SWP-Regional Share Modification Processes

Type of Request	FEATURES OF THE REQUEST	PROCESS	*EXAMPLES*
Requests to modify the line-item amounts within an approved project.	• Does not affect the total project allocation for the college. • Is for allowable costs • Is consistent with the purpose and intent of the approved project	• Send an email to the Fiscal Agent that describes the requested movement of funds and the rationale/justification for the move.	*Request: total project amount of $50,000, with $20,000 in Contracted Services and $30,000 in equipment. Request to move funds to 1000 and 3000 accounts to support faculty participation in project planning/activities.*
Requests to move funds among college partners in an approved project.	• Does not affect the total allocation for the regional project. • Plan to move funds between/among college partners, including the Lead and the Partner colleges • Is for allowable costs • Is consistent with the purpose and intent of the approved project	• Send an email to the RC Director and the Fiscal Agent that describes the plan to move funds between/among college partners in an approved project. • RC reviews and approves that the request meets CEO Council conditions • FA reviews for compliance with SWP requirements • After all approvals secured, the Participation Agreements will be modified to enact the change. • NOTE: Modifications will be processed on a quarterly basis.	*Request: 5 college partners each receive $25,000 for a total project allocation of $125,000. Each college allocates $15,000 for curriculum development, and $10,000 for professional development. One of the partners determines that the curriculum development funds are not needed, and two other partners have need for more curriculum development funds. The partners and Lead agree for one college to release the $15,000 and for two of the other college partners to increase their curriculum development budgets by $7,500.*
Requests to move funds between projects or to reallocate funds to new projects or to augment existing projects	• This type of request impacts the total project allocation approved through the application process. • The RC Director is involved and facilitates the planning process for these types of modifications.	• The RC Director will work with the colleges to create a statement of the changes to be made. • The changes will be presented to the CEO Council for approval. • After approval by the CEO Council, the RC Director will coordinate with the Fiscal Agent, who will modify the Participation Agreements to enact the changes.	*Request: at the mid-year point review of projects and budgets, colleges determine for various projects that funds will be unspent, and notify the RC Director of funds to be released in order to reallocate for new projects or to augment existing projects.*
Updating NOVA to reflect processed modifications.		• RC will un-certify project applications in NOVA, in order to make changes to reflect the processed modifications. • The FA will use the processed Participation Agreements to enact modifications, which include revised budgets and workplans, to update NOVA. • The RC will notify the colleges that since NOVA is being updated their colleges will receive notification emails, once the FA completes the changes in NOVA and the RC re-certifies the applications.	