

Project Variation Request Process Quick Reference Guide

1. MyResearch Access and Login

Access the system via the <u>MyResearch web page</u> and login, using your UQ credentials or follow the hyperlink in your email notification.

Welcome to MyResearch

We are currently updating our accessibility settings, If you need assistance to complete an ethics application please contact <u>my-research-help@uq.edu.au</u>

😁 UQ Staff and Students Sign in

2. Access the Project Variation Form

Access the request via the project title hyperlink in the Projects tab or via the "search" field.

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Export CSV Search					
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V3 Chart String Request Form Nov 2	2023/PR001085	01/11/2024	30/11/2026	School of Ed	1
V4 UAT February 2023 - Acceptance	2023/PR000035	01/01/2024	01/02/2025	School of Ph	0
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V5 - Chart String Request Form Nov 20	2023/PR001115	29/11/2023	12/11/2027	School of Ed	1

Navigate to the "Variations" tab of the project summary page and click "New variation" button.



3. Choosing a variation type

To ensure smooth and timey processing of the form it is important to select the most appropriate type from the list and provide all necessary additional information.

Variation request		
Variation types *		
Change in scope	Change project dates	Budget modification
Personnel changes	Milestone variations	Funding allocation
Transfer in	Transfer out	Termination
Suspension	Change in collaboration	Change in funding body
Other		

4. Completing the variation request form

Once the project variation request title is chosen, the system will display main variations form page with sections that are applicable to all variation types.

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5. Additional Fields

The system will also display some additional information, depending on a particular variation type.

6. Comments and Supporting Documents Sections

Additional information such as funder preapproval, rationale for the team member change or milestone variation can be added to the form to ensure timely processing of the request.

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6. Submitting Your Variation Request

Once all necessary fields are completed, the form is ready to be submitted for review and approval.

When the decision is made, an email notification will go out to the Researcher. The status of the variation request will also change depending on the outcome.