STARTALK BUDGET MODIFICATION REQUEST

The STARTALK Budget Modification Spreadsheet must be completed when requesting a realignment of funds between different budget categories. If the request to realign funds is within the same category, there is no need to fill out the STARTALK Budget Modification Spreadsheet. However, a short summary explaining why the funds are being transferred is necessary for both requests.

STARTALK Budget Modification Worksheet:

- Only fill out the highlighted area on the worksheet.
  - Organization Name
  - Grant Number
  - Program Director
  - Date of Request
  - Original Proposed Budget Column (List all the total breakdown amounts from your proposed budget)
  - Modification Request Column
  - New Request Budget Column (List all the total breakdown amounts from your New Request Budget)

- Under the “Modification Request” column, please indicate the amount for your request. (See example from below). Indicate the (-) negative sign when fund needs to be moved.

- Once the “Modification Request” column is completed, please provide revise all of your amounts in the “New Request Budget.” Your OVERALL COST must match.

- PLEASE DO NOT CHANGE OR MODIFY CATEGORY HEADINGS!

Should you have any questions or concerns, please contact us at STARTALKgrants@NSA.gov or 410-854-1337.