

**Notification of administrative change to
Project/Practical Activity
(N Form)**

Reference No.

N _____

Received and noted ____/____/____

DIRECTIONS

This form must be completed whenever there is any administrative change (only) to a previously approved activity:

- Change of funding or continuation of additional funding for an existing approved project
- Additional staff/students commence work on the project

SUBMISSION PROCEDURE

Email the completed form to: safetyclearance@newcastle.edu.au

Forward the signed application documents to: Health & Safety, Human Resource Services, The Chancellery

Title of existing approved Project _____

Project Reference Number / _____

Funded **Unfunded** **Current Funding Source:** _____

If Funded, Research Office Reference: G _____

Chief Investigator/Responsible Academic

Name: _____

Faculty/School: _____

Address: _____

Telephone No: _____

Email Address: _____

REASON FOR VARIATION/S

1) Is there a new project title?
New Title _____

2) *Is there a new funding source?
New funding body _____

3) *Is there a continuation of funding?
Details _____

4) Is there a new Chief Investigator/Collaborative Investigator/s?
List name/s and contact details _____

5) Other
Details _____

* For any project involving GMO's, please check if the end of dealing date needs to be changed (extended).

If it does, please advise the new end of dealing date ____/____/____

Chief Investigator/Responsible Academic: _____ **Date:** ____/____/____

CONTACT DETAILS

For advice contact Liz Pilgrim on 16542 Liz.Pilgrim@newcastle.edu.au or Melissa Musicka on 16846 Melissa.Musicka@newcastle.edu.au