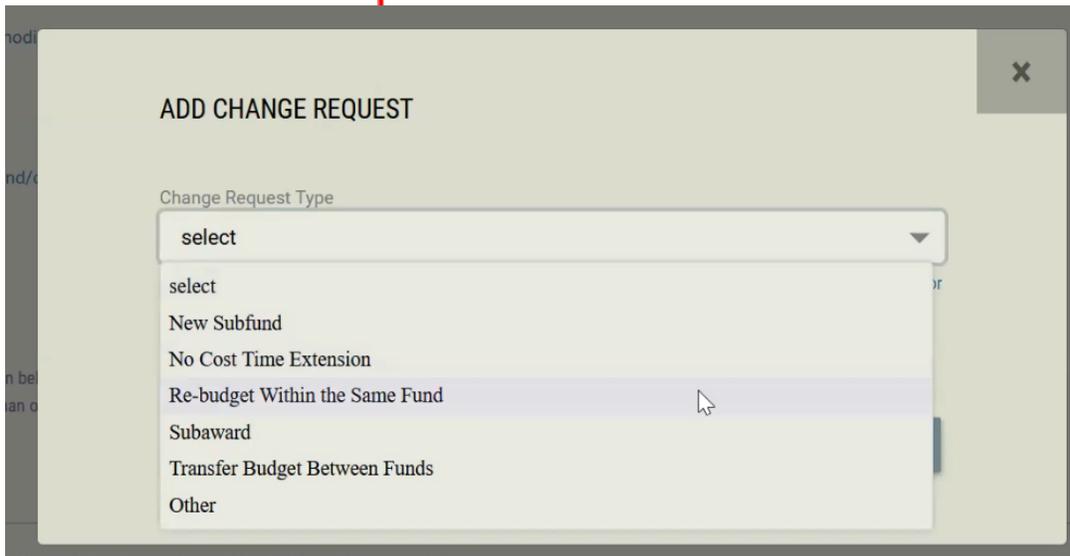
- Close the Instructions pop-up box and you will see panels on the Summit Agreements dashboard. Select **Agreement Information** by selecting the Agreement Information panel or the right-facing arrow.



- When the Agreement Information panel opens, you will see the text you inputted in step 4. If you need to make changes to the text, select **Edit**. To continue the award change request process, select the **Add Change Request** button.



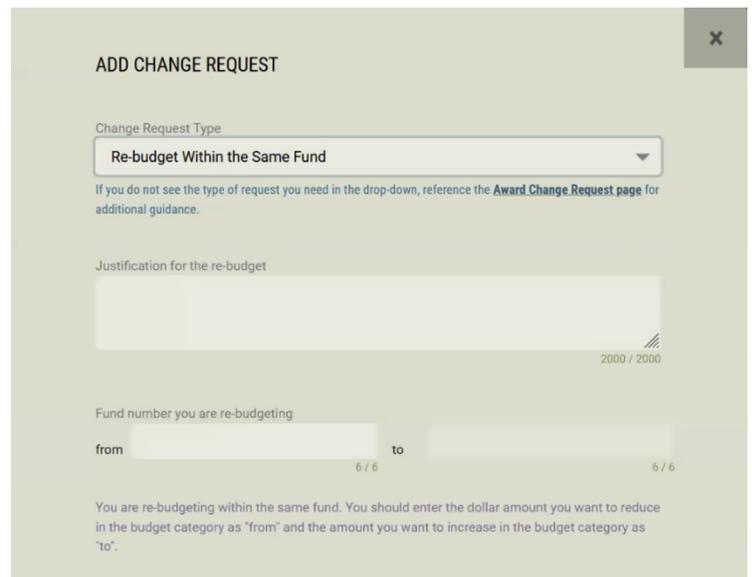
- The Add Change Request menu box will open. Select the drop-down arrow to view options and make a selection. Select **Re-budget within the Same Fund**.



- The **Rebudget within the Same Fund** dialog box opens. Input text into each entry box. After all fields are filled, select **Submit**.

To rebudget within the same fund, input the following information:

- Justification for the rebudget
- Budget category you are reducing--account code(s) or account description and amount
- Budget category you are increasing--account code(s) or account description and amount



- After you select Submit on the **Rebudget within the Same Fund** dialog box, you will return to the Summit Agreements dashboard. In the Agreement Information panel, you will see the Change Request panel.



11. When you select the **Change Request: Rebudget within the Same Fund** panel, you can review your input and select **Edit** if you need to make changes.

CHANGE REQUEST: RE-BUDGET WITHIN THE SAME FUND FROM Budget: \$7,900.00 | TO Budget: \$7,900.00 | Difference: \$0.00

Justification for the re-budget
We have had to shift some of our appropriations for travel due to pandemic and unexpected increase in airline prices. This request does not change the scope of the project.

Fund number you are re-budgeting
FROM [REDACTED] | TO [REDACTED]

You are re-budgeting within the same fund. You should enter the dollar amount you want to reduce in the budget category on the left and the amount you want to increase in the budget category on the right. You do not need to enter any information in a budget category you are not changing.

<p>112 - Salary <i>no change no change</i></p> <p>1123A - Staff SA <i>no change no change</i></p> <p>1126A - CY Fac SA <i>no change no change</i></p> <p>114 - Wage <i>no change no change</i></p>	<p>111 - Fringes <i>no change no change</i></p> <p>220 - Equipment <i>no change no change</i></p> <p>140 - Awards <i>no change no change</i></p> <p>128 - Travel <i>no change +7,900.00</i></p>	<p>130 - Supplies <i>no change no change</i></p> <p>120 - Contractual Services <i>-7,900.00 no change</i></p> <p>150 - Continuous Charges <i>no change no change</i></p> <p>190 - Subcontract <i>no change no change</i></p>	<p>OH1 - Indirect <i>no change no change</i></p> <p>OH2 - Institutional Allowance <i>no change no change</i></p> <p>OH3 - Admin Fee <i>no change no change</i></p>
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▶ **FILES (0)** ADD FILE(S)

▶ **COMMENTS (0)** ADD COMMENT

12. If you need to add **additional award change requests** for the **same grant**, you will select **Agreement Information** and select the **Add Change Request** button again. The image below shows the Summit Agreement dashboard if more than one ACR has been requested for the same grant.

▶ **COMMENTS (0)** ADD COMMENT

▶ **CHANGE REQUEST: NEW SUBFUND** EDIT 🗑️ FROM Budget: \$6,348.00 | TO Budget: \$6,348.00 | Difference: \$0.00

▶ **CHANGE REQUEST: SUBAWARD** EDIT 🗑️

▶ **VIRGINIA TECH TEAM** | Investigators, Support Staff

13. If there are no more additions or revisions to make on your award change request(s), select **Submit to OSP** on the Summit Agreements dashboard.

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SUBMIT TO OSP
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AGREEMENT Expand All Agreement Panels

▶ **AGREEMENT INFORMATION** | Agreement Title, OSP Fund Number, Financial Manager, Change Request Details

▶ **VIRGINIA TECH TEAM** | Investigators, Support Staff

▶ **SPONSOR / OTHER PARTY** | External Contracting Entity Details and Contact Information

▶ **RELATED PROPOSALS AND AGREEMENTS** | Related Proposals and Agreements

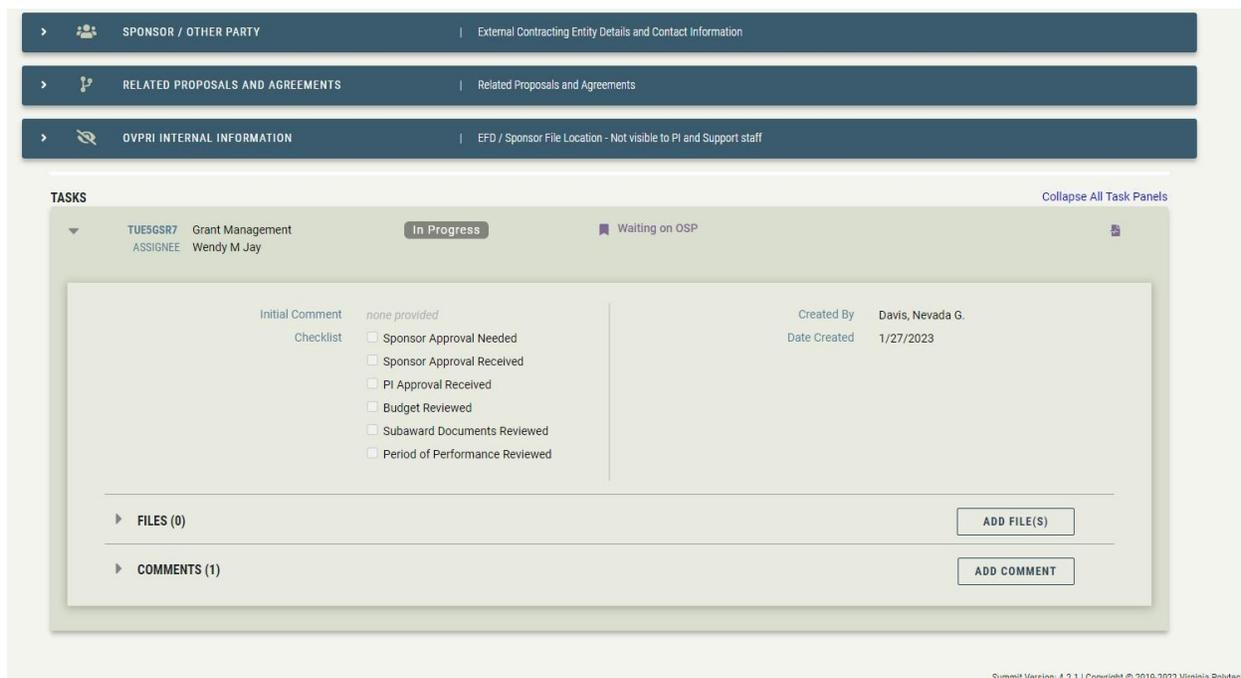
▶ **OSPRI INTERNAL INFORMATION** | EFD / Sponsor File Location - Not visible to PI and Support staff

ABANDON DRAFT
SUBMIT TO OSP
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- Once you select **Submit to OSP**, you will receive a verification email and a post-award support specialist will be notified of your request. The support specialist will review your request and contact you if more information is needed. You will receive email notifications when post-award team members add comments to your award change requests. All file uploads and communications concerning your award change request should take place within Summit Agreements.



- You can check the status of the award change request in Summit Agreements. Once a post-award support specialist has taken action on your request, you will see a task panel. Select the task panel for more information about the task.



- If you have questions or need assistance with an award change request, contact ospawardchange@vt.edu.