

RESEARCH GRANT & FELLOWSHIP BUDGET MODIFICATIONS

Budget modifications of up to \$3,000 per line item (for personnel, consultant costs, equipment, supplies and materials, or other direct costs), except those that increase or decrease any line by 50% or more, may be made without prior written approval.

Modifications (1) that any increase or decrease a budget line by more than \$3,000, (2) of any amount that increase or decrease a line item by 50% or more, or (3) of any amount on the travel line must have **prior written approval** from amfAR's grants administration department.

Funds from the fellowship travel line may in no case be re-allocated to other budget lines. The total amount allocated to the travel line for a research grant may in no case be greater than \$1,000.

Expenditures in excess of the stated thresholds or limitations will be disallowed by the Foundation and deducted from the final payment. **There are no exceptions to this policy.**

When a budget modification approval is required, the principal investigator should send a written request to the grants administration department. That request must:

- identify the line items and the dollar amounts to be debited and credited to effect the budget modification;
- state clearly the potential benefits of the modification to the completion of the investigation
- note why funds are available within the line item to be debited

A budget modification request form follows.

amfAR, The Foundation for AIDS Research
 Grants Administration
 120 Wall Street, 13th Floor
 New York, NY
 E-mail: grants@amfar.org

Research Grant / Fellowship Budget Modification Request

Date of Request				
amfAR ID		Performance Period		
Principal Investigator/Fellow				
Institution				
Project Title				
Modifications Requested				
Line Item	Current Budget Amount	Amount of Requested Modification	Resulting Budget Amount	Expenditures to Date
Salaries/Fringe				
Consultant Costs				
Equipment				
Supplies and Materials				
Travel				
Other Direct Costs				
TOTAL DIRECT COSTS				
Indirect Costs				
TOTAL COSTS				

Submit this form and justification letter co-signed by the principal investigator/fellow and an authorized institution official to the grants administrator identified in the notice of award or to grants@amfar.org

(Additional policy information related to grant and fellowship expenditures follows.)

INSTITUTIONAL EXPENDITURES

Indirect costs for research grants may not exceed 20% of total direct costs; for fellowships, the maximum is 10% of total direct costs. Foundation grants are not meant to cover the total cost of a proposed research project. A grantee institution is expected to provide the necessary physical facilities and administrative services, as well as other supporting services normally available at a sponsoring institution. Since indirect costs are a function of direct costs, the budget for indirect costs may not be modified, and the Foundation in no case will reimburse any indirect costs beyond the stated 20% of direct costs for research grants and 10% for fellowships. Ordinarily, the Foundation does **not** provide funds to support the direct costs of items, such as

- Telephone services (except where deemed essential to the conduct of the funded project)
- Library services
- Purchasing and binding of books and periodicals
- Office furniture, equipment, and supplies
- Foreign travel (unless directly related to the project)
- Recruiting and relocation expenses
- Nonmedical or personal services to patients
- Per diem charges for hospital beds
- Rental of facilities (except in exceptional circumstances)
- Collaborators¹

On the other hand, the Foundation will consider funding items, such as

- Professional and technical assistance, including consultants² and subcontractors³
- Secretarial assistance (if deemed essential to the project's completion)
- Scientific equipment (if project-specific and deemed essential to the project's completion)
- Project-specific laboratory supplies
- Page costs for publishing in peer-reviewed scientific journals.

TRAVEL EXPENSES

Consistent with amfAR policy, travel arrangements must be at a level that affords comfort while practicing economy. Air travel is to be in coach class at the lowest reasonable commercial airfare. Grant recipients are encouraged to take advantage of discount fares for air travel through advance purchase of tickets if travel schedules can be planned in advance (e.g., for meetings and other scheduled events). Care must be taken to secure the most economical accommodations that offer reasonable comfort and proximity to meetings or other

⁴**Collaborators** are scientific and technical personnel from the grantee institution, as well as other institutions, who participate in the research project without compensation. If collaboration is critical to the completion of the project, a letter of agreement with each collaborator should be appended to the application.

⁵**Consultants** are highly specialized and/or technical personnel whose for-hire services are urgently, temporarily, and infrequently needed. Consultants are not employees of the grantee institution. Payment for consultants' services may be reimbursed with amfAR funds only when such services are either included in the budget of the original grant application or, in response to a written request, are subsequently approved in writing by amfAR's Grants Administration Department. A letter of agreement with each consultant should be appended to the application or to written requests for a reimbursement of consulting fees.

⁶**Subcontractors** are scientific or technical personnel whose specialized for-hire services are identified as essential to the completion of the project. Subcontractors are not employees of the grantee institution. Subcontracting costs must be anticipated and must be included in the budgetary part of the original grant application. A letter of commitment from each subcontractor, clearly stating the scope of the subcontractual work, the date(s) of performance, and estimated costs, must be appended to the application.

research related activities.

- Research grants:
Travel expenses (including transportation, accommodations, registration, etc., up to a total of \$1,000) related to attendance at up to one meeting relevant to the funded project may be satisfied with grant funds.
- Fellowship grants:
Fellowship travel funds are restricted to the support of approved costs (transportation, accommodations, registration, etc., up to a total of \$3,636) incurred for participation in amfAR-designated professional development activities. Prior approval (issued post-award) is required for fellowship travel budgets. Contact the grants administration department for details.

OWNERSHIP OF EQUIPMENT

Equipment purchased under an amfAR research grant,⁴ including the grant's renewal or extension, is under the direction and control of the grant's principal investigator.

During the grant's period of performance, the title to such equipment is vested conditionally in the grantee institution. At the conclusion of the performance period and, subsequently, the approval of all mandated reports (both progress reports and reports of expenditures), the title becomes fully vested in the grantee institution.

If the principal investigator's relocation necessitates a transfer of the equipment to another institution, a written request must be sent to the Foundation's grants administration department. If amfAR permits the transfer of equipment (to accompany the principal investigator and the grant itself), the Foundation sends written approval to the principal investigator, who then transfers to the new grantee institution such equipment as is movable and necessary for the continuation of the amfAR-funded research project. Title to any remaining equipment immediately becomes fully vested in the prior institution. Title to the transferred equipment is then vested conditionally in the new grantee institution, until the end of the grant's period of performance when it becomes fully vested in that grantee institution.

⁷ Equipment may not be purchased under an amfAR fellowship.