

## Change(HI) Budget Change Request Form

If you would like to request a change in allocated budget, please complete this form and email to [changehi+budget@hawaii.edu](mailto:changehi+budget@hawaii.edu).

Please try to fill out as much information as possible so we don't have to contact you for additional follow up questions.

### Contact Information

1. Date of request: \_\_\_\_\_
2. Name of faculty requesting budget change: \_\_\_\_\_
3. Department or affiliation: \_\_\_\_\_
4. Departmental admin name: \_\_\_\_\_

### Project Details

5. Research Theme/ Category: \_\_\_\_\_
6. Your EPSCoR Departmental account number: \_\_\_\_\_
7. Name of Faculty approver on account: \_\_\_\_\_
8. Name of Fiscal Officer or Administrator on account: \_\_\_\_\_
9. Please include information about the **current approved** budget below  
Current approved amount: \_\_\_\_\_  
Purpose of current allocation: \_\_\_\_\_  
Additional information: \_\_\_\_\_
10. Specify the type of budget change (e.g., reallocation, additional funds request, reduction)  
\_\_\_\_\_
11. Amount requested for change: \_\_\_\_\_
12. Provide a justification for the budget change.

13. Indicate the timeframe for which the budget change is requested and provide reasons for the specific timing of the request.

14. Describe how the proposed budget change will impact the current project's goals and timeline. For NSF reporting purposes, please include if this will change the scope of the project.

15. Provide a breakdown of how the funds will be distributed among budget categories (e.g. salaries, equipment, materials, supplies, participant costs, fringe, etc.)