**National Association of Chronic Disease Directors**

***Redirect Request Form***

Definition of Redirect Request- Request to move funds from a budget category to another budget category for a current grant. You cannot redirect funds between two different grant years.

Please refer to the operational calendar on the consultant webpage to determine the deadlines for when redirect requests should be submitted to NACDD for a current grant. Note 1- redirect requests deadlines enable NACDD to comply with the OFR requirements, which states that redirect requests must be submitted to OFR no later than 120 days prior to the end of the grant year. **Depending upon redirect request type, OFR approval may be necessary.**

Please send completed document to legal@chronicdisease.org.

**Name of Consultant:**

**Contact#:**

**From:**

Program # Project # Grant Year Amount

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Program # Project # Grant Year Amount

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Program # Project # Grant Year Amount

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Program # Project # Grant Year Amount

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TOTAL $

**Provide justification (please ensure that you have partnered with your CDC Division Contact) for the request:**

**Provide an itemized budget with justifications for the redirect amount using the budget template.** NACDD Finance will provide you with an updated budget with finance codes after redirect request have been approved.

**Refer to the CDC guidelines or NACDD budget template.** (You may provide another budget document but note that the approval process may be delayed if appropriate justification is not provided.)