Request for Contract Variation

Contract variation requests must be approved by the Royal Society Te Apārangi in response to significant changes to the proposed research project, milestones, or the active involvement of key personnel.

There is an expectation that all contracted activities will be completed before the contract completion date. As such, the Royal Society Te Apārangi strongly recommends that contract holders ensure that all travel exchanges have been planned well in advance to avoid delays caused by teaching schedules or other contractual commitments by either New Zealand or overseas personnel.

The approval of contract extensions will be limited to special circumstances:

* where an extension is needed for reasons that are clearly outside the control of all participating personnel, e.g., a medical emergency; and/ or
* where the Society is convinced that an extension will materially add or sustain value from the project and all project outcomes will be achieved; and/or

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| --- | --- | --- | --- | --- |
| **Contract reference number** |  | **Internal reference number (if applicable)** | |  |
| **Organisation** |  | | | |
| **Principal Investigator** |  | | | |
| **Project Title** |  | | | |
| **Type of variation request** | (e.g., budget revision / time extension / change of key personnel) | | | |
| **Contract end date** |  | | **New requested end date (if applicable)** |  |
| **Extension of time required (if applicable, in months)** |  | | | |

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| **Section 1: Consideration of contract variation requests**  Please explain the variation that is being requested and the reason for the request. Include in your explanation how the variation will benefit the project. |
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| **Section 2: Project Progress**  Please describe the work and /or activities completed to date. Include work not yet completed because of the change in circumstance prompting this variation request. |
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| **Section 3: Outcomes**  Will this contract variation request change the intended outcomes or contracted objective(s) of the research project overall? If so, please give details. |
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| **Section 4: Time extensions to change the contract completion date**  If the contract variation request is for an extension of time please provide a revised milestones and travel exchanges plan. |
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Requests for contract variations must be submitted to [International.Applications@royalsociety.org.nz](mailto:)by the host organisation's Research Office.

**Appendix: When do I need a variation for a Catalyst contract:**

**Change of personnel with skills necessary for the project completion**

A variation is needed if a change to one of the named collaborators is needed. In this case, the Society will look to be convinced that the new person has the skills and experience to look after project.

**For contract extensions**

As mentioned at the top of this form, there is an expectation that all contracted activities will be completed before the contract completion date. Rather than asking to extend a contract, we would rather like to see that the research team change their planning/project as necessary in response to experienced difficulties. If this is NOT possible, the Society may consider a request for an extension. The approval of contract extensions will be limited to special circumstances:

* where an extension is needed for reasons that are clearly outside the control of all participating personnel, e.g., a medical emergency; and/ or
* where the Society is convinced that an extension will materially add or sustain value from the project and all project outcomes will be achieved; and/or

if the request is in relating to the second criteria of “materially add or sustain value form projects”, you will need to convince us that the extension will indeed “materially add or sustain value form projects. You may also need to convince us that the needed extension is not a result of poor contract management.

Most importantly, we need requests for a contract extension before the current contract end date. In general, we will not consider a request for a contract extension sent to us after the contract end date.

**When do I NOT need a contract variation for a Catalyst contract?**

If a change has limited impact on the projects ability to achieve the objectives, you do not need a variation. For example, a planned exchange will need to be moved from year 1 to year 2 for a reason. If you can mitigate for this change, for example by meeting digitally with your overseas collaboration partners, or the change does not impact on the project objectives, you can discuss this change in your next contract report (including why it does not impact on the objectives), and you do not need a formal variation.

Similarly, if you need to make a significant budget change and this does not impact on the project objectives, you should discuss this in your next contract report, but you do not need a formal variation. For example, you have been granted other funding that can pay for some your budgeted expenses. As the work is still being undertaken, this will not impact on the project objectives and you do not need a variation. You can therefore use this funding for other allowable expenses.