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 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. On all funded research, industry sponsors are expected to pay the entire federally negotiated indirect cost rate.

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.

Da	te:					
Pri	Principal Investigator:					
Pro	Project Title:					
Sp	Sponsor:					
Pro	Proposal Deadline:					
2.	F&A rate Proposed rate 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.					

Principal Investigator/Project Director (PI/PD) Certification: I certify that the information provided above and in the attached documents is accurate to the best of my knowledge.					
PI/PD	 Date				
Department/Unit/College Endorsement : The proposed waiver or reduction of F&A is in the best interests of the department/unit/college for the reasons given above, and we endorse this request. The undersigned acknowledge that only F&A recovered at the Sponsor's fully allowable rate is available for distribution. F&A recovered at less than the fully allowable rate is retained by the Director of Sponsored Programs Administration					
Department Chair/Director	Date	Dean/Director	Date		
SPA Director Recommends:	Approved	Disapproved			
Reasons for the recommendation	on:				