



Process for Sponsor Budget Revisions

- If Banner bills to University exceed the amount invoiceable to the sponsor as stated in the contract, Business Office and Research Administration will work together to ensure payment from the sponsor.
- Upon recognition that the budget is underfunded, Business Office will reach out to sponsor billing contact to notify the sponsor that the University needs additional funds and get direction on sponsor's process for the adjustment.
 - If Sponsor agrees to cover additional cost without revision to the budget, Business Office will invoice the sponsor based on Banner billing immediately. Business Office should retain documentation from Sponsor regarding this arrangement.
 - If Sponsor needs a revision to the budget to pay, the request for budget adjustment inclusive of sponsor contact information will be submitted to Research Administration using the Research Intake Application (RIA) for amendments. Research Administration will renegotiate the budget consistent with Banner charges.
 - If, after reaching out to the sponsor, the sponsor has remained unresponsive or has not provided path for resolution within 30 days, Business Office will Invoice sponsor based on Banner bills to prompt the sponsor's internal review process.
 - If study will close with the IRB prior to the expiration of the 30-day period, Business Office will invoice the sponsor based on Banner bills immediately and notify Research Administration of upcoming closure.

