

## Budget Input Form (BIF): Re-budget

After the IPAF is approved, the budget input form will be updated to reflect the revised budget

The Grant Accountant will update the budget within the GL, sign the updated BIF, and return to OSP

After the re-budgets are finalized, the SRO will update the Budget Input Form (BIF) accordingly, sign the BIF, and send via email to the Sr. Admin for obtaining signatures.

The Sr. Admin will send the BIF (with PI, Budget Manager and SRO signatures) and the IPAF to the Grant Accountant.

The Sr. Admin will send the updated BIF to the PI and budget manager for their signatures.

PI/Budget manager signs and returns BIF to OSP Sr. Admin