

REQUEST FOR A REDUCTION OR WAIVER OF FACILITIES AND ADMINISTRATIVE (F&A) COSTS FOR A SPONSORED PROJECT

The purpose of this form is to expedite consideration of F&A reduction or waiver requests by providing a similar format to request the waiver/reduction and to secure internal approvals from department/unit heads and deans. **This form is to be utilized in cases where either the sponsor restricts the F&A rate or the PI requests that F&A be reduced or entirely waived, when the sponsor does not have a published policy restricting F&A.**

INSTRUCTIONS: Submit the completed form to the Office of Sponsored Programs Administration (SPA) Pre-Award Manager assigned to your unit; Your assigned Pre-Award Manager will review and forward the request to the Director of Sponsored Programs Administration for review and decision. The following documents must be included with this request: copy of the Sponsor's F&A policy, proposal abstract, detailed budget, and budget justification.

NOTE: **Only F&A recovered at the fully allowable rate** (i.e., the rate established by the sponsor as the fully allowable rate) **are available for distribution.** F&A recovered at less than the fully allowable rate is retained by the Director of Sponsored Programs Administration.

Date:

Principal Investigator:

Project Title:

Sponsor:

Proposal Deadline:

1. F&A rate _____
2. Proposed rate _____
3. Amount of unrecovered F&A: \$ _____
4. Provide a written justification for the proposed rate, explaining the department, unit, school, and/or university interest(s) that are served by accepting the project at the waived or reduced rate.

