

**Sample Revised Budget**

*Note: "Increases" must equal "Decreases" and the Total Approved Grant Budget should equal the Total Revised Budget.*

**LEGAL NAME OF INSTITUTION OR GRANTEE  
Budget Revision Request  
Grant Number  
Budget Revision as of (Specify Date)**

	<b>Total Grant Budget</b>	<b>Revisions Increases (+)</b>	<b>Decreases (-)</b>	<b>Total Revised Budget</b>
<b>Personnel</b>				
Research Assistant	28,813		9,403	19,410
Fringe Benefits	2,881		940	1,941
	<hr/> 31,694		10,343	21,351
<b>Administrative Costs</b>				
Supplies	1,625	1,000		2,625
Printing	820	500		1,320
Telephone	1,663	655		2,318
Seminar materials	2,522	1,488		4,010
	<hr/> 6,630	3,643		10,273
<b>Equipment</b>				
Computer Hardware	2,500	5,000		7,500
<b>Travel</b>				
Airfare	13,685	1,000		14,685
Meals	825			825
Lodging	1,650	500		2,150
	<hr/> 16,160	1,500		17,660
<b>Consultants</b>				
Fees	10,571			10,571
Travel	1,845			1,845
Expenses	600	200		800
	<hr/> 13,016	200		13,216
<b>Total</b>	<hr/> <b>70,000</b>	<b>10,343</b>	<b>10,343</b>	<b>70,000</b> <hr/>

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**(Name)**  
**Project Director**

\_\_\_\_\_  
**(Name)**  
**Finance/VP/Comptroller**