**VARIATION REQUEST FORM**

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| **Current Project Details** | | |
| **Contract Reference Number & Project Title** |  | |
| **Supplier/Host organisation** |  | |
| **Principal Researcher** |  | |
| **Start Date** |  | |
| **End Date** |  | |
| **Current Project Value** |  | |
|  | | |
| **Variation Number <insert number>** | | |
| Select and complete details next to the variation type required. This could be more than one type. Provide more details and the reasoning behind these requests over the page. | | |
| **Is this the Project’s first Variation request?** | | Yes or No. If no, please provide details of previous variations issued to this project. |
| **Change to End Date** | | Select new end date |
| **Change to description of deliverables** | | Detail any changes to the Services and/or work scope of the project |
| **Change to milestone delivery dates** | | Detail any changes to the delivery of the remaining Progress Reports or Final Report |
| **Change to project value** | | Detail any increase or decreases to the project’s budget |
| **Change to Supplier’s approved personnel** | | Detail personnel who are being replaced by new personnel, or addition personnel being added to the contract |
| **Other:** | |  |
|  | | |
| **Rational for variation request** | | |
| Please provide the reason/s for requesting this variation (Max 150 words): | | |
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|  | | |
| **Impacts to research outputs** | | |
| How will this variation affect the original proposal and its outputs? (Max 150 words) | | |
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| **Alternative arrangements / Consequences** | | |
| Are there any alternative arrangements that can be applied to this project instead of this variation?  For example:   * Change of milestones to avoid delays * Reallocation of budget to avoid going over budget   And, what are the consequences to this project if this variation request does not proceed? (Max 200 Words) | | |
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