



ARC VARIATION OF FUNDING AGREEMENT PROFORMA

****Please read the appropriate Funding Agreement for full terms for any variation****
****Incomplete Variation requests will not be processed****

Only VFAs listed are to be submitted to ARC-Postaward@arc.gov.au with the Scheme clearly marked.
All other VFAs are to be submitted via RMS

PROJECT INFORMATION (*required*)

Project ID:

Click here to enter Project ID

Administering Organisation:

Click here to enter Admin Org

Project Leader Name

Click here to enter Name

Personnel to be added

IMPORTANT: only request Personnel whose RMS account is not administered by the Admin Org

Personnel to be added	Name	RMS ID
Choose from the list	Click here to enter text.	Click here to enter text.
Choose from the list	Click here to enter text.	Click here to enter text.

APAI 6mth extension request

APAI/Fellow student name:

Click here to enter name.

APAI 6 month extension dates:

Click here to enter start date. - Click here to enter end date.

Transfer correction

Please only provide the total figure when reporting the corrections

Report across ALL Years of Funding

	Amount Allocated (\$)	Expenditure (\$)
Project Funds	\$0.00	\$0.00
Salary	\$0.00	\$0.00
Allowance	\$0.00	\$0.00
Total	\$ 0.00	\$ 0.00

EOYR correction

Please provide a table for each year of funding/carryover that the year was active

Report expenditure each year of Funding

	Amount Allocated (\$)	Expenditure (\$)
Project Funds	\$0.00	\$0.00
Salary	\$0.00	\$0.00
Allowance	\$0.00	\$0.00
Total	\$ 0.00	\$ 0.00

****Please check Appendix for further information/approvals required by Variation Type****



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Explanation of Variation Request

Please ensure an explanation is included. Attach a separate document if further text is required.

[Click here to enter text](#)

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APPENDIX

The further information required to be submitted according to Variation Type is listed below:

Change of Personnel

New Chief Investigator added to the Project

Agreement from Administering Organisation.....

The Administering Organisation must hold agreement from all named Organisations and Personnel

Agreement from the Project Leader.....

CV of new personnel (up to 2 pages).....

New Partner Investigator added to the Project

Agreement from Administering Organisation.....

The Administering Organisation must hold agreement from all named Organisations and Personnel

Agreement from the Project Leader.....

Agreement from the new Partner Investigator's Organisation (if named on the Project).....

CV of new personnel (up to 2 pages).....

APAI 6 months Funding Extension

Agreement from Administering Organisation.....

Agreement from Project Leader.....

Project Transfer Correction

Agreement from relinquished Administering Organisation.....

Agreement from new Administering Organisation.....

Agreement from Project Leader.....

Details of why the transfer correction is needed.....

EOYR Correction

Details of why the EOYR corrections are needed.....

The amount of expenditure per year, for every year of the Project.....

Agreement from the Administering Organisation.....

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Additional Notes:

- Agreement from all relevant parties must be held by the Administering Organisation to be produced on request by the ARC. Agreement may consist of a noted phone conversation or written assurance from the Project Leader that all relevant parties have been notified of the change to the Project. However, only the documentation listed above needs to be submitted to the ARC.

Agreement from the Administering Organisation should make mention of the notification held on file. An example of this statement: *Having noted all appropriate agreements, I approve this request on behalf of the Administering Organisation as well as all named Personnel and Organisations listed on the Project.*

- Collaborating or Other Eligible Organisation agreements must be from the Research Office or DVCR, not Head of School or other staff member.
- A Partner or Other Organisation agreement may be submitted by the Partner Investigator on behalf of their organisation, if they have the appropriate internal approval to agree to the change. It is the responsibility of the Administering Organisation to ensure the appropriate approvals are sought.
- “All named Organisations and Personnel” means every organisation and person listed on the Project at the time of the VFA request.