



Instructions for Programmatic and Budget Changes

Program Changes

Before making significant changes to your program's activities, send Season Eckardt (seckardt@calstate.edu) an email. Some examples are:

- **Program Activities:** You want to change some of your program's activities, such as not offering an Engaged Department Institute.
- **Program Director Leaves:** The program director no longer provides leadership for the grant. If this happens, the Chancellor's Office will automatically conduct a site visit to determine staffing adequacy.
- **Contracting Out:** Your campus wants to contract out for an activity of the proposal that wasn't previously identified in the proposal. For example, your campus is developing an RTP guide and you decide after-the-fact to hire an outside organization to create the guide.
- In your email:
 - Explain what activities are changing (adding new activities, deleting old activities, or revising your timeline)
 - Provide a brief rationale
 - Indicate whether your programmatic changes will require a budget amendment.
- Season will respond to your email and notify you whether the changes are approved.

Budget Changes

Before making significant changes to your program's budget, you must send Season Eckardt (seckardt@calstate.edu) an email to obtain written approval for the following reasons:

- You want to transfer funds to absorb administrative costs over the administrative limit specified in the approved budget. Please note that this will most likely not be approved (Learn and Serve has a 5% fixed admin cost rate), but Learn and Serve provisions includes this as a possible reason for a budget change.
- You want to reallocate funds to different line items (staff salaries, supplies), and the amount exceeds 10% of the total program budget. The total program budget includes both the grant and match share. (Section III, Total on LSA Budget Form).
- In your email:
 - Attach revised budget narrative and the Learn and Serve budget form – and label both forms as “revised budgets” and include the date of the revision.

- Provide a brief description of how expenses are changing. For example, state that the revised budget moves funds from the supply category to staff salaries and benefits. In your email, you do not need to include specific dollar amounts.
- Offer a brief rationale as to why the budget amendment is needed.
- If request is approved, the Chancellor's Office will send out a budget amendment, requiring a new set of signatures.
- On a yearly basis, subgrantees may transfer funds among approved direct cost categories when the cumulative amount of the reallocation does not exceed 10% of the total program budget. For example, if your Section III on LSA's Budget Form is \$38,000. You can make changes of up to \$3800 during the year without doing a budget amendment. If you need help calculating your Section III amount, please call Judy Botelho at 562-951-4749.