Change request process – FAQs. Updated 22/10

1. **What is the change request process?**

   Should a project drop out of the GBF programme, each institution will need to complete a change request form, documenting the details of the project no longer being supported and providing details of the project they propose to substitute with.

   In the first instance, the change request should be reviewed and approved locally by the Area Team (at DD level). Decisions can be escalated to the central team where deemed appropriate. All decisions must be copied to the central team who will keep a log of all agreed changes.

2. **What level of change requires notification to the Department through a change request form?**

   The Department (CLGU) should be informed of significant changes to the original project specification. We would encourage institutions to discuss with their Accountable Bodies what constitutes as significant change. This should be viewed in line with their own risk frameworks.

3. **Will the change request decision rest with the Area Lead?**

   In the first instance, the change request should be reviewed and approved locally by the Area Team (at DD level). Decisions can be escalated to the central team where deemed appropriate. All decisions must be copied to the central team who will keep a log of all agreed changes.

4. **One of our projects incorrectly reported projected outcomes. Do we need to fill in a change request to amend or can we clarify project outputs before first submission?**

   If, following discussion with the Accountable Body, the amendment results in significant change to the project then a change request form will be required. This is to ensure we can demonstrate a full audit trail of project delivery.

5. **If a LEP and a Council decide to substitute a different project for the one currently earmarked for funding, will the replacement project need to be from the original list submitted by the LEP to MHCLG, or can it be substituted with a similar project from the same council which wasn't included in the original GBF submission? On what conditions will MHCLG approve change requests?**

   An institution can only substitute in a project if it was on the original GBF list that was submitted in July. There will be the requirement to complete a change request form and forward to the Area Team for the requisite approvals. All decisions must be copied to the central team who will keep a log of all agreed changes.

   In exceptional circumstances, an institution may be able to substitute a project that wasn't on the original submission list. This would have to be a vitally strategic project that meets the parameters / criteria and is deliverable in line with the timings of the

fund. There will be the requirement to complete a change request form and forward to the Area Team for the requisite approvals. It is most likely that this substitution would require Ministerial approval. All decisions must be copied to the central team who will keep a log of all agreed changes.

Change request process – expected flow. Updated 16/10

The Diagram below shows the work flow of the change process;

1. Institutions send change request form to the Area Team.
2. The Area Team review change request and send to the Area DD ccing the Operations and Systems team for info.
3. If DD content to approve the change request, the Area Team should forward completed paperwork to Operations and Systems Team.
4. If DD is not happy to approve then they should escalated to central team (Operations and Systems team) for Director and potentially Ministerial approval.The Deputy Director can decide whether or not to approve before sending back to the Area Team. If DD is not happy to approve this should escalated to Director level.
5. Once the approval is secured the Area Team should share the decision with institution.

Once the Area team sign off the change request the Operations Team should once again be informed of the agreement as well as confirming and sharing the decision with LEP/MCa/Ca.The Area Team should review this change request and send to the area Deputy Director as well as the Operations and systems team for sight.