

Making changes to non-NSF funded grants

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1) PROPOSAL CREATION

1. Work with Wendy on proposal development, following the guidelines providing by the funding agency. Wendy can provide (if needed): facilities/equipment; basis for the budget justification, or this is available at the Business Office section of the Math website; and current and pending support information. Work with Wendy on the budget.
2. For the budget justification, you should consider:
 - If you have a student, what will he/she do for you?
 - Where might you travel domestically? Include the conference or collaborator, and location.
 - Where might you travel internationally? Include the conference or collaborator, and location.
 - Why you need a new computer (if applicable)
 - Why you need to purchase books/other supplies (if applicable)
 - Who you might invite to UIUC as a collaborator, including where they will travel from.
3. Sign transmittal form.
4. The signed transmittal form is given to Sheldon for his signature.
5. The proposal package goes to UIUC OSPRA (aka Grants and Contracts) for review. They will send the proposal directly to the funding agency.

2) REPORT SUBMISSION

1. Follow the instructions provided by the funding agency.
2. See Wendy if you need expenditure of available funding information.
3. Give Wendy a copy she can share with Grants and Contracts before they close your grant out.

3) REQUESTING A NO-COST EXTENSION

1. Following the instructions provided by the funding agency, prepare a document describing why more time is needed, how much additional time is needed, and what will be completed in this additional period.
2. Give the letter to Wendy, who will prepare additional signature pages as needed.
3. Wendy will obtain Sheldon's signature, and forward the documents to Grants and Contracts for approval.
4. Grants and Contracts will mail the request to the funding agency.

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4) REQUESTING A REBUDGET

1. Following the instructions provided by the funding agency, prepare a document describing why a rebudget is needed and how the funds will be used.
2. Have Wendy prepare an Excel spreadsheet showing how the funds were originally budgeted and how you would like them budgeted.
3. Give the letter to Wendy, who will prepare additional signature pages as needed.
4. Wendy will obtain Sheldon's signature, and forward the documents to Grants and Contracts for approval.
5. Grants and Contracts will mail the request to the funding agency.