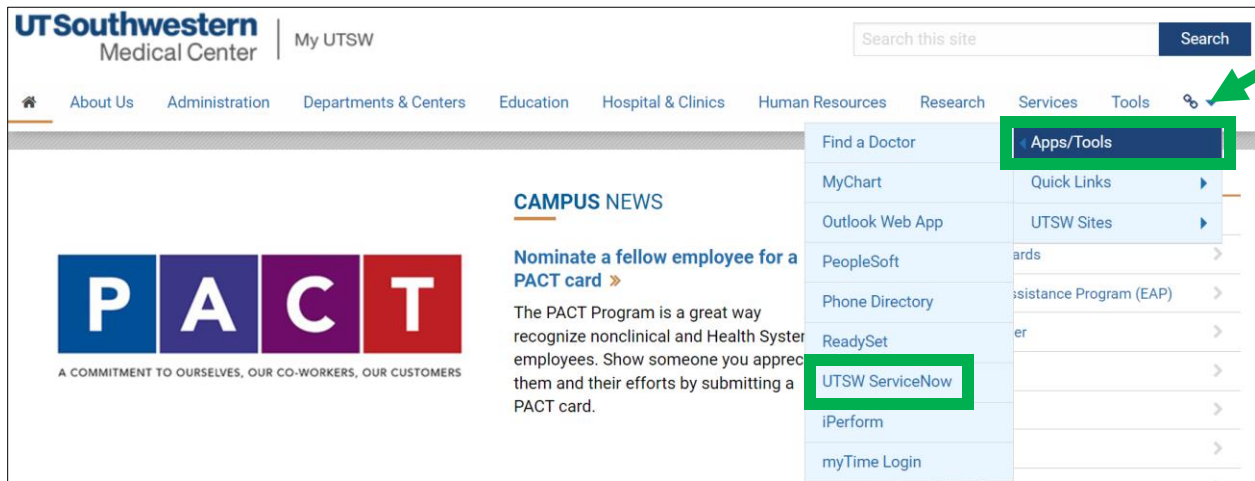


Q7. How do I complete a re-budget request for an award that was set up outside of eGrants?

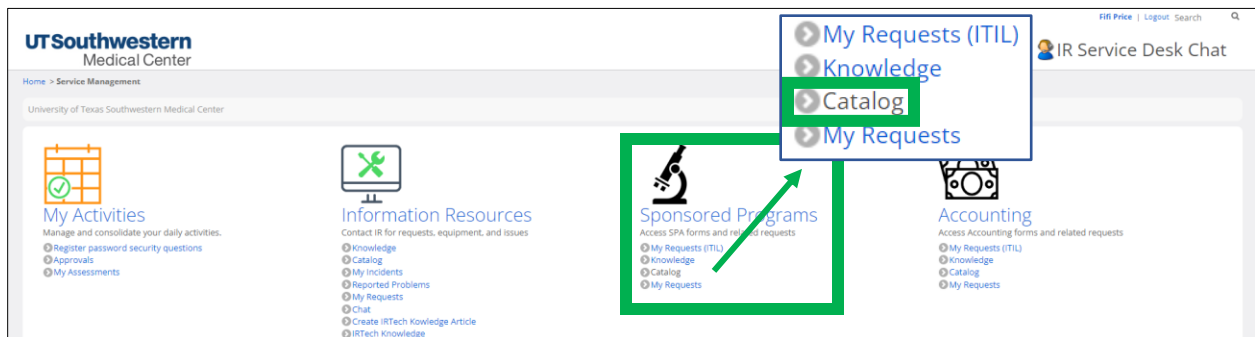
An award outside of eGrants is an award that was set up directly in PeopleSoft and that did not have a funding proposal was routed through eGrants. These types of awards are typically contract agreements with Industry Sponsors. These awards begin with OPA, not SPA.

To request a re-budget, submit a ticket in **ServiceNow**.

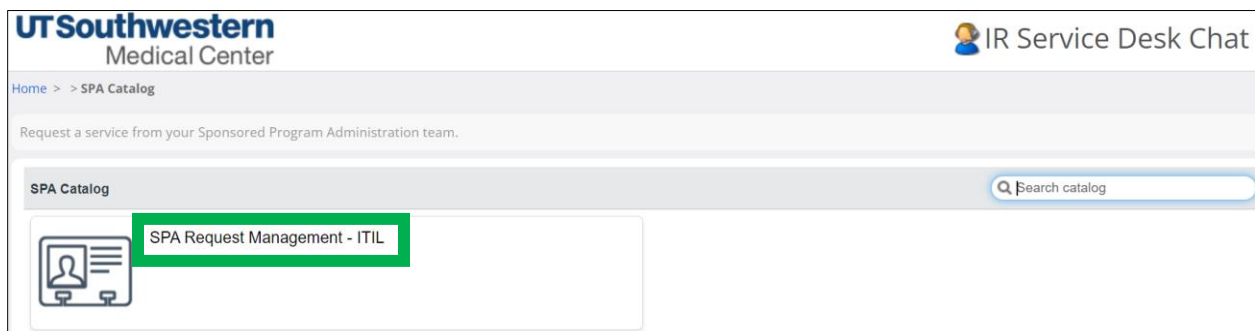
From the UTSW intranet page, click the **link picklist** in the top right corner of the screen, select **Apps/Tools**, then select [UTSW ServiceNow](#).



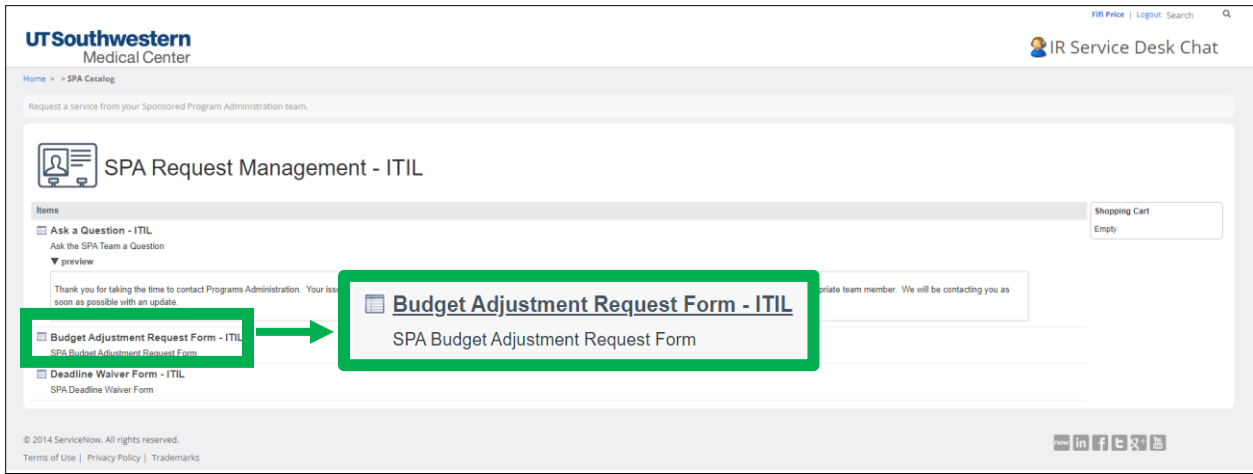
Navigate to the **Sponsored Programs icon** and select **Catalog**.



Click **SPA Request Management – ITIL catalog**.

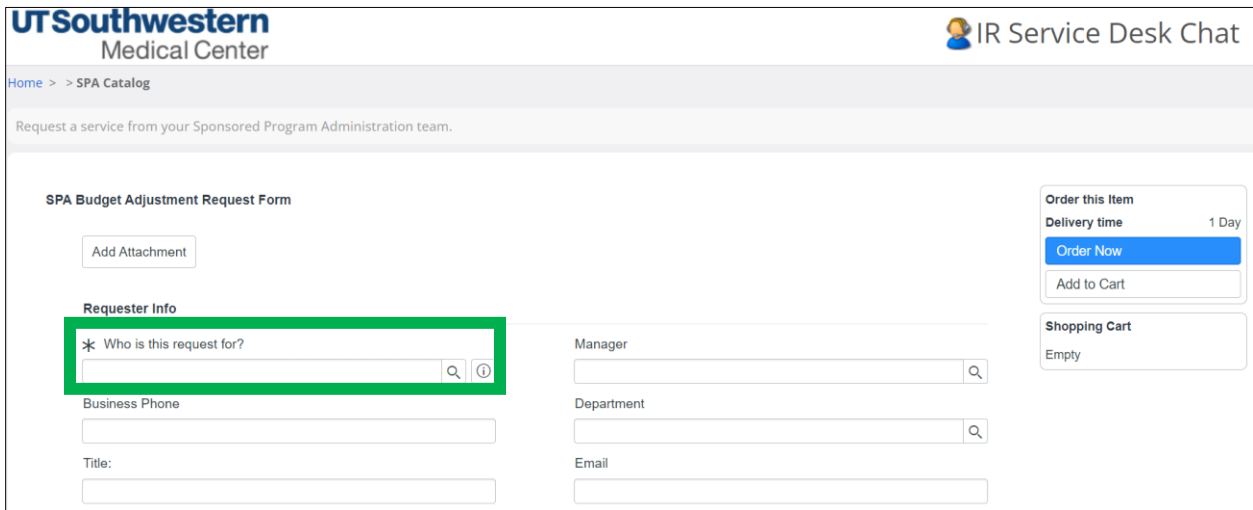


In the catalog forms, click **Budget Adjustment Request Form – ITIL**.

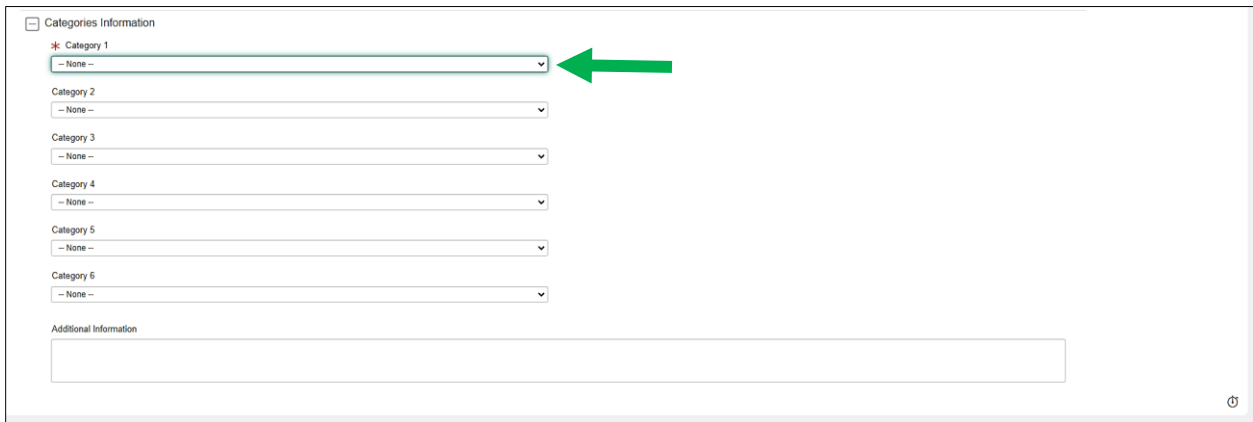


Once the form is open, type in your name in the ***Who is this request for** field (you are the customer). The remaining **Requester Info** section will automatically populate with your information.

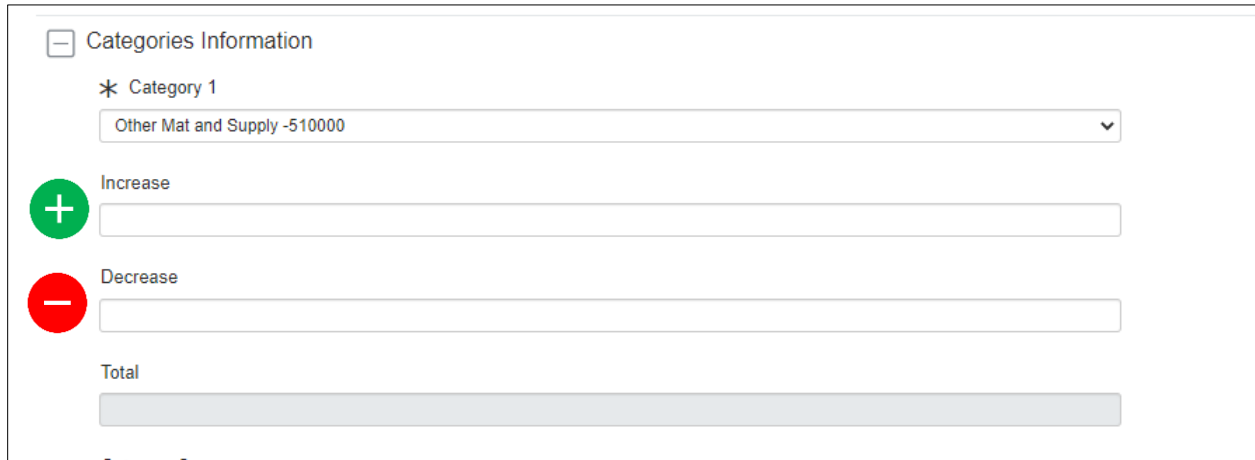
Next, type in the required **Project ID** and **Award ID** that you need to re-budget from.



In the **Categories Information** section, select the first **category**.



Once the first category is selected, the **Increase** and **Decrease** fields will appear. If you are increasing this category, input the amount in the increase field. If you are decreasing this category, input the amount in the decrease field.



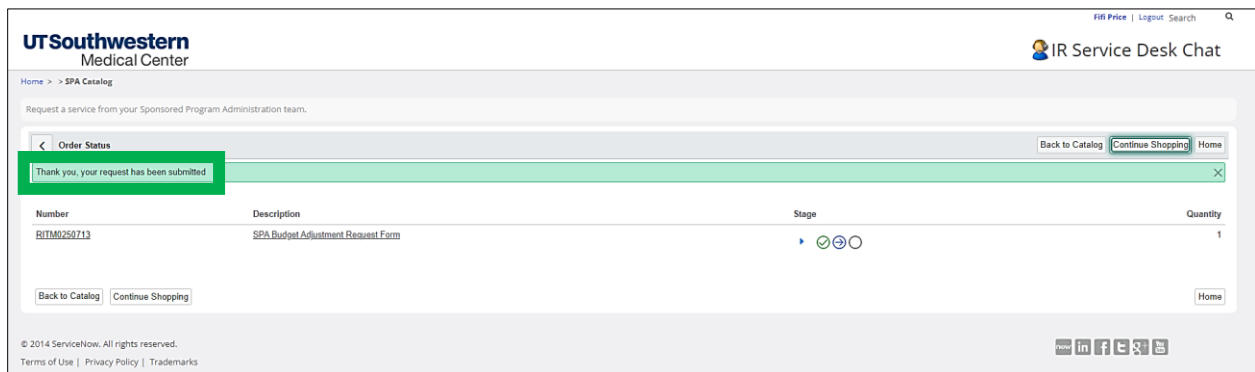
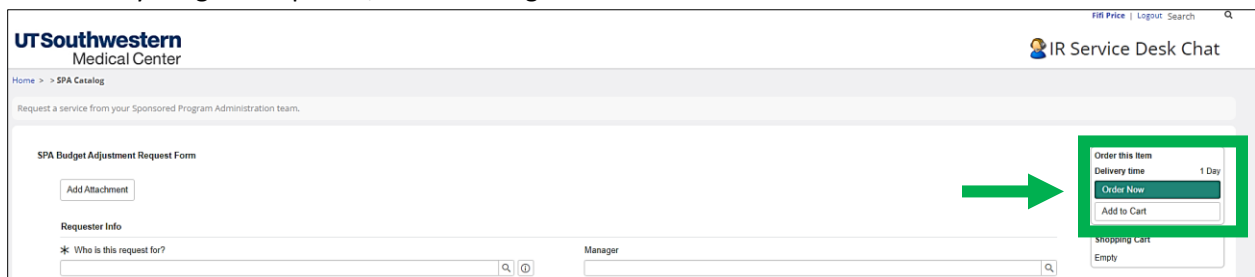
Once completed, select the next category, and input the amount in the opposite field. *Note: If more than six categories need to be re-budgeted, a second ticket will need to be submitted.*

Justification is necessary for the completion of the re-budget. Enter the justification in the **Additional Information** field.



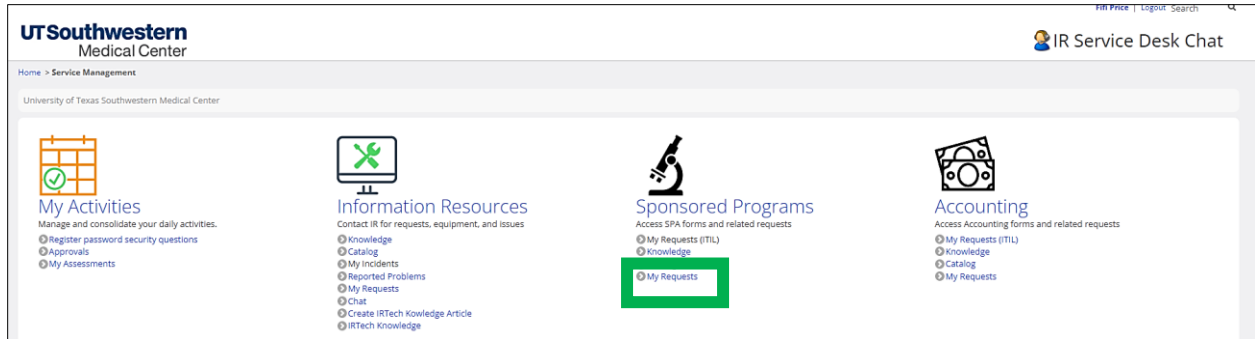
If there are any attachments that may assist the Award Maintenance team in completing the re-budget request, be sure to use the **Add Attachment** button at the top of the form.

When everything is completed, click on the green **Order Now** button.



Your ticket will be initiated and routed directly to the Award Maintenance Team's queue for review.

You may view your ticket and its progress by going to My Requests (ITIL) from the main page.



Then click on the RITM ticket number to view the activity.

