**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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