



Deadlines for the **RECEIPT** of Budget Modification Requests:

<b>Funding Term</b>	<b>Unrestricted Modification*</b>	<b>Restricted Modification**</b>
January - December	August 31	October 31
March - February	October 31	December 31
April - March	November 30	January 31
July - June	February 28	April 30
September - August	April 30	June 30
October - September	May 31	July 31
Seven - Eleven Months	Last day of the month that is two months prior to end of contract term.	Not Accepted
Six Months or Less	Last day of the month that is two months prior to end of contract term.	Not Accepted

**\*Unrestricted Modifications**

An unrestricted budget modification allows the Contractor to request to reallocate budgeted monies from line items in one budget category to line items in another budget category within the same budget.

**Budget Categories** are the major classifications of expense shown on the Budget Summary page: Salaries, Employee Benefits, Travel, Equipment, Supplies, Other, Consultant/Contractual and Indirect Costs.

**\*\*Restricted Modifications:**

Restricted budget modifications limit the Contractor’s ability to reallocate budgeted monies. In restricted modifications the Contractor **CANNOT** reallocate budget monies across categories and can only request to reallocate to line items **WITHIN** budget categories.

**Budget Line Items** are the individual cost items within each budget category. For the Salaries or Personnel category, for example, budget line items are the individual staff positions to be funded. The “Other” category may include such items as office or facility rent, postage and telephone.