

# Awarded Budget of Record: Faculty Resource Guide

## What Is an Awarded Budget of Record?

The awarded budget of record (ABOR) is the official, sponsor-approved financial plan for your project. It is entered into the institution's financial system and serves as the baseline for all spending, compliance checks, and reporting.

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## Why It Matters

- Ensures compliance with sponsor and institutional rules.
  - Provides transparency for allowable costs.
  - Supports audit readiness and financial integrity.
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## Faculty Responsibilities

- Review and confirm the budget of record after award setup.
  - Monitor spending against the approved budget.
  - Communicate early about any changes or rebudgeting needs.
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## Key Components

- Personnel and fringe benefits
  - Equipment
  - Travel and other direct costs
  - Subawards
  - Indirect costs (F&A)
  - Cost share (if applicable)
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## FAQs for Faculty

### **Q1: How is the awarded budget of record different from my proposal budget?**

A: The proposal budget is what you submitted to the sponsor. The awarded budget of record reflects any changes made during negotiation and is the official version entered into the financial system.

**Q2: Where can I view my awarded budget of record?**

A: It is available in the institution's research administration or financial system (e.g., InfoEd, Banner, or similar). An excel spreadsheet is also provided to the PI at the time of kickoff. Contact the Post Award team for access.

**Q3: Can I move funds between categories?**

A: Not without The Post Award Team's approval first. Some changes require sponsor approval, while others can be handled internally. Always check with your research administration office before making adjustments.

**Q4: What happens if actual expenses differ from the budget?**

A: Significant deviations may require a rebudget request. Minor variances can often be managed internally, but communication with the research office and documentation is essential.

**Q5: Who sets up the awarded budget of record?**

A: The Office of Research Administration and their Post Award Team enters the budget into the system after the award is finalized.

**Q6: Why do indirect costs matter?**

A: Indirect costs (F&A) are part of the awarded budget and must be applied according to the sponsor-approved rate. They support institutional infrastructure for your research.

**Q7: What should I do if I anticipate overspending?**

A: Notify your administrator immediately. Options may include rebudgeting, cost transfers, or other alternatives as recommended by the Post Award Team. Communicate early and frequently.