**ARC Post-award streamlining of Variation Attachments**

The ARC has undertaken a review of the required attachments for Funding/Grant Agreement variation requests. To streamline ARC post-award processes, the following changes have been implemented.

***Overall changes include:***

* *The ARC no longer asking for a separate Administering Organisation and/or Project Leader certification for the majority of Variations.*
* *Many Variations only require information to be input into the request itself and do not require additional attachments – see Variation Instructions for full details.*

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| **Variation Type** | **What ARC previously required** | **What attachments ARC now requires** |
| **Organisation changes** | | |
| Organisation Added, Updated or Withdrawn | \*Agreement from Administering Organisation \*Agreement from Organisation to be added/withdrawn \*Revised POACR (as required) | \*Written confirmation from Organisation \*Revised POACR (as required) |
| **Personnel – Add person** | | |
| New Chief Investigator | \*Agreement from Administering Organisation \*Agreement from Project Leader \*CV of new personnel | \*Written confirmation from affiliated organisation  \*CV of new personnel |
| New Partner Investigator | \*Agreement from Administering Organisation \*Agreement from Project Leader \*CV of new personnel \*Agreement from PI's organisation | \*CV of new personnel \*Written confirmation from PI's organisation |
| New Centre/Hub Director  New COO/Manager | \*Agreement from Administering Organisation \*CV of new personnel \*Agreement from all parties | CE/ITRP  \*Documentation as advised by Major Investments team" for New Director  COO  \*CV of new personnel \*Justification for Selection |
| PDRA/PGR appointment | \*Notification from Administering Organisation  \*PDRA/PGR names and dates  \*Fellow confirmation | \***No attachment** - Details submitted within the Variation. |
| **Personnel – Remove person** | | |
| Person - Withdraw | \*Agreement from Administering Organisation \*Agreement from personnel to be removed | \*Written confirmation from personnel to be removed |
| **Personnel – Updates** | | |
| Role change  (CI to PI) | \*Agreement from Administering Organisation  \*Agreement from Project Leader \*Agreement from relevant personnel  \*Agreement from Partner Organisation (if relevant) | \*Written confirmation from relevant personnel  \*Written confirmation from Partner Organisation (if relevant) |
| Personnel changes Affiliated Organisation (with no additional Organisation changes) | \*Notification from Administering Organisation  \*Agreement from person changing | \*Written confirmation from person changing |
| Additional Appointment Notification | \*Agreement from Administering Organisation  \*Details of proposed appointment including remuneration and FTE  \*Justification for the role and how it fits with the approved Project scope | \***No attachment** - Details submitted within the Variation. |
| Person - Defer Commencement | \*Agreement from Administering Organisation  \*Agreement from Project Leader  \*Request from relevant personnel  \*Justification for deferment and confirmation of commencement | \***No attachment** - Details submitted within the Variation. |
| Person - Suspension | \*Agreement from Administering Organisation  \*Agreement from Project Leader | \***No attachment** - Details submitted within the Variation. |
| FTE change | \*Agreement from Administering Organisation  \*Agreement from Project Leader  \*Confirmation from relevant personnel  \*Confirmation that Part-time conversion/FTE change is according to the Funding Agreement (for Fellows/Awards only) | \***No attachment** - Details submitted within the Variation. |
| Maternity/Parental Leave | \*Agreement from Administering Organisation  \*Request from personnel taking leave  \*Medical Certificate  \*Agreement from Project Leader (if not taking the leave) | \*HR Certification from Administering Organisation  \*Confirmation from Project Leader (if not taking the leave) |
| **Project changes** | | |
| Asset Relocation | \*Confirmation from all named Organisations regarding the new arrangements | \*Confirmation from all named Organisations (excluding the Administering Organisation) regarding the new arrangements |
| Budget Change Notifications | \*Agreement from Administering Organisation  \*Details of proposed changes and justification | \***No attachment** - Details submitted within the Variation. |
| Project - Defer Commencement | \*Agreement from Administering Organisation  \*Agreement from Project Leader  \*Justification for deferment and confirmation of commencement | \***No attachment** - Details submitted within the Variation. |
| End Date | \*Agreement from Administering Organisation  \*Agreement from Project Leader  \*Details of date change and justification | \***No attachment** - Details submitted within the Variation. |

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| **Project changes continued** | | |
| Full Relinquishment | \*Agreement from Administering Organisation  \*Agreement from Project Leader  \*Agreement from all named Organisations (excluding Host Organisations) | \***No attachment** - Details submitted within the Variation. |
| Partial Relinquishment | \*Agreement from Administering Organisation  \*Agreement from Project Leader | \***No attachment** - Details submitted within the Variation. |
| Salary Conversion | \*Agreement from Administering Organisation  \*Details of proposed changes and justification | \***No attachment** - Details submitted within the Variation. |
| Salary Relinquishment | \*Agreement from Administering Organisation  \*Agreement from relevant Personnel  \*Details of proposed changes and justification | \***No attachment** - Details submitted within the Variation. |
| Scope | \*Agreement from Administering Organisation  \*Details of proposed changes and justification | \***No attachment** - Details submitted within the Variation. |
| Project - Suspension | \*Agreement from Administering Organisation  \*Agreement from Project Leader | \***No attachment** - Details submitted within the Variation. |
| Transfer | \*Agreement from relinquishing Administering Organisation  \*Agreement from receiving Administering Organisation  \*Agreement from Project Leader  \*Agreement from all named Organisations (excluding Host Organisations) | \*Agreement from receiving Administering Organisation  \*Agreement from all named Organisations (excluding Host Organisations) |
| Transfers – Fellowships only | \*Agreement from relinquishing Administering Organisation  \* Agreement from receiving Administering Organisation  \*Agreement from Project Leader  \*Agreement from all named Organisations (excluding Host Organisations)  \*Justification and research environment statement from receiving Administering Organisation DVCR | \*Agreement from receiving Administering Organisation  \*Agreement from all named Organisations (excluding Host Organisations)  Fellowships only  \*Letter of justification and research environment statement |
| **Changes requested by Research Offices via email only (cannot be processed in RMS by a Research Office)** | | |
| Project Title Changes | \*Agreement from Administering Organisation  \*Justification as to why the title should be changed | \*Justification as to why the title should be changed |
| EOYR corrections | \*Agreement from Administering Organisation  \* Details of the correct amount for each year to be corrected  \*Justification as to why the information was reported incorrectly | \* Details of the correct amount for each year to be corrected  \*Justification as to why the information was reported incorrectly |
| Transfer Correction | \*Agreement from both old and new Administering Organisation  \*Details of the correct amount to be transferred  \*Justification as to why the information was reported incorrectly | \*Written confirmation from both current and previous Administering Organisation  \*Details of the correct amount to be transferred  \*Justification as to why the information was reported incorrectly |