**MRFF Change to Expenditure Request Form (BGH)**

Use this form to request a change to expenditure when:

* Delegate pre-approval is required under the grant opportunity guidelines (for example, for expenditure related to overseas activity);
* changes to grant activity, grant period and/or milestones would materially impact the grant budget; and/or
* new expenditure is being requested that was not previously approved and is not functionally equivalent with or does not serve the same purpose as a previously approved expenditure.

This form should be submitted together with the [*MRFF Grant variation request form*](https://www.health.gov.au/resources/publications/mrff-medical-research-future-fund-grant-variation-request-form-business-grants-hub-administered-grants) and a revised *MRFF Activity Budget* to update the agreement using the template provided. BGH may seek further information from the RAO in order to make a decision. The RAO will be notified in writing of the outcome of the request.

If grantees are applying for multiple variations contingent on a change to expenditure request (e.g. extend end date or change to grant activity), each variation request will be reviewed separately. Approval of one request should not be deemed as approval of all requests.

Any approved requests to change expenditure must be accommodated from existing, approved MRFF grant funds. Grantees cannot seek additional funds. Grantees cannot request for funding to be paid in advance of scheduled payment amounts. Grantees cannot request approval for expenditure that is deemed ineligible per the relevant grant opportunity guidelines.

|  |  |
| --- | --- |
| **Grant ID** |  |
| **Grant opportunity name** |  |
| **Administering organisation** |  |
| **Chief Investigator A / Project Lead** |  |
| **Project title** |  |
| **Total MRFF grant amount** | $ |
| **Variation type** | Select type from dropdown for instructions. |

1. **Proposed additions or changes to overseas expenditure**

In table 1, provide an itemised list of the activities for which you are requesting additions or changes to overseas expenditure of MRFF funds. Enter the overseas expenditure description under the relevant expenditure item (a), the head of expenditure type as per the Activity Budget in the grant agreement (b), the financial year(s) (c), the amounts of the approved expenditure total (d), followed by the changed value(s) you are requesting (e). For new or increased overseas expenditure, include the expenditure item(s) from which you are moving funds to balance the new or increased costs (see example in table). If you are requesting additions or changes to both overseas and other expenditure, denote overseas expenditure in **bold** type (see example). Add rows as needed and delete any extraneous rows.

Table Approved and requested overseas and other expenditure of MRFF funds (AUD$)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approved and requested overseas and other expenditure of MRFF funds (AUD$)** | | | | |
| **(a) Name of Expenditure** | **(b) Head of Expenditure** | **(c) Financial year** | **(d) Value of current approved head of expenditure** | **(e) Value of requested/changed head of expenditure** |
| *Example: Lab consumables for analysis* | *Other eligible expenditure* | *2021-22* | *$10,000* | *$5,000* |
| ***Example: Overseas research facility to perform analysis*** | ***Contractors*** | ***2021-22*** | ***-*** | ***$5,000*** |
|  | Select | YYYY-YY |  |  |
| **Total overseas expenditure** | | | $ | $ |
| **Percentage of total MRFF project expenditure (grant amount) allocated to overseas expenditure** | | | % | % |

1. **Justifications for proposed additions or changes to overseas expenditure**

Eligible overseas activities expenditure is generally limited to 10 per cent of total eligible MRFF project expenditure. Please provide a justification if the proposed new percentage of eligible overseas activities expenditure exceeds 10 per cent of the total eligible project expenditure.

Provide a justification for all activities being completed overseas. Include a description of the steps you have taken to find alternatives for completing the activities within Australia and how the change to overseas expenditure will aid the project in meeting the program objectives as specified in the grant opportunity guidelines.

Detail what component of the research cost is being changed to meet this revised overseas expenditure request, and how this impacts the project delivery.

1. **Proposed additions or changes to other expenditure (domestic)**

In table 2, provide an itemised list of the activities for which you are requesting changes only to domestic expenditure of MRFF funds. Enter the expenditure description under the relevant budget item (a), the head of expenditure type as per the Activity Budget in the grant agreement (b), the financial year(s) (c), the amounts of the approved expenditure total (d), followed by the changed value(s) you are requesting (e). For new or increased expenditure, include the expenditure item(s) from which you are moving funds to balance the new or increased costs. Add rows as needed and delete any extraneous rows.

Table Approved and requested other expenditure of MRFF funds (AUD$)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approved and requested other expenditure of MRFF funds (AUD$)** | | | | |
| **(a) Name of Expenditure** | **(b) Head of Expenditure** | **(c) Financial year** | **(d) Value of current approved head of expenditure** | **(e) Value of requested/changed head of expenditure** |
| *Example: Postdoctoral fellow salary* | *Labour* | *2021-22* | *$80,000* | *$60,000* |
| *Example: Proposed stakeholder consultation* | *Other eligible expenditure* | *2021-22* |  | *$20,000* |
|  | Select | YYYY-YY | $ | $ |

1. **Justifications for proposed additions or changes to other expenditure (domestic)**

Provide a justification for the change being requested. Include a description of the steps you have taken to find alternatives for completing the activities and how the change to expenditure will aid the project in meeting the program objectives.

Detail what component of the research cost is being changed to meet this revised expenditure request, and how this impacts the project delivery.