**What budget template should I populate and submit with my request?**

Having a detailed budget to outline the funding a site is authorized to receive is paramount to a successfully project.

For **FIXED RATE** Clinical trial projects, payments will be included in a per patient or per enrollment amount. There is no budget template needed for these projects, but you are welcome to attach your own template to your formstack request if you would like us to insert one the draft we create for you.

For **FIXED PRICE** projects, no budget template is needed. This includes scenarios where we are giving one lump sum or using a milestone/installment based payment plan. You are welcome to include a budget template of your own if you would like us to include one in the draft we create for you. Warning: *Be sure to include a robust statement of work with many details on the work we expect to be performed to receive the lump-sum payment.*

The following are the different budget scenarios for **COST REIMBURSEMENT** projects that are appropriate for subcontract or amendment budgets. Please evaluate which scenario corresponds with the type of budget needed and utilize the corresponding budget template with the corresponding Subcontract or Amendment Requests Form. Please see the Subcontract definitions page for additional clarification.

**COST REIMBURSEMENT - NEW BUDGET PERIOD:**

**Tab 1. New Budget Period + New Money:** This scenario is when CU DENVER is giving a subcontractor more money and adding a new budget period for another year.

This is the standard template for the initial sub draft for the first year of an award or contract to a site, and any amendment to add new money and a new budget period.

Additional Budget Period with no new money: If you are not adding money, and carryforward is automatic from previous years, you do not need a budget template.

*Carryforward that requires approval*: See tab 3 for CF that is not automatic and must be approved by the prime.

*No Carryforward*: This template can also be used where there is no carryforward.

**Example:** CU DENVER gave Harvard $50,000 in year 1. We're now entering Year 2 of the award and CU DENVER needs to give Harvard another $50,000 and extend the Budget Period by one year.

**Tab 2. New Budget Period + Automatic Carryforward Only:** This is a situation where CU DENVER is giving a site more time, but not additional money. The only money they will have to spend during this new time period is carryforward that was automatic from previous budget periods. In this case, you do not need a budget template.

*Carryforward that requires approval*: See tab 3 for CF that is not automatic and must be approved by the prime.

**Tab 3. New Budget Period + Approved Carryforward Only:** This is a situation where CU DENVER wants to extend a subcontractor’s Budget Period, but the only money the subcontractor will receive for this period is Carryforward from the previous Budget Period that has been requested and approved by the prime sponsor.

**Example:** CU DENVER has an award from CFFT. CU DENVER subcontracts part of this CFFT award to Emory. CU DENVER anticipates a four year Project Period with Emory, but only the first three years of the subcontract contain funding. At the end of year 3, Emory has $15,000 unspent in their budget and they request to CU DENVER that funding be carried over to year 4. CFFT approves this carryforward of funds, so in year 4’s subcontract, CU DENVER extends the Budget Period and allows Emory to spend $15,000 of carry forward funding.

**Tab 4.** **New Budget Period + New Money + Approved Carryforward:** This situation is used when a subcontractor 1) needs more new money, 2) needs to extend the Budget Period, and 3) has requested/approved carryforward from previous years.

(See Tab 1 for automatic carryforward)

**Example:** CU DENVER is ready for a year 2 subcontract to Rutgers on an award. Rutgers didn’t use $30,000 of year 1’s budget, and they have requested carryforward of those funds to year 2, which the sponsor approved. In Rutgers’ subcontract for year 2, CU DENVER will need to show the carryforward funds from year 1, show the new money for year 2, and extend the Budget Period for another year.

**Tab 5. Extending Period of Performance + No New Money (No Cost Extension):** This scenario is when CU Denver wants to extend a subcontractor’s overall period of performance. *Note, this is different than a budget period; a period of performance is the multi-year performance period, not a singular budget period year.*

In this scenario, no budget template is needed and automatic carryforward can be spent in the extended period of performance.

**Example:** CU DENVER has issued subcontracts to Stanford over the last four years, giving them a total of $500,000 for their participation in a clinical trial. Stanford asks CU DENVER for a no cost extension to use the remainder of the funds for one more year to finish following up with their patients. CU DENVER would issue a no cost extension to Stanford extending the Budget Period only.

**COST REIMBURSEMENT - SAME BUDGET PERIOD:**

**Tab 6. Same Budget Period + Reallocated Budget:** This scenario is used when a subcontract is in place for the current budget period, but CU DENVER wants to issue another amendment to the subcontractor to reallocate funding between budget line items. No new money is added to the subcontractor’s budget in this scenario.

**Example:** CU DENVER issues a subcontract to UNC for year three of a federal award. Six months into year three of this subcontract, CU DENVER and UNC realize that UNC needs more of their year three funding for patient care and less for travel costs. Without increasing UNC’s year three budget, UNC reallocates their funding, and CU DENVER wants to document that change in an amendment.

**Tab 7. Same Budget Period + Increased Budget:** This is when CU DENVER wishes to increase a subcontractor’s budget in the Same Budget Period.

**Example:** CU DENVER has a subcontract in year 2 with Duke as a clinical site. Duke has requested more money to cover travel for a conference that year that was unaccounted for in the original budget. CU DENVER needs to add money to Duke’s budget to cover those costs in the same year.

**Tab 8. Same Budget Period + Decreased Budget:** This is when CU DENVER wishes to decrease a subcontractor’s budget in the Same Budget Period. This can also be used when issuing an amendment to terminate the subcontract and decrease the amount authorized for reimbursement or payment due to the termination.

**Example:** CU DENVER has a subcontract in year 2 with CHOP as a clinical site. CHOP didn’t enroll as many patients as planned, and thus CU DENVER needs to decrease CHOP’s year 2 budget.

