

Example of re-directing funds from one category to another

Place on State letterhead stationery and remember to include award number and obtain dual signatures. Note: If you are re-directing more than 25% of your total award or if your re-redirect involves the contractual category, you must request approval from CDC.

Date

Ms. Naelean Austin
Attn: Teresa Belcher
Grants Management Specialist
Centers for Disease Control & Prevention (CDC)
Procurement and Grants Office (PGO)
2920 Brandywine Road, M/S E09
Atlanta, GA 30341

Re: Cooperative Agreement U58/CCU _____
Program Announcement 03022
Component 5--Arthritis
Request to Re-direct funds

Dear Ms. Austin:

This letter is to request a budget re-direct under the cooperative agreement listed above. The reason for this request is _____.

The re-direction(s) remains within the scope of the program announcement and will be used to support the ongoing activities of our cooperative agreement. Below is an itemized budget with justification that identifies the categories and amounts affected by this request.

If you have any questions in regarding this request, please contact me at _____.

Sincerely,

/s/
Principle Investigator/Director

/s/
Business Official

BUDGET RE-DIRECT REQUEST

Award Number U58/CCU _____ Year _____

	Awarded Budget	Re-directed	Revised Budget	Justification
Salaries				
Project Coordinator	\$49,000	\$0	\$49,000	
Epidemiologist	\$8,000	\$0	\$8,000	
Administrative				
Support	\$6,089	(\$6,089)	\$0	Hiring freeze--position not filled
Fringe Benefits @ 25%	\$15,772	(\$1,522)	\$14,250	
Supplies	\$2,500	\$0	\$2,500	
Travel			\$0	
Out-State	\$862	\$524	\$1,386	Adding \$ for grantee conference— underestimated airline flight cost
In-State	\$5,000	(\$1,200)	\$3,800	Fewer in state trips than anticipated
Other			\$0	
Training	\$1,026	\$0	\$1,026	
Printing	\$3,800	(\$1,115)	\$2,685	Overbudgeted intial cost estimate
Posters	\$100	\$0	\$100	
Contractual Costs			\$0	
Contractor A	\$20,000	\$9,402	\$29,402	Contracting for additional PACE and ASHC training sessions
Contractor B	\$10,229	\$0	\$10,229	
Total Direct Costs	\$122,378	(\$0)	\$122,378	
Indirect Costs	\$8,566	(\$0)	\$8,566	
Total	\$130,945	(\$0)	\$130,944	