**UQ Teaching and Learning Grants and Fellowships**

### Grant/Fellowship Variation Request Form

To request a variation to the terms and conditions of your grant or fellowship, please complete this form providing the details of your request.

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| --- | --- | --- | --- |
| Part A: Administrative Summary | | | |
| Scheme | UQ Teaching Innovation or TEL Grants  UQ Early Career Educational Research Grants  UQ New Staff Start-Up Grants – Scholarship of Teaching and Learning  UQ Teaching Fellowship | | | |
| Name |  | | | |
| Administering School/Centre |  | | | |
| Faculty/Institute |  | | | |
| Project Title |  | | | |
| Amount Funded |  | Funds Remaining |  | |
| Project Chart String |  | | | |
| Year of Award |  | | | |
| Project End Date |  | Final Report and Financial Acquittal Due Date |  | |
| Revised Project End Date |  | | | |

### Part B: Variation Request Summary

Outline the proposed Variation to the terms of your grant/fellowship

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Provide a rationale for the variation request

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Outline the impact the variation will have on the project outcomes

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Outline the impact the extension will have on the project budget

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Other comments

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### Part C: Certifications

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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Project Leader |  |  |  |
| Head of School/ Centre/Institute |  |  |  |

**Please attach the following documentation to your request**

LETTER OF OFFER AND/OR GUIDELINES

ENDORSEMENT FROM HEAD OF SCHOOL/ASSOCIATE DEAN (ACADEMIC)

(*Email confirmation is acceptable in lieu of signature)*

### Submission of Variation Request form

Please submit the Variation Request Form electronically (including signatures) to ITaLI via [professional.learning@uq.edu.au](mailto:professional.learning@uq.edu.au)

**PART D (ITaLI *Office Use Only)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Signature | Date | Comment |
| Budget Officer |  |  |  |  |
| T&L Admin Officer |  |  |  |  |
| PVC (T&L) |  |  |  |  |

**DVC(A) *Office Use Only***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approved** | Yes | No | | |
| **Comment** |  | | | |
| **Signature** |  | | **Date:** |  |