

When should I expect to receive a response to my schedule variation proposal?

Every variation proposal is different and as such an expected timeframe for a response will vary in each individual case. However, pending no unforeseen delays, it would be reasonable to expect a response within a two week timeframe of the proposal being lodged with our Canberra office.

How long will it take to complete the variation process?

An estimated timeframe from the date of the variation proposal being lodged with our Canberra office until the variation is fully executed is approximately four to six weeks. This timeframe will vary depending on the Participant organisations involved in your project, and internal contract and variation procedures of these organisations.

What if I am requesting a variation that does not involve additional financial resources?

If you are requesting a variation to your project that does not involve additional financial resources your request will not be subject to the new process. Requests for non financial resources will continue to be reviewed on a needs basis and will continue to be accepted and reviewed as they have in the past.

Is a variation to FTE contributions of staff in my project subject to the new process?

Although variations to FTE contributions does change the overall project budget there are no additional cash funds being requested, therefore the variation can be reviewed on a needs basis as they have been in the past.

What if I am only requesting small amount of additional funding?

All requests for additional funding must go through the new process to ensure fairness and equity for all applications.

What happens if my request for a schedule variation is not received by the due date?

If a request for a schedule variation is not received by the due date it will be considered during the next review period in the following quarter.

Who can I talk to if I have other questions?

Your first point of contact for any project related questions is your relevant program leader. If your program leader cannot provide a response to your query please contact our Canberra office on 02 6201 2882.