## WHAT IS A VARIATION?

A variation is a change to the terms and conditions in the grant agreement under which the department provides funding to a grant recipient.

Variations may include changes to project milestones, activities, partners and budget. Changes to project end dates, activities or outcomes will only be considered in exceptional circumstances.

Variations may be initiated by the department or by a grantee.

## WHEN DO I NEED A VARIATION?

We recognise unexpected circumstances may affect project progress. Contact your departmental customer service manager (CSM) as soon as such circumstances arise to discuss options and whether a variation is required.

## HOW DO I SUBMIT A VARIATION REQUEST?

You must submit this form to your CSM via email (not through the portal) as soon as possible following discussion with your CSM. For projects nearing completion, this must be at least 6 weeks prior to the activity completion date specified in your grant agreement.[[1]](#footnote-2)

The following documentation is also required:

* A copy of your grant agreement with clearly marked changes. An editable document version of your grant agreement can be provided by your CSM.

## VARIATION ASSESSMENT AND APPROVAL

Variation approvals generally take 4-6 weeks depending on the complexity of the request.

* The department will assess the request based on factors including how it affects the project outcomes; consistency with program objectives and department policies; compliance with grant opportunity guidelines; changes to the timing of grant payments and availability of program funds.
* A variation cannot be made after the grant agreement end date.[[2]](#footnote-3)

## PARTNER AGREEMENTS

A grant agreement variation may result in the need for changes to your partner agreements and a new partner agreement if you are adding a new partner. If the variation is approved, it is your responsibility to ensure partner agreements are amended to reflect the approved changes in the grant agreement. You must execute amended partner agreement/s with your partners within 60 days from the execution of the variation.

## CRC-P VARIATION REQUEST FORM

If requesting multiple changes, provide all details below in one variation request. Email this form and supporting documentation to your CSM.

|  |  |
| --- | --- |
| **Project Details** | |
| CRC-P Number |  |
| Project Title |  |
|  | |
| **Lead Partner Contact** | |
| Name |  |
| Position |  |
| Company |  |
| Phone |  |
| Email |  |

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

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1. **Detail the changes requested and the reasons for the changes.**

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| Provide details of the requested changes under the Grant Agreement with references to clauses you are proposing to amend. Include a reason why each change is required and provide supporting documents if required. |
|  |

1. **How will the requested changes ensure the project can be delivered?**

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1. **Does the project have adequate cash and in-kind resources to support the requested variation?**

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1. **How will you address any cash or in-kind shortfalls?**

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## Checklist:

Please ensure you have provided the following:

🞏 Responses to all questions above

🞏 Grant agreement with all requested changes clearly marked using “Track Changes”

🞏 Completed the New Partner Details form if adding a new partner (overleaf)

## New Partner Information

|  |  |
| --- | --- |
| **Business details** | |
| Registered business name |  |
| Trading name (if applicable) |  |
| ABN |  |
| Business address |  |
| Postal address |  |
| Primary contact name |  |
| Position |  |
| Email and phone |  |
| Partner type  (large industry, SME, research organisation or other)  \*Please refer to Grant Guidelines for your CRC-P funding round on [business.gov.au](https://business.gov.au/grants-and-programs/cooperative-research-centres-projects-crcp-grants/resources-for-supported-crc-projects) |  |
| Describe the partner’s company structure and relationships with the other partners. This may include related entities, entities with the same ultimate holding company, entities with common directorship, and entities with common major shareholders. |  |
| **Foreign affiliations** | |
| Do any entities or key personnel involved with the new partner receive financial support or benefits from a foreign source?  If yes, provide details of the arrangement. |  |
| Do any entities or key personnel involved with the new partner have any current or former association with a foreign talent program?  If yes, provide details of the foreign talent program. |  |
| Do any entities or key personnel involved with the new partner have any ties to a foreign government, military or state-owned enterprise?  If yes, provide details of the affiliations or associations. |  |

1. The ‘activity completion date’ is the date on which the project activity is expected to end. [↑](#footnote-ref-2)
2. The ‘agreement end date’ is the date on which the agreement ceases. [↑](#footnote-ref-3)