

AGREEMENT VARIATION REQUEST FORM

* indicates a required field.

Current Project Details

EQC 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:	

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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)

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