# Australian Antarctic Science Program Request for Variation

This form is for participants in the Australian Antarctic Science Program with an existing project who wish to vary an aspect of the project. If you are unsure whether you should be completing the form, contact Science Planning & Coordination (SP&C) at [planning@aad.gov.au](mailto:planning@aad.gov.au).

There are three categories of variation request, which will be determined by the impact of the request on the Australian Antarctic Program:

Administrative – these include changing the CI from within existing project personnel, updating personnel contact details or affiliations, and any typographical corrections

Minor – these include additional team members not travelling south, deferral requests, additional Australia-based seasons, as well as small changes to project objectives, milestones or deliverables.

Major – these include changes where extra support is required from the Australian Antarctic Division (AAD), including additional field sites or marine science support, science equipment and technical support, and kitting for non-AAD vessels. This also includes requests for additional seasons requiring field support, additional berths, and activities involving animal ethics or permit approvals.

Minor variations will be considered by the AAD’s Science Executive based on advice from the relevant Program Leader. Major variations will be considered by the Science Executive, together with impacted enabling sections across the AAD. All grant budget variation requests are approved by the grant program manager.

This Request for Variation form must be submitted by the project’s Chief Investigator (CI) to SP&C at [planning@aad.gov.au](mailto:planning@aad.gov.au), and they will facilitate the request for approval. Major variations may require an email or letter from the CI’s head of research unit or institution confirming their support for the request.

The SP&C section will provide advice on the variation outcome. This request and the decision (once received) will be viewable as an attachment within the project entry on the Antarctic Applications Online system ([AAO](https://secure3.aad.gov.au/proms/aao/)). Enquiries on completing the form should be directed to [planning@aad.gov.au](mailto:planning@aad.gov.au)

Contents

These contents align with the structure of the project in the online system and constitute the most likely areas for variation requests. **Apart from the Project Details field, which must be completed, you need only complete sections relevant to the variation.**

**Project details  
1 Public Summary**  
**2 Project Team**  
**3 Objectives**  
**4 Strategic Fit - Themes**  
**5 Methods**  
**6 Plan & Milestones**  
**7 Locations**  
**8 Budget & Grant**  
**9 Authorisations**

Project Details

\*This section must be completed.

|  |  |
| --- | --- |
| **Project No.** |  |
| **Chief Investigator** |  |
| **Title** |  |

1 Public Summary

Provide current public summary with amendments in track changes:

Justification for change:

2 Project Team

You must complete a separate table for each new team member.

|  |  |
| --- | --- |
| **Name / Email** |  |
| **Project Role** *(Co-investigator / Collaborator / Student / Assistant)* |  |
| **Contact Phone** |  |
| **Job** *(e.g. Sea Ice Scientist, Marine Biologist, Geophysicist)* |  |
| **Affiliation** |  |
| **City** |  |
| **Country** |  |
| **Requesting to travel south** *(Yes/No)* |  |

Justification for change:

Note: **You must attach a current CV for all new team members**. Co-investigators may be required to obtain a signature from the relevant head of their institution or research unit that confirms their approval of the co-investigator’s participation in the project. If the new team member is not part of an institution, contact [planning@aad.gov.au](mailto:planning@aad.gov.au).

3 Objectives

*3.1 Outline the objectives of your proposed research. Each objective should state in one sentence what is to be achieved.*

List the project’s current objectives and use track changes for amendments:

Justification for change:

4 Strategic Fit – Themes

Complete for each Theme/stream being changed.

|  |  |
| --- | --- |
| **Theme** |  |
| **Stream** |  |
| **Key research question** |  |

*What research do you propose to undertake to contribute to answering one or more of these key research questions?*

*What will be the major outputs and outcomes of this research?*

Justification for change:

5 Methods

*5.1 Data Collection – Provide details of how, when and where data will be collected, including sampling design. Ensure you justify why repeat field seasons are required if they are being requested for your project.*

Justification for change:

6 Plan & Milestones

List the project’s current plan and milestones and use track changes for amendments:

*6.1 Provide a brief workplan for this project for each year the project is to be undertaken. Ensure it is clear who will be undertaking each task mentioned. The workplan should include all phases of the project from beginning till the submission of the final report (due 6 months after the project approval ends) and the project data.*

*6.2 List the milestones you consider your progress should be assessed against for this project. At least one milestone must be listed for each year of the project.*

Justification for change:

7 Locations

Complete by season for each **new** location requested

|  |  |
| --- | --- |
| **Season** |  |
| **Place** |  |
| **People** |  |
| **Days** |  |
| **Key activities** |  |
| **Activity priority** |  |
| **Cargo** |  |
| **\*Facilities and Equipment requested from AAD** |  |
| **Facilities and Equipment provided by Project Team** |  |

\*If your variation requires any additional technical support from Assets and Technology Branch, or if the variation involves additional marine science support onboard RSV *Nuyina*, please consult directly with relevant teams before submitting this form. This engagement is critical to ensure that technical support elements of the variation are feasible. Please allow a reasonable time for consideration of the request.

* Enquiries to the Assets and Technology Branch should be directed to: [ATSupport@aad.gov.au](mailto:ATSupport@aad.gov.au)
* Enquiries requesting marine science support onboard RSV *Nuyina* should be directed towards the Marine Science Delivery team of the Operations Branch: [MarineScienceDelivery@aad.gov.au](mailto:MarineScienceDelivery@aad.gov.au)

Justification for change:

8 Budget & Grant

All grant change requests, including to approved items, must be sent to [grants@aad.gov.au](mailto:grants@aad.gov.au).

9 Authorisations

If your project scope has changed to include an activity[[1]](#footnote-1) in the Antarctic, Heard or McDonald Islands or in the Southern Ocean, complete the following:

|  |  |
| --- | --- |
| Will your project need to access any protected areas, this includes: Antarctic Specially Protected Areas; Antarctic Specially Managed Areas; Marine Protected Areas; and Historic Sites and Monuments? | Yes/No |
| Will your project cause an **interference[[2]](#footnote-2)** to an animal? | Yes/No |
| Will your project cause a **disturbance[[3]](#footnote-3)** to an animal? | Yes/No |
| Will your project collect samples of animals, plants or microbes? | Yes/No |
| Will your activities cause death, injury or the **taking[[4]](#footnote-4)** of an animal? | Yes/No |
| Will your project undertake research on vertebrate animals or higher invertebrates[[5]](#footnote-5)? | Yes/No |
| Will your research be conducted on an Antarctic specially protected species or Listed Species under the EPBC Act? | Yes/No |
| Will your project be collecting/harvesting and/or carrying out research on any marine organisms? | Yes/No |
| Will your project conduct research on any Human**[[6]](#footnote-6)**? | Yes/No |
| Will your project use any restricted **substances[[7]](#footnote-7)**? | Yes/No |
| Will your project require the use of any **weapons[[8]](#footnote-8)** or explosives? | Yes/No |
| Will your project be importing a **non-indigenous species[[9]](#footnote-9)** or prohibited substance into the Antarctic? | Yes/No |
| Will your project return any samples to Australia[[10]](#footnote-10)? | Yes/No |

***Justification for change:***

1. Activity includes visiting, fieldwork, sample collection, installation of equipment [↑](#footnote-ref-1)
2. Interfering with, or causing other interference with an animal does not include a reference to disturbing an animal. The definition applies to a native bird, a native seal and a native invertebrate. [↑](#footnote-ref-2)
3. Disturb an animal means cause a change in the animal’s behaviour otherwise than by physical contact with the animal. This includes disturbance by foot, use of a vehicle, vessel or aircraft, and use of an explosive or firearm. Disturb an animal applies only to a native bird or a native seal. [↑](#footnote-ref-3)
4. Take in relation to a native seal or native bird includes catch and capture. [↑](#footnote-ref-4)
5. Animal Ethics approval is likely to be needed to conduct your project. [↑](#footnote-ref-5)
6. Human Ethics approval is likely to be needed to conduct your project. [↑](#footnote-ref-6)
7. Substances that are considered restricted under the ATEP Act, such as ionising radiation, non-natural levels of stable isotopes, pesticides, toxic chemicals, polystyrene beads, non-sterile soil, polychlorinated biphenyls. [↑](#footnote-ref-7)
8. Note that whale darts are considered a weapon. [↑](#footnote-ref-8)
9. Non-indigenous species include animal, plant, virus, bacterium, yeast, or fungus that is not indigenous to the Antarctic. [↑](#footnote-ref-9)
10. You are likely to require AQIS and/or customs authorisations/permits to return any sample to Australia. If you are proposing to take or send specimens out of Australia you will also need an export permit. Import permits may also be necessary for taking specimens into an overseas country. For more information on imports and exports contact International Wildlife Trade Section on +61 (0)2 6274 1900. [↑](#footnote-ref-10)