**DATE**

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

**Organization Name**

**Address**

**City, State ZIP**

Dear **Mr. /Ms X:**

The University of Idaho is requesting a budget reallocation and permission to purchase equipment for 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. Describe the equipment to be purchased and include quotes if applicable.**

**The University of Idaho also requests that the equipment vest with the University of Idaho upon project termination.**

If you have any questions, please contact [postaward@uidaho.edu](mailto:postaward@uidaho.edu) or (208)885-6651.

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