

Grantee Reporting Instructions

Budget Revision Guidelines



Robert Wood Johnson Foundation

GRANT BUDGET REVISION GUIDELINES—OVERVIEW

When changes in your grant project result in a change in the project budget, you may need to submit a request for budget revision. Even if a revision is not needed, you should explain any budget variances as part of your regular financial reporting.

For grants of \$500,000 or less, budget revisions are not required unless one or more of the following conditions are true: (1) the Foundation Program Officer or Program Financial Analyst requires it, (2) your organization requires it, (3) your grant is a technical assistance and direction grant for a Robert Wood Johnson Foundation (RWJF) national program, or (4) your grant is expenditure responsibility (ER). Applicants are informed if a grant is ER during the review process before the grant is awarded.

For grants over \$500,000, or when one or more of the four above-listed conditions are true, a budget revision is required if the change in a budget category for the given budget year results in an increase of the greater of 10 percent of the category or \$10,000. At the beginning of your award, you will receive a separate Financial Report page for the first year of your award and, for multi-year projects, on an annual basis afterwards. A budget year may be longer or shorter than 12-months and may contain more than one reporting period. Budget categories are Personnel, Other Direct Costs, Purchased Services. The guidelines that follow will assist you in preparing your budget revision. If you have any questions, please contact your Program Financial Analyst.

EXAMPLES OF WHEN A BUDGET REVISION IS REQUIRED (FOR GRANTS OVER \$500,000)

If \$8,000 is budgeted for Personnel and an additional \$11,000 is needed for this category, a budget revision is required. The revision is greater than 10 percent of the category and greater than \$10,000.

EXAMPLES OF WHEN A BUDGET REVISION IS NOT REQUIRED (FOR GRANTS OVER \$500,000)

In a given budget year, if \$200,000 is budgeted for Personnel and an additional \$15,000 is needed, a budget revision is not required. Although the revision is greater than \$10,000, it is less than 10 percent of \$200,000.

In a given budget year, if \$8,000 is budgeted for Personnel and an additional \$9,000 is needed, a budget revision is not required. Although the revision is greater than 10 percent of the category it is less than \$10,000.

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SAMPLE LINE-ITEM BUDGET

Grantee (*Insert Institution Name*):

RWJF Grant Identification # (*e.g., 037777*):

Budget Period (*Month/Day/Year through Month/Day/Year*):

Categories/Line Items	Approved Amount	Revision Request	Proposed Budget	Expenses Incurred (to date)
PERSONNEL				
Project Director	40,000	- 3,000	37,000	9,250
Project Staff	-0-	25,000	25,000	-0-
Administrative Staff	25,000	-0-	25,000	3,000
Subtotal Personnel	65,000	22,000	87,000	12,250
OTHER DIRECT COSTS				
Office Operations	2,500	- 1,500	1,000	750
Communications/Market	1,000	-0-	1,000	250
Travel	8,000	- 3,500	4,500	2,500
Meeting Expenses	7,000	- 5,000	2,000	-0-
Subtotal ODC	18,500	- 10,000	8,500	3,500
PURCHASED SERVICES				
Consultants	40,000	-0-	40,000	40,000
Contracts	5,000	-0-	5,000	-0-
Subtotal Purchased Services	45,000	- 12,000	45,000	40,000
INDIRECT COSTS	11,820	-0-	11,820	3,490
TOTAL	128,500	-0-	128,500	59,240

FORMAT

Your budget revision request should include both a **BUDGET NARRATIVE** and a **LINE-ITEM BUDGET WORKSHEET**. The worksheet should be formatted to show the entire approved budget for the period(s) you are revising and your requested changes. Please be sure to specify the budget period and show your reallocation as demonstrated below. The budget narrative **should** explain how the revised budget item(s) relate to the project, why the changes are needed, and how the proposed amount(s) were determined. Only explain lines that change. If a sub-contract has changed, (including the dates, dollars, scope of work or deliverables) from what was approved, you will need to include a revised Contract Budget and

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Budget Revision Guidelines



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Fact Chart in your budget narrative. It should outline and explain the elements that have changed. A sample Contract Budget and Fact Chart can be found at http://www.rwjf.org/content/dam/files/rwjf-web-files/GranteeResources/RWJF_ContractBudgetFactChart.pdf.

Email your budget revision request to grantreports@rwjf.org or your National Program Office if your project is funded under a RWJF national program.

HELPFUL HINTS

1. Submit your revision in a format that shows only periods you are revising and your requested changes.
2. Line items for which expenses have been incurred cannot be deleted from your budget. The line item must show the actual expenses incurred as of the date of the revision.
3. Any new line item(s) or the deletion of an approved item should be explained in your budget narrative.
4. Budget revisions may require recalculation of the amount approved for indirect costs.
5. Revisions to personnel line items may change the approved amount for fringe benefits. The proposed fringe benefit amount should be recalculated and stated in the budget narrative section.