Requesting a contract variation

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Accessing K2

Type the following URL in to your internet browser – we recommend that you use Chrome or Microsoft Edge - https://agrifutures.onk2.com/Runtime/Runtime/Form/Researcher.Dashboard/

If you have forgotten your username and/or password, please email helpdesk@agrifutures.com.au.
Researcher Dashboard

Once you have logged into K2 you will be taken to your Researcher Dashboard.

From here you can create new applications for research, view reports and change settings.

There are also three tables:

1. **My Tasks** – when you have a task to action, it will appear here. You will also receive an email notification advising you that there is a task for you to action.

2. **My Applications** – once you start an application, it will appear here, and the status will be updated during the review/assessment and approval process so you can see where your application is up to.

3. **My Projects** - If you are successful in your application, once contracted, it will become an active project and will sit within this area.
Requesting a contract variation

You can request a variation on one of your projects through the researcher dashboard. Your request will be reviewed by your AgriFutures Australia Program Manager who will advise whether your request has been accepted or not.

To request a variation, navigate to your projects, click on the project you would like request to vary and select **Create Contract Variation Request**.

This will open a form for you to complete.

The top part of the form will be locked and will contain the following information:

- Project number
- Project title
- Research organisation
- Project Lead
- PL Supervisor Name
- PL Supervisor Email
The section beneath needs to be completed:

- **Description of the Variation**: An explanation of what is being varied. For example, is an extension required for a milestone? Has the scope of the project changed? Are additional funds required?

- **Reason for the variation**: Why is the variation required? What steps have been undertaken to avoid a variation? Please be detailed as this will be assessed to determine if the request can be accommodated.

- **Attachments**: Supporting attachments can be uploaded here.

Once you are satisfied click **Submit**.

**Approval process**

Once submitted your request will move through the following approval process.

**Internal approval (at your organisation)**

- If you (the Project Lead) are also the Admin Contact for the organisation, the request will be submitted directly to AgriFutures for review.

- If you (the Project Lead) are not the Admin Contact, the system will either:
  
  - Send a task to the person named as your supervisor (if this information has been provided) to approve the request before submission to AgriFutures.
If there is no listed supervisor, the task will go to the Admin Contact at your organisation to approve before submission to AgriFutures.

**Approval process (at AgriFutures)**

Your Program Manager will then assess your request and may contact you for additional details. They will either accept or reject your request for consideration and you will be provided with comments via email.

If the variation request is accepted at this initial phase, the variation will then move through the internal variation process at AgriFutures.

**Please note:** Approval at this initial stage is not an indication that your variation has been accepted. It is an indication that your variation has been accepted for consideration via the AgriFutures variation process.