OSR Request Form – Budget Reallocation

The OSR Request Form allows department administrators to submit requests to the Office of Sponsored Research from within the SeRA system. Benefits of utilizing OSR Other Request Forms include: custom forms and fields for different requests to facilitate department entry, the ability to add attachments relating to the request directly to the request form, being able to easily search and see when a request was submitted, what information was provided in a request, to whom a request was assigned at OSR, and the current status of a request.

When to use the OSR Request Form – Budget Reallocation:

You would like OSR to rebudget from one Expense Category/Type to another Expense Category/Type within or among Oracle Tasks

1. From within SeRA search for the SPO # for which you want to submit an OSR Request Form

2. From the Project Summary page, click on Start a Transaction menu, and select OSR Request Form

3. Select Budget Reallocation and Related Award and click Start

4. SeRA will take you to the Amend Account Request - Budget Reallocation page
   - Reallocate budgeted amounts amongst the existing tasks as desired by clicking the pencil icons for each task and/or click on the Add Task icon to reallocate funds into newly added task(s)
5. Use the **Left-hand navigation** to Add any additional FYI’s and **Approver’s** (if applicable) and click **Next**

6. Enter pertinent information in relation to the Budget Reallocation in the Comments textbox and click **Send To OSR**