Hello,

The following action has been requested from OGCA:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Budget modification / revision (increase, decrease, adjustment between categories)** | |
|  |  | OGCA Grants and Contracts Analyst: |  |

OGCA will guarantee keying and set-up of the above mentioned action within 5 business days if **all** correct information below has been entered and received by the requesting unit. In addition, unit is responsible for verifying the integrity of the FRAPROP record along with the FRABUDP entry.

[FRABUDP](http://www.uaf.edu/grcon/educational-opportunities-1/) checklist:

|  |  |
| --- | --- |
| *OGCA Use Only* |  |
|  |  | Proposal/s # *(One or more proposals related to the same grant)* |  |
|  |  | Grant # |  |

|  |
| --- |
|  |
| Budget Code | I\D *\** | Fund-Org/s # | Title *(If new max 35 characters)* | Distribution Code *(if new)* | F & A Code *(if new)* | Researcher ID  *(if new)* | Financial Manager ID *(if new)* |
|  |  |  |  |  |  |  |  |
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*\* I = Increase*

*\* D = Decrease*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Comments: *(Use this space to provide additional information not otherwise included in FRAGRNT)* |  | | |
|  |  | Attachments Required *(if applicable)* | | Attached Y/N |
|  |  | Award Document / Letter / AwaRe | |  |
|  |  | Other: | |  |

Special notes:

Thank you very much for your service and support of our department. If you have any questions, please contact the Grants and Contracts Analyst named above and also cc:ed on the email. If further negotiation is required, please contact OGCA which might delay the keying.

*Revised 11/24/14*