

Document Type: Policy

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Subject: Budget Review Policy

ORGS Office: Office of Sponsored Programs

CMU Partner Office (if applicable): N/A

Originator & Original Date: Sarah Hall 11/20/2025

Annual Final Approval Provided By: Executive Director for Research and Innovation

Applicable Area: Pre-Award and Post Award

Revision Date(s) and Name of Editor:

Timing of Review: annually in July

Date(s) of Review(s):

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Purpose:

To ensure the efficient review of proposal budgets that have been developed, and will be submitted, to an external sponsor. All budgets must follow the sponsor's published guidelines and adhere to University policies, procedures, and guidelines (hereinafter referred to as "CMU Requirements").

Key Definitions:

- **Proposal budget** – The budget developed on the ORGS budget template in alignment with sponsor guidelines and Central Michigan University (CMU) policies and procedures.

General Background Information:

- See procedures:
 - #10,032 Budget Review (OSP led)
 - #10,037 CS&E Contract Budget & Review – Fixed Price & Fixed Fee
 - #10,054 CS&E Budget Review Process
 - #10,053 CMED Budget Review Process

Narrative/Details:

1. Proposal budgets will be vetted by Office of Sponsored Programs (OSP) staff, typically a Post Award team member, prior to the initiation of Cayuse routing, to ensure adherence to sponsor guidelines and CMU Requirements.
2. If college-level expertise is available, and a procedure has been developed, OSP will cede responsibility for the proposal budget review to the individuals identified within said procedure.
3. Cayuse routing may not begin until approval for the proposal budget has been provided by OSP staff or college-specific reviewers as appropriate.

Remedies:

Budgets not developed in alignment with this policy will not be submitted to a sponsor on behalf of CMU; such budgets will need to be redeveloped following this policy prior to submission to a sponsor.

Exceptions:

Exceptions for this policy may be granted by the Vice President for Research and Innovation, or their designee, in alignment with other applicable university, federal, state, and sponsor regulations and any other necessary approvals.