



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.

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Organisation Added, Updated or Withdrawn	*Agreement from Administering Organisation *Agreement from Organisation to be added/withdrawn *Revised POACR (as required)	*Written confirmation from Organisation *Revised POACR (as required)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.

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