**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

**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:** |       |