



Contract Variation Request

This form is to be used for all changes to a Cooperative Research Centres (CRC) Program Grant Agreement. More than one change can be incorporated into a single contract variation request.

NAME OF CRC:

Contact Person

Name:

Position:

Tel:

Email:

1. Does the request have in-principle agreement of the Participants/Partners?

Yes or No

2. What is the date this change/amendment request was approved by the CRC's Board?

Please insert date

3. Detail the changes requested and the reasons for the changes.

Please provide details of the requested changes under the Grant Agreement (with references to any supporting documents, such as the proposed Schedule, with the changes clearly marked). Provide a reason why each change is required.

4. What is the effect on the ability of the CRC to address its key problem, achieve the expected impacts / outcomes and deliver on the outputs / milestones?

Please detail how the requested changes will affect the ability of the CRC to address its key problem, achieve the expected impacts / outcomes and deliver on the outputs / milestones. Detail the strategy (including timelines) the CRC will adopt to address any issues.

5. What is the strategy to address any funding (cash or in-kind) shortfalls?

If the changes will result in a reduction in participant cash or in-kind contributions, please detail the strategy (including timelines) the CRC will adopt to address these shortfalls.

Please note: the CRC must submit the proposed Schedules with this form, with all changes clearly marked. The Department can provide electronic versions of these Schedules to the CRC, if requested.

All documentation and any questions in relation to requesting approval for changes to the Grant Agreement should be directed to your Program Liaison Officer.