**MS Australia**

**Grant Change Request Form**

**Purpose of Report**

To outline the reasons for:

* requesting an extension
* change in assigned personnel
* change to the agreed completion date
* change in institute at which the research is conducted at
* carrying forward more than 20% of the budget for the year, into the next budget year

**Instructions to Applicants**

1. Submit this report by 31 March or as appropriate.
2. The file name should be formatted as the MS Australia application number and surname of the Principal Applicant for example “YY-NNNN Year you are making the change Change Request CI NAME, e.g., 16-0001 2018 Change Request SMITH.
3. Please attach your most recent grant Progress Report and email this form to [grants@msaustralia.org.au](mailto:grants@msaustralia.org.au).

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| **SECTION 1. IDENTIFYING DETAILS** | |
| **Grant ID number** | XX-YYY or XX-YYYY |
| **Grant Type** | Delete as applicable [Project Grant, Postdoctoral Fellowship, Postgraduate Scholarship, Ian Ballard Travelling Award, Incubator Grant] |
| **Principal investigator name** |  |
| **Principal investigator email address** |  |
| **Office and mobile telephone numbers** |  |
| **Institution** |  |
| **Research start year** |  |
| **Research end year** |  |
| **Research Lay Title** | |
| **Research Scientific Title** | |
| **Contact details for personnel who require notification of the outcome of this request:** | |

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| **SECTION 2. TYPE OF CHANGE REQUESTED**  **Complete each section below where appropriate.** | |
| **Change in Grant Completion Date (Time Extension)** | Original Grant Completion Date  Revised Grant Completion Date |
| **Change in personnel** | Original applicant name and institute  Replacement applicant name and institute |
| **Change in Grant Scope** | Brief description of change in aims or approach |
| **Change in Research Institute** | Original institute  New institute |
| **Transferring more than 20% of the budget for the year to the next budgeted year** | Brief description of why 20% or more funds need to be moved into the next financial year |

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| **SECTION 2A. CHANGE IN GRANT COMPLETION DATE (TIME EXTENSION)** |
| **Explain the circumstances (in bullet point format) resulting in a need for time extension.**  Limit 800 words |
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| **SECTION 2B. CHANGE IN PERSONNEL** |
| **Explain the circumstances (in bullet point format) resulting in a need for change in personnel.**  **Explain how the risk of changing personnel will be mitigated to protect the research deliverables.**  Limit 800 words |
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| **SECTION 2C. CHANGE IN SCOPE** |
| **Explain the circumstances (in bullet point format) resulting in a need for change in research scope. Briefly outline the new research plan.**  Limit 800 words |
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| **SECTION 2D. CHANGE IN RESEARCH INSTITUTE** |
| **Explain the circumstances (in bullet point format) resulting in a change in institute at which the research is conducted at.**  Limit 800 words |
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| **SECTION 2E. CARRYING FORWARD MORE THAN 20% OF THE BUDGET FOR THIS YEAR INTO THE NEXT BUDGET YEAR** |
| **Explain the circumstances (in bullet point format) resulting in a need for 20% or more funds needing to be transferred into the next budgeted year. Briefly outline the new research plan.**  Limit 800 words |
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| **MS AUSTRALIA OFFICE USE ONLY**   1. **Approved and date of approval.** 2. **Rejected and why.** 3. **More detail sought for researcher and date.** 4. **Date of communication back to researcher** |
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