**DATE**

**Mr. /Ms. X, Title**

**Organization Name**

**Address**

**City, State ZIP**

Dear **Mr. /Ms X:**

The Regents of the University of Idaho is requesting a budget reallocation of the project entitled **“*Project Name*”** and funded under award number (**Sponsor’s award number here**)**.** We are requesting this modification for the following reason(s):

**Give a brief explanation of the reason for the requested change here, e.g. why there are funds left over in a particular category and how shifting those funds to other categories will benefit the project. Be sure to include the dollar amounts that will be shifted from one budget category to another. For example: “**To shift **$XX,XXX** in funding from budget category (**Salaries, Fringe, Supplies, Travel, Other Expenses**) to (**Name of other budget category**)**”**. **Please do not use UI primary expense codes (01, 02, etc.) as the sponsor will not recognize what they are.**

If you have any questions, please contact the Post Award Contract Administrators at postaward@uidaho.edu.

Sincerely,

(***Please sign the letter prior to submitting to OSP Post Award; we will print/copy out onto UI OSP letterhead***)

**YOUR NAME HERE**

Principal Investigator

Deborah N. Shaver, Director

Office of Sponsored Programs