Budget Change Request Form

Guangdong Technion
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Please email the completed form to Research, Innovation and Graduate Studies Office (RIGS) (RIGS@gtiit.edu.cn) for the approval.

1. Project General Info	
PI / Budget Owner	
Project Title	
Budget Code	

Please select budget change type in below:

    <u>Total budget increased/decreased</u> (awarded grant is more/less than the originally proposed budget)

    <u>Equipment Cost</u> (total budget remaining unchanged which is the same as the awarded grant)

    Other items of Direct Cost (total budget remaining unchanged which is the same as the awarded grant)

Note: Types with underline require approval.

RIGS Office Use Only :

Grant ID: Budget Type

Funder:

Overhead type:

    No overhead (e.g. internal grant)

    Estimated overhead is required to be listed on the budget form (Overhead will be calculated based on the final awarded amount of the direct cost by the funder. e.g. NSFC Budgeting)

    Overhead is required to be listed on the budget form

Note:

Please go to the 2nd page to fill in the budget change table.

2. Budget Change Table

Budget for full Project Period Currency in		Original Total Allocated Budget	Changes Increases (+)	Changes Decreases (-)	New Total Reallocated Budget
No.	Items	100 (sample)	20 (sample)	10 (sample)	110 (sample) Auto-calculation =100+20-10
Direct Cost (Please list the breakdown items in alignment with funder's request)					
1	**Equipment** (AutoSum from 1-1 to 1-3)				
1)	Purchase				
2)	Testing and Trial				
3)	Upgrading/Renovation/Rental				
2	**Business Expenses** (AutoSum from 2-1 to 2-8)				
1)	Materials and Supplies				
2)	Test/Calculation/Analysis				
3)	Fuel Power Consumption				
4)	Travel/Conference/International Collaboration				
5)	Publication/Reference/Information Dissemination/Intellectual Property				
6)	Data Collection				
7)	Laboratory Renovation				
8)	Miscellaneous				
3	**Manpower Cost Total** (AutoSum from 3-1 to 3-2)				
1)	Manpower				
2)	Expertise Consulting				
4 Others, please specify:					
Overhead/Indirect Cost					
5	**Overhead**				
Total Budget (1+2+3+4+5) AutoSum					

3. Signature

Principal Investigator (signature)

(or Co-PI, if PI is not GTIIT researcher)

Date

4. Approvals & Signatures

Approval by Head of Program   Approved   Challenged   Rejected

Comments:

Head of Program (signature)   Date

Approval by PVCAA/VC   Approved   Challenged   Rejected

Comments:

PVCAA/VC (signature)   Date