# Water Discovery Challenge: Project Change request

*Please provide us with the following information to request a project change and send the completed form to* [*waterinnovation@challengeworks.org*](mailto:waterinnovation@challengeworks.org?subject=Project%20Change%20Request%20form) *for approval*

Name of your project:

Lead organisation:

Competition stream:

*Please complete the part below that is relevant to your request.*

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## No-cost project extension

What was the expected completion date of the project?

What is the new expected completion date of the project?

Duration of the extension, including how much of the budget has been spent to date, and how much is remaining.

Please explain the rationale for the no-cost extension request, the impact this will have on the project and how you expect to manage any negative effects.

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## Timeline change

Please explain how the timeline change will impact your project and the rationale for it.

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## Partner change (excluding lead partner)

Please explain the rationale for the partner change request, including what impact the change will have. If you are adding a new partner, please specify their exact role on the project including if and how much financial or in-kind support they are providing.

If you are reporting the loss of a partner, please describe what they had been responsible for and how their assigned responsibilities and role will be covered in their absence. Please also record if they are withdrawing any financial commitments and provide detail on that.

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## Other change incl. budget change, significant scope change that impacts the outputs/outcomes of the project

To which clause of the winner’s agreement is your change request referring to?

Please explain the rationale for the change request, the impact this will have on the project and how you expect to manage any negative effects.

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