**MS Australia**

**Grant Change Request Form**

**Purpose of Report**

To outline the reasons for:

* requesting an extension.
* change in assigned personnel.
* change in grant scope.
* 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.
* receiving additional external funding for this project.

**Instructions to Applicants**

The file name should be formatted as the MS Australia application number and surname of the Chief Investigator for example: 24-PG-1234\_Change\_Request\_SMITH.

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| **SECTION 1. IDENTIFYING DETAILS** | |
| **Grant ID number** | XX-XX-XXXX eg 24-PG-1234 |
| **Grant Type** | Delete as applicable [Incubator Grant, Project Grant, Targeted Call Grant, Postgraduate Scholarship, Postdoctoral Fellowship, Senior Fellowship, Paired Fellowship, Ian Ballard Travel Award] |
| **Chief investigator name** |  |
| **Chief investigator email address** |  |
| **Office and mobile telephone numbers** |  |
| **Institution** |  |
| **Research start date** |  |
| **Research end date** |  |
| **Extension end date**  **(if previously approved)** |  |
| **Research Plain Language 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 investigator name and institute:  Replacement investigator 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 more than 20% of funds need to be moved into the next financial year |
| **Receiving additional external funding for this project** | Brief description of the amount and source. |

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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) that necessitate transferring more than 20% of funds into the next budgeted year. Briefly outline the new research plan.**  Limit 800 words |
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| **SECTION 2F: RECEIVING ADDITONAL EXTERNAL FUNDING FOR THIS PROJECT** |
| **Explain the circumstances (in bullet point format) that resulted in additional external funding for this project, and what it will be used for.**  Limit 800 words |
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| **MS AUSTRALIA OFFICE USE ONLY**   * **Approval status and date.** * **If denied, please provide an explanation for this.** * **Please indicate if more detail required from researcher and date.** * **Please send a PDF copy of this form back to the researcher for their records.** |
| **Approved: YES/NO (please circle)**  **Name Signature Date** |