# Medical Research Future Fund Change to Expenditure Request

For varying your grant and grant agreement please refer to the [MRFF Grant Variation Policy and the relevant appendix](https://www.health.gov.au/our-work/mrff/grants-management-resources). Use this form to request a change to expenditure when that change falls outside the NHMRC’s Direct Research Costs (DRCs) Guidelines but is allowable under the relevant grant opportunity guidelines, grant agreement, and grant schedule. Such changes to expenditure require prior approval from the Department of Health, Disability and Ageing’s (the Department’s) Delegate.

This form should be uploaded and submitted using the ‘Change to Research Plan’ variation type in Sapphire, with the MRFF variation type ‘Change to expenditure’ specified in the description. The grant hub 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.

|  |  |
| --- | --- |
| **Grant ID** | *MRFXXXXXX* |
| **Project Title** |  |
| **Grant Opportunity Name** |  |
| **Eligible Organisation** |  |
| **Chief Investigator A** |  |
| **Total MRFF Grant Amount** | $ |
| **Variation Type** | Select type from dropdown for instructions. |

## Proposed additions or changes to overseas expenditure

In the table below, 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 budget category (a), the financial year(s) (b), the amounts of the approved budget category total and itemised expenditure (c), followed by the changed value(s) you are requesting (d). 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved and requested overseas and other expenditure of MRFF funds (AUD$)** | | | |
| **(a) Name of Expenditure** | **(b) Financial year** | **(c) Value of current approved expenditure** | **(d) Value of requested/changed expenditure** |
| *Example: Total Direct Research Costs* |  | *$274,000* | *$274,000* |
| * *Lab consumables for analysis* | *2021-22* | *$10,000* | *$5,000* |
| * ***Overseas research facility to perform analysis*** | ***2021-22*** | ***$0*** | ***$5,000*** |
| Total Salary Costs | --- | $ | $ |
| * [add name of salary expenditure to be changed] | 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| Total Other/Direct Research Costs | --- | $ | $ |
| * [add name of other/direct research costs expenditure to be changed] | 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| Total Equipment Costs | --- | $ | $ |
| * [add name of equipment expenditure to be changed] | 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| **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.

Please 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.

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

## Proposed additions or changes to other expenditure (domestic)

In the table below, provide an itemised list of the activities for which you are requesting changes only to domestic expenditure of MRFF funds. Enter the description of the expenditure to be changed under the relevant budget category (a), the financial year(s) (b), the amounts of the approved budget category total and itemised expenditure (c), followed by the changed value(s) you are requesting (d). 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved and requested other expenditure of MRFF funds (AUD$)** | | | |
| **(a) Name of Expenditure** | **(b) Financial year** | **(c) Value of current approved expenditure** | **(d) Value of requested/changed expenditure** |
| Total Salary Costs | --- | $ | $ |
| * [add name of salary expenditure to be changed] | 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| Total Other/Direct Research Costs | --- | $ | $ |
| * [add name of other/direct research costs expenditure to be changed] | 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| Total Equipment Costs | --- | $ | $ |
| * [add name of equipment expenditure to be changed] | 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |
| 202X-2X | $ | $ |

## Justifications for proposed additions or changes to other expenditure (domestic)

Please 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.

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