

Einstein sample request letter- Budget modification- No change in scope

Today's Date

Name of the Grant Management Specialist (GMS)

National Institutes of Health

Address

Address

Email address of GMS

Re. Re-budget Request for:

Grant #: _____

Title: _____

PI: _____

Dear GMS,

1. *Amount-* I am writing to request prior approval for a re-budget of funds in the amount of \$\$ from category X to category Y.

2. *Reason 1-* The funds are needed in category X due to XYZ. This was not anticipated originally due to XYZ. (Provide detailed budgetary and scientific reasons to justify the proposed budget changes.)

3. *Reason 2-* The funds are no longer needed in category Y due to XYZ. This change occurred because of XYZ. (Provide detailed budgetary and scientific reasons to justify the proposed budget changes. For the category that is reduced, explain how the project goals can still be met.)

This request will not result in a change in scope or affect the specific aims of the project.

We appreciate your consideration of this request as well as your continued support on this grant.

Should you have any programmatic questions, please contact the Principal Investigator/Program Director _____ at XXX-XXX-XXXX or email XXX@einsteinmed.edu.

If you have any financial questions, please contact the financial officer, Suzanne Locke, at 718-430-2688. Please email your approval to suzanne.locke@einsteinmed.edu or mail to Albert Einstein College of Medicine, 1300 Morris Park Ave., Belfer/1108E, Bronx, NY 10461.

Sincerely,

XXXXXX
Principal Investigator/Program Director

Suzanne Locke
Director – Research Finance

Cc: PO Name

Be sure to include the following attachments:

- o Budget and justification in [PHS 2590 Detailed Budget Page Form Page 2](#) reflecting the requested direct costs. (If sponsor specifies, you may use PHS398 or SF424)
- o Provide an F&A breakdown in the form of the [PHS 2590 Form Page 6 checklist](#).
- o If requested, attach Einstein's federally negotiated rate agreement.
- o If requested, attach the FFR.