AGREEMENT VARIATION REQUEST FORM

\* indicates a required field.

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| **Current Project Details** | | |
| **Project Number** |  | |
| **Project Title**\* |  | |
| **Principal Researcher**\* |  | |
| **End Date**\* |  | |
| **Total Amount Requested** \* |  | |
|  | | |
| **Variation type** \* | | |
| Select and complete details next to the variation type required. This could be more than one type.  You can add the reason for this request in the next section. | | |
| **Is this your first Variation Request for this project?** | | 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 Services** | | Detail any changes to the Services and/or work scope of the project |
| **Change to delivery dates** | | Detail any changes to the delivery of the remaining Progress Reports or Final Report |
| **Change to Price** | | 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): | | |
|  | | |
|  | | |
| **Impacts to research outputs** | | |
| How will this variation affect the original proposal and its outputs? (Max 150 words) | | |
|  | | |
|  | | |
| **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) | | |
|  | | |