

## Budget Adjustment and Contract Amendment Request Instructions

1. To make budget adjustments under 10% of the total award, please email in detail, the amount to be transferred and what budget categories are being adjusted. An Adjustment Budget Form showing these changes must be attached.
2. To make budget adjustments OVER 10% of the total award, please email and attach the Adjustment Budget Form and the Contract Amendment Request form. You will be notified once the contract amendment has been approved or denied.
3. If requesting additional funds, please email and attach the Contract Amendment Request Form and the Additional Funding Request Budget Form. You will be notified once the request has been approved or denied.