

Williams College Policy

Post-award grant revision policy and procedures

Effective Date: June 1, 2024

Approval Date: May 15, 2024

Approval Office: Grants Office

Purpose of Policy:

The purpose of this policy is to establish uniform procedures for making post-award revisions to awarded grants and contracts in compliance with the Uniform Guidance CFR 200.308, agency specific regulations and Williams College rules. Principle Investigators or Project Directors (PI/PD) are required to report any deviations to their approved budget and/or scope of work to the Williams College Grants Office.

Definition of a Budget Revision:

During the period of performance, the PI/PD may need to reallocate funds to address unexpected program changes. Budget revisions are defined as a transfer of funds from one cost category (line item) to another within the funder approved grant budget. Cost categories may include, but are not limited to the following:

- Personnel
- Fringe benefits
- Travel
- Equipment
- Supplies
- Contracts/services
- Indirect costs

Many sponsors do not require prior approval for budget revisions within approved budget categories. Generally, budget revisions that comprise less than 25% of the direct costs of a project budget do not require granting agency approval. Note that some funders apply more stringent rules, thus it is important to understand sponsor terms and conditions and specifically their budget revision policy. For example, NSF requires prior approval for changes made to the participant support cost category.

Other revisions that may be needed:

- Change of scope
- Reduction of effort by PI/PD or other senior personnel
- No-cost extension

Grant Revision Process:

1. If a budget revision is needed, the PI/PD must contact the Grants Office Assistant Director to initiate the amendment process.
2. The PI/PD will complete and sign a grant revision form which details the change needed to the award and justifies the reason for the revision.
3. The Grants Office will review the revision request and determine whether or not prior approval is needed from the funding agency; if unclear the PI/PD will contact their program officer for guidance.
4. If an amendment requires prior approval from the funder, the PI/PD will work with the GO Assistant Director to prepare and submit the request to the funding agency for approval.
5. Upon approval of the funder (or in cases where no prior approval is required), the Grants Office will update the grant record and send the approved revision to the finance office to update the grant financial record.