Who should complete this Form

The Department Manager (or a nominated Agreement Administrator) should complete this form when a department wishes to formally request that the Melbourne Research & Innovation Office (MRIO) make the following changes to an existing Themis Agreements Record:

- The addition of a researcher who needs to complete an IP deed, such as a student researcher on a grant or contract, and / or the addition of an honorary or visitor working on a research contract project.
  
  **Student Researchers:** Please provide the details of any student who is working on a Contract or whose work is funded from the proceeds of a Grant. All student researchers must complete and sign a Student Researcher Deed.

  **Honorary/ Visitors:** Please note: recording researchers working on the project but who are not named as Chief Investigators is important as all Honoraries or Visitors working on a Contract must complete and sign an Honorary/Visitor Researcher Deed.

- Change to the categorisation of the research (e.g. to RFCD and/or SEO codes):

  **RFCD and SEO codes:** Are required for internal and external reporting. For a complete listing and guidelines, refer to:
  
  http://www.research.unimelb.edu.au/rpag/datacollection/publications/rfcd/ and

  Please note the total percentage must add up to 100%: please use whole numbers (e.g. 30, not 33.33).

Where to submit this Form

The form should be forwarded to the Melbourne Research & Innovation Office.

Your nominated Agreement Administrator will be advised of the outcome of this change request via email.

SECTION 1 – Agreement Details

Themis Agreement No ______________
Agreement Short title ______________

SECTION 2 – Change to other Researchers (not named Chief Investigators) on the project

**Add Student Researcher(s)** (UoM students working on the Grant or Contract project)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Student Deed Completed?</th>
<th>Yes</th>
<th>No (delete one)</th>
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</table>

**Add Researcher** (UoM Honoraries or Visitors. NOTE: for Contracts only, not applicable for Grants)

<table>
<thead>
<tr>
<th>Staff ID</th>
<th>Name</th>
<th>Honorary / Visitor IP Deed Completed?</th>
<th>Yes</th>
<th>No (delete one)</th>
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SECTION 3 – Change to Research Categorisation

Updated Research Field and Discipline Codes (RFCDs) and Socio-Economic Objective Codes (SEOs)

<table>
<thead>
<tr>
<th>RFCD 1</th>
<th>RFCD 2</th>
<th>RFCD 3</th>
<th>RFCD 4</th>
<th>RFCD 5</th>
<th>SEO 1</th>
<th>SEO 2</th>
<th>SEO 3</th>
<th>SEO 4</th>
<th>SEO 5</th>
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SECTION 4 – Declaration and Signature

Declaration: I declare that, to the best of my knowledge, the information supplied on this form is correct and complete.

Name __________________________ Signature __________________________ Date ______________

(Department Manager)

SUPPORT AND FOLLOW-UP

If you have specific questions or queries about the IP deeds, Research Codes, or other related matter, you should direct your query via email themis-agreements@unimelb.edu.au. Queries to this address will be forwarded to a responsible person for answer within 48 hours.

Contact Numbers:

Research Innovation and Development Group in MRIO: 8344-2000
Research Grants Office - Humanities, Engineering & the Sciences 8344-2054
Research Grants Office - Biomedical and Public Health 8344-2011