

Undergraduate Research Committee - Budget Adjustment Requests

In the course of research, unforeseen costs may arise that were not planned for in one's proposed budget. For example, the price of a chemical reagent may be a little more expensive than anticipated or the experiment may require analysis of additional samples. Such expenditures are routine.

In some cases, however, researchers may wish to use a portion of their funds in a way that significantly differs from the budget outlined in their research proposal. Because the original budget was approved by the committee based on the needs defined in the research proposal, major budget changes require committee approval.

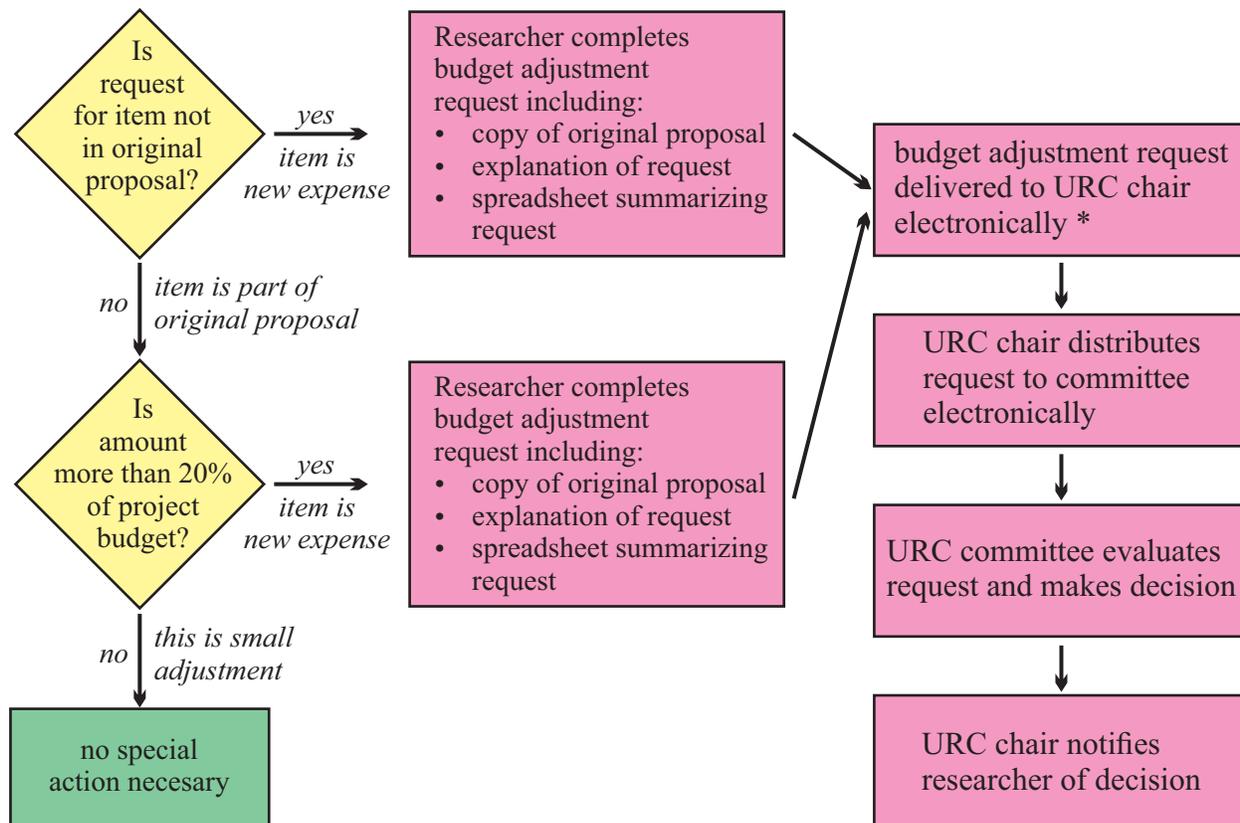
If a researcher wishes to either:

- reallocate more than 20% of their budget on items in their original proposal, or
 - use research funds in a way not requested in their original proposal,
- they must request authorization to do so.

Budget adjustment requests include the following elements:

- copy of your original proposal
- explanation justifying request
- completed budget adjustment request spreadsheet

The Undergraduate Research Committee will evaluate your budget adjustment request.



* Submit materials via email to URC chair - friehauf@kutztown.edu
Please specify "Undergraduate Research Committee" in the subject line