



# Grant Programs Policies & Guidelines

## Budgeting/Reallocation of Award Monies

It is Science Foundation Arizona's (SFAz) policy that the Principal Investigator (PI) may begin incurring expenses in support of awarded project ninety (90) days prior to the official start date. Expenditures must remain consistent with the grant's budget of record and be necessary for the effective and economical conduct of the project.

The following guidelines apply to the reallocation of SFAz award monies provided the dollar value of the reallocation does NOT exceed 10% of the total grant budget or \$100,000, whichever is less:

- 1) Grantees are authorized to reallocate expenditures between individual line items within a general budget category (general categories defined as Salaries, Benefits, Equipment, Travel, Other Direct Costs, and Institutional Allowance) without prior SFAz approval.
- 2) Grantees, provided they give prior notification to SFAz staff, are authorized to reallocate expenditures between general budget categories (except reallocations involving the Institutional Allowance general budget category) without prior approval from SFAz staff. In the case of Institutional Allowance, prior approval from SFAz is required for any proposed reallocations to or from this general budget category.

If the cumulative amount of the reallocation exceeds/expected to exceed 10% or is greater than \$100,000 of the total grant budget, the grantee must:

- 1) Obtain prior approval from SFAz staff by submitting an official request justifying the reallocation
- 2) Submit an updated Expenditure Report (template attached) and a revised budget of record
- 3) Route all documents through the grantee's sponsored projects office.

## No-Cost Extensions

A one-time No-Cost Extension of six (6) months will be considered provided the request is accompanied by an Expenditure Report and is submitted NLT sixty (60) days prior to the termination date of the award. In order to be granted, requests must convey demonstrable merit for the extension and demonstrate clear value to SFAz. Requests that lack substantive justifications or fail to demonstrate a compelling need for an extension shall be summarily denied, and any unspent monies returned to SFAz.

## Official Correspondence/Routing

All administrative requests regarding this award that originate from the PI must be officially submitted to SFAz through the PI's Sponsored Projects Office. Notwithstanding this requirement, SFAz encourages frequent communication between SFAz Scientific Program Officers and the PI on the progress of the sponsored research project.