

UNIVERSITY OF PUERTO RICO – MAYAGUEZ  
RESEARCH AND DEVELOPMENT CENTER

BUDGET REVISION

A. INTRODUCTION

- The University of Puerto Rico at Mayagüez and the Research and Development Center are responsible for the administration of federal, state and private funds that are assigned. One of the functions of the administration of said funds falls on the Budget Office, which is responsible for the revision of the budget operations for all funds received no matter their origin. Every budget revision should be in accord with the policies and rules of the University of Puerto Rico and the agencies that grant said funds.

B. LEGAL BASES

We promulgate this procedure of conformity with the Regulations of the University of Puerto Rico and the circulations from the Offices of Management and Budget: OMB Circular A-21, Circular A-110 and Circular A-133.

C. PURPOSE AND APPLICATION

To establish a uniform procedure that serves as a guide for the revision of the budgets that arise from the different proposals approved by the different agencies and which will be administered by the Research and Development Center.

D. PROCEDURE

1. Revision of Proposal

- We receive the document applying for a revision of the proposal, this must be accompanied by the agencies official document: federal, state, private or donation that certifies the granting of these funds through a: "Notice of Grant Award", contract, sub-contract, letters, etc.
- Proceed to find files from the account to verify that the increase in the proposal plus what has already been distributed total the amount indicated on the notification. This check is also done in the Financial System (UFIS).
- Upon receiving notification of an increase in the budget we ask the Main Researcher to provide us with formMP-001 with the Budget revision. This is done so that the researcher is aware that this change in his budget has arrived and to have his signature on the official document revision MP-001.
- Once the corresponding increase or decrease in budget is verified we proceed to revise the budget in the financial system (UFIS).
- Once the budget has been revised, you go to the data base in the Q&A System and you add the revision in the received budget field for that month and make the changes in the current date of the project.

- A Notification from the agency is not only for an increase or decrease in the budget but can also be to notify you of an extension in time without costs, to notify you of a change in the person in charge of the project (Program Manager), to notify you of a change in the Principal Investigator, to notify about a project moved to another institution and others.
- Upon concluding the revision process of the account, the researcher can proceed to use the available budget and realize expenditures corresponding to the budget revision while always following the norms, procedures, rules and regulations applicable to each project be it federal, state, private, matching, etc. Application of circulars such as A-21, A-133 and A-110.

#### E. FILE

A file will be kept for each project, where all the documents are saved belonging to it such as: budget, letter applying for the creation of accounts, distribution of budgets, budget revisions, adjustments, transfers, and requisition for students and employees on daily wages, attendance sheets, or any other document related to the account.

#### F. ENFORCEMENT

This revision procedure of the budget is enforced immediately and its duration is subject to the federal, state regulations or the institutional policies of the University of Puerto Rico at Mayaguez and the Development and Research Center.

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January 14, 2011