

Life Sciences Discovery Fund

GUIDELINES FOR ALL BUDGET REVISION REQUESTS

(Includes budget modification, carry forward, extension and budget surplus requests)

1. The principal investigator must discuss budget revisions with the LSDF grants manager and Milestone and Timeline modification with their LSDF program officer prior to submitting requests.
2. Each type of budget revision request described below has a specific timeline requirement.
3. All invoice, progress report and invention disclosure submissions must be up to date. Failure to do so may delay the budget revision process.

I. BUDGET MODIFICATION REQUESTS

A. GENERAL

Submission and approval of a budget modification request is required prior to expenditures not included in the approved budget; those exceeding the total of a budget category by more than 25%; and budget modifications associated with changes to the Milestones and Timeline. The following documents are required for all budget modification requests. Consult the LSDF grants manager for instructions specific to your request.

1. A request letter signed by principal investigator and organization's authorized official.
2. A budget, in table/chart format, that includes the approved funding allocation and the proposed reallocation.
3. A justification describing the reason for the modification and the impact on the Milestones and Timeline.
4. A revised Milestones and Timeline document, if applicable.

B. CARRY FORWARD REQUESTS

Carrying forward unexpended funds within an annual budget to a subsequent budget period(s) requires pre-approval from LSDF. Carry forward requests must be submitted no later than 60 days after expiration of the budget period. The following documents are required for all carry forward requests. Consult the LSDF grants manager for instructions specific to your request.

1. A request letter signed by principal investigator and organization's authorized official.
2. A budget in table/chart format that includes the approved budget allocation, the carry forward amount, and the proposed allocation of the carry forward into the subsequent period(s).
3. A justification for carry forward describing the specific reasons for under-spending, impact on Milestones and Timeline, and proposed use of the funding balance.
4. A revised Milestones and Timeline document, if applicable.
5. Final annual carry forward amount will be determined after receipt of the final invoice for the period and the Annual Financial Report.
6. In the event that a carry forward request is denied by LSDF, the unexpended funds from the applicable budget year will remain as a positive balance for that year. LSDF will entertain a future request to carry these funds forward to a subsequent budget year(s) according to a schedule specified in the denial letter.

C. NO-COST EXTENSION REQUESTS

No-cost extensions require pre-approval from LSDF. Requests must be received 60 days prior to the end of the grant period. The following documents are required for all no-cost extension requests. Consult the LSDF grants manager for instructions specific to your request.

1. A request letter signed by principal investigator and organization's authorized official.
2. A projection of funds anticipated to remain at end of the grant period; a detailed budget using the LSDF budget form; and a budget justification.
3. A justification for the no-cost extension describing the specific reasons for under-spending and incomplete milestones, and a revised Milestones and Timeline detailing how the work will be completed during the extension period.
4. Final amount applicable to the extension period will be determined after receipt of the final invoice for the period and the Annual Financial Report.
5. In the event that a no-cost extension request is denied by LSDF, disposition of any funds remaining at the end of the grant period shall be at the discretion of LSDF.

II. BUDGET SUPPLEMENT REQUESTS

Requests for a budget supplement are only considered under the following circumstances: When an unforeseeable disruptive event threatens the completion of the Milestones and Timeline; or when unforeseen findings with promising health or economic benefit to Washington state result from the funded research activities. Should either of these circumstances occur, contact your Program Officer as soon as possible for instructions specific to your circumstance. You can anticipate the following documents will be required with your request.

1. A request letter signed by principal investigator and the organization's authorized official.
2. A detailed budget using the LSDF budget form, and a budget justification.
3. A narrative describing the disruptive event or the unforeseen outcome and the potential benefit(s) to Washington state.
4. A revised Milestones and Timeline.

III. BUDGET SURPLUS REQUESTS

Requests to spend budget surplus funds may be submitted to LSDF when milestones are completed and unexpended funds are anticipated to remain. Expenditure of surplus funds requires pre-approval from LSDF. Requests must be received within 60 days of the completion of the Milestones and Timeline. The following documents are required for all budget surplus requests. Consult the LSDF grants manager

1. A request letter signed by principal investigator and organization's authorized official.
2. A projection of funds anticipated to remain at end of the grant period, a detailed budget using the LSDF budget form, and a budget justification.
3. A scientific narrative describing the proposed new work.
4. A new Milestones and Timeline.
5. Final amount of surplus funds will be determined after receipt and approval of the last invoice applicable to milestone completion.