Principal investigators may carry forward budgeted funds to the subsequent fiscal year of a multiple-year project if the requested adjustment does not alter the underlying scope or objectives of the project. Agencies that distribute the project funds are authorized to carry forward released project funds that have not been expended to the subsequent fiscal year of a multiple-year project or, alternatively, return them to the EVOS Investment Fund, if requested by the Executive Director.

Ten days before the adjustment is made, written notice and the documentation must be provided to the Executive Director and to the agency that distributes the project funds.

Justification and supporting documentation as to the reason for any adjustments shall be maintained by the agency that distributes the project funds.

Any financial adjustments must be included in the Annual Financial Report, described in Section V of the [EVOSTC Financial Procedures](https://evostc.state.ak.us/media/7848/evostc-financial-procedures-adopted-102813-rev112122.pdf).

Requested adjustments that are anticipated to alter the original scope or objectives of the project will require review by the Trustee Council.

*Project Number:*Text

*Project Title:*Text

*Principal Investigator(s):*Names and affiliations

*Submission date***:** Text

*Fiscal year of request:*Text

*Justification for this request (why funds were not spent):*Text

*Will the requested budget adjustment change the original scope or objectives of the project?*

No Yes

*Amount requested to carry over to the next fiscal year:*Text

*How will the requested carryover be spent in the next fiscal year:*Text

Internal use only:

Approved by ED? No Yes

Requires TC review? No Yes

Copy sent to fiscal managing agency(yes)? No Yes