**Budget Amendment**

**Narrative Form**

A budget amendment allows you to move any portion of your award amount from one category to another. The purpose of the narrative is to explain why the change is being requested and to itemize and justify the changes. In the form below, please indicate how much money you are requesting to move in a category and indicate if the request is increasing or decreasing the amount from the most recently approved budget. Then provide a justification and itemize all new requests. Once the form is completed it can be uploaded into GMIS to accompany the budget amendment request. Please, remember only two (2) budget amendment requests are allowed per grant year and require prior approval.

**Personnel**

*Requesting to move:* $ *Increase or Decrease:*

*Justification*:

**Fringe**

*Requesting to move*: $ *Increase or Decrease:*

*Justification*:

**Consultants**

*Requesting to move*: $ *Increase or Decrease:*

*Justification*:

**Travel**

*Requesting to move*: $ *Increase or Decrease:*

*Justification*:

**Equipment**

*Requesting to move*: $ *Increase or Decrease:*

*Justification*:

**Supplies and Other**

*Requesting to move*: $ *Increase or Decrease:*

*Justification*:

*Additional Comments*: