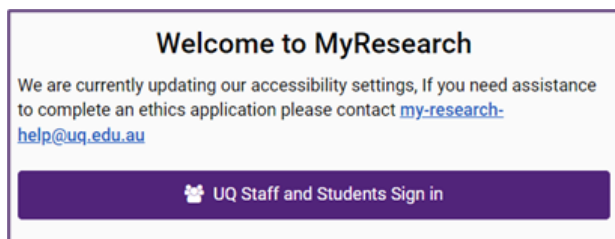


Project Variation Request Process Quick Reference Guide

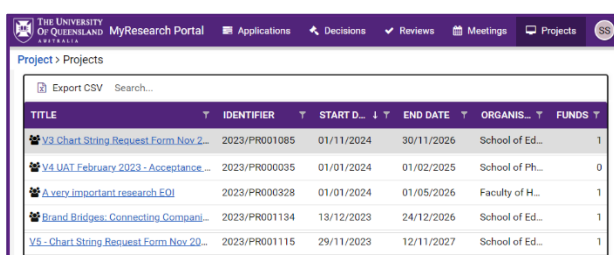
1. MyResearch Access and Login

Access the system via the [MyResearch web page](#) and login, using your UQ credentials or follow the hyperlink in your email notification.

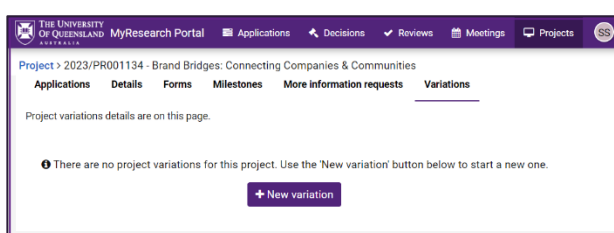


2. Access the Project Variation Form

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



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



3. Choosing a variation type

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

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.

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 pre-approval, rationale for the team member change or milestone variation can be added to the form to ensure timely processing of the request.

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.