**THE UNIVERSITY OF MELBOURNE**

**Internal Grants**

# Variation Request Form

Please send queries and completed forms to [ric-internalgrants@unimelb.edu.au](mailto:ric-internalgrants@unimelb.edu.au).

**Chief Investigator**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Department |  |
| Telephone |  |
| E-mail |  |

**Details of Grant**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Grant |  | | |
| Year of Award |  | Themis Agreements # |  |
| Details of any previous variations |  | | |
| Detail any external collaborators and/or research agreements |  | | |

**Variation Types** *(fill one)*

|  |  |
| --- | --- |
| **Extension**  *Please refer to the guidelines/RGAF for restrictions on extensions (normally a maximum of 6 months). Extensions should be submitted at least one month prior to the original end date.* | |
| Current Project End Date |  |
| Proposed Extended Project End Date |  |

|  |  |
| --- | --- |
| **Budget/Other**  *Minor changes sometimes do not require a variation; check with the research office if you are unsure.* | |
| Explanation of variation requested |  |

**Summary of progress to date**

**Justification of request**

Please include details regarding the exceptional circumstances which justify your project extension request or other variation type, along with other relevant details such as the amount of funding remaining for the project and proposed use of any additional time.

**Authorisation**

|  |  |
| --- | --- |
| Lead CI signature |  |
| HoD signature |  |
| HoD name |  |
| HoD position |  |

Please note that this request form is received by RIC on behalf of Chancellery (Research) and will be submitted to the relevant Pro Vice-Chancellor for review.