

**From:** fundops-bounces@listserv.utmem.edu on behalf of Smith, Debbie L  
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**Sent:** Tuesday, December 19, 2006 3:31 PM

**To:** fundops@listserv.utmem.edu

**Cc:** Ferrara, Tony (Tony)

**Subject:** [FundOPs] Change in ORA Procedures – Detailed Budgets

**Attachments:** ATT1382313.txt

Effective immediately, the Office of Research Administration will require DETAILED BUDGETS ONLY IF THE AGENCY REQUIRES A DETAILED BUDGET AT THE TIME OF SUBMISSION or if COST-SHARING (or matching funds) is shown as part of the application. IF COST-SHARING (or matching funds) is involved, a signed cost-share form WILL BE required prior to grant submission.

ORA will no longer require detailed budgets for grant proposals IF A DETAILED BUDGET IS NOT REQUIRED BY THE AGENCY AT THE TIME OF SUBMISSION. However, the investigator/department should be prepared to provide any information required for complete review of the proposal, including information on equipment, consortium costs, or other items that may affect F&A calculations.

When a request for Just-in-time (JIT) information is received or when an award is made (whichever occurs first), a detailed budget MUST be submitted to the departmental and college business offices and then to the Office of Finance and Operations; any cost-share not previously approved (e.g., salaries) will require approval at the department, college, and institutional levels. A DETAILED BUDGET WILL BE REQUIRED BEFORE AN ACCOUNT CAN BE SET UP FOR THE GRANT.

Happy Holidays!

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