



CARIF

Centre for Applied Research Internal Fund

Budget Revision Form

BE READY.





**THIS DOCUMENT IS FOR REFERENCE ONLY. THE WEBFORM VERSION
MUST BE USED FOR ALL SUBMISSIONS**

Instructions

Budget revisions are allowed if they:

- fall within the fiscal year of the CARIF project.
- do not exceed the current account balance.
- meet the criteria of eligible expenses.
- do not significantly change or alter the project as approved by the CARIF Review Panel.
- have the approval of the Manager, Applied Research Operations and the CARIE Financial Analyst (FA).

It is strongly advised that the applicant consult with the Manager, Applied Research Operations before completing this form.

Researcher Information

Name of Principal Investigator (P.I.) and Co-P.I. (if applicable)	
School or Unit of P.I. and Co- P.I. (if applicable)	

Project Title	
Original Budget Amount	
Budget Code	

Please provide a detailed rationale for the revision:

For Reference Only

Revised Budget Request

Please use the [CARIF Guidelines](#) as a guide for creating / revising your budget. Once approved, this form will become the new budget for your CARIF.

Category	Budget Item(s)	Object Code	Cost (Tax-inclusive)
Work Coverage (Instructor Course Release & Staff Back-fill)			
Salaries (Student & Professional)			
Materials & Supplies			
Equipment			
Travel (Collaboration & Dissemination)			
Others (Please Specify)			
TOTAL			\$ 0.00

Budget Justification & Explanation: Provide a detailed justification for each budget item and relate it to the objectives and requirements of the project. Highlight any changes to the originally approved budget.

For Reference Only

Researcher Signature(s)

☐ I/We hereby accept the terms and conditions as outlined in the [CARIF Guidelines](#).

P.I.	Co-P.I.
Date:	Date:
Name:	Name:
Signature:	Signature:

Approvals

Manager, Applied Research Operations
Date:
Name:
Signature

CARIE Financial Analyst
Date:
Name:
Signature

For Reference