

**Example of re-directing funds from one category to another**

**Place on State letterhead stationery and remember to include award number and obtain dual signatures. Note: If you are re-directing more than 25% of your total award or if your re-redirect involves the contractual category, you must request approval from CDC.**

Date

Ms. Naelean Austin  
Attn: Teresa Belcher  
Grants Management Specialist  
Centers for Disease Control & Prevention (CDC)  
Procurement and Grants Office (PGO)  
2920 Brandywine Road, M/S E09  
Atlanta, GA 30341

Re: Cooperative Agreement U58/CCU \_\_\_\_\_  
Program Announcement 03022  
Component 5--Arthritis  
Request to Re-direct funds

Dear Ms. Austin:

This letter is to request a budget re-direct under the cooperative agreement listed above. The reason for this request is \_\_\_\_\_.

The re-direction(s) remains within the scope of the program announcement and will be used to support the ongoing activities of our cooperative agreement. Below is an itemized budget with justification that identifies the categories and amounts affected by this request.

If you have any questions in regarding this request, please contact me at

Sincerely,

/s/  
Principle Investigator/Director

/s/  
Business Official

## BUDGET RE-DIRECT REQUEST

Award Number U58/CCU \_\_\_\_\_ Year \_\_\_\_\_

	Awarded Budget	Re-directed	Revised Budget	Justification
<b>Salaries</b>				
Project Coordinator	\$49,000	\$0	\$49,000	
Epidemiologist	\$8,000	\$0	\$8,000	
Administrative				
Support	\$6,089	(\$6,089)	\$0	Hiring freeze--position not filled
<b>Fringe Benefits @ 25%</b>	\$15,772	(\$1,522)	\$14,250	
<b>Supplies</b>	\$2,500	\$0	\$2,500	
<b>Travel</b>			\$0	
Out-State	\$862	\$524	\$1,386	Adding \$ for grantee conference— underestimated airline flight cost
In-State	\$5,000	(\$1,200)	\$3,800	Fewer in state trips than anticipated
<b>Other</b>			\$0	
Training	\$1,026	\$0	\$1,026	
Printing	\$3,800	(\$1,115)	\$2,685	Overbudgeted intial cost estimate
Posters	\$100	\$0	\$100	
<b>Contractual Costs</b>			\$0	
Contractor A	\$20,000	\$9,402	\$29,402	Contracting for additional PACE and ASHC training sessions
Contractor B	\$10,229	\$0	\$10,229	
<b>Total Direct Costs</b>	\$122,378	(\$0)	\$122,378	
<b>Indirect Costs</b>	\$8,566	(\$0)	\$8,566	
<b>Total</b>	\$130,945	(\$0)	\$130,944	