Office of Research and Sponsored Programs

Facilities and Administrative Cost Waiver / Reduction Form

Revision Effective Date: 10/30/2026

PROPOSAL ID _____

Principal Investigators (PIs) must include facilities and administrative costs (F&A) in the proposed budget for all proposals for external funding at the University's negotiated / approved rates, or when applicable, at the highest rate allowed by the sponsor. The submittal of this form is required only on those rare occasions in which the PI requests a waiver or reduction of the F&A rate below the maximum allowed by the sponsor. This form is NOT required if the F&A rate in the proposal is the maximum permitted by the sponsor's written policy, even when that rate is lower than the University's federally negotiated / approved rate. In those cases, attach a copy of the sponsor's policy to the proposal for routing.

Principal Investigator: _____

Department: _____

Agency/Sponsor: _____

Project Title: _____

Proposed Start Date: _____ **Proposed End Date:** _____

Total Direct Costs Requested: **$** _____

REQUEST			
Actual F&A Entitlement:	**Maximum Agency / University Rate:** **%** **X Base: $**		**= $** 0.00
Proposed F&A Rate and Recovery:	**Proposed Rate:** **%** **X Base: $**		**= $** 0.00
Amount of Waiver Requested:	Calculate the difference between the F&A to which the University is entitled, considering both University and agency/sponsor policy and the proposed F&A recovery.		**= $** 0.00

REASON / JUSTIFICATION – F&A costs reimbursed by a sponsor pay for utilities, maintenance, security, administrative costs, etc. Please indicate the reasons the University should consider approval of this request and explain how the project will benefit from the reduction. Attach additional pages if more space is needed.

ENDORSEMENTS:

The undersigned understand and agree that if the proposed project is funded on a fixed-price basis, and the residual funds remain in the project account at the end of the award period, the residual funds will be used to first recover all waived indirect costs based on the total direct costs awarded.

Principal Investigator *Date*

Department Head *Date*

Dean/Director *Date*

APPROVALS:

Interim Vice President, Research & Innovation; AOR *Date*

Interim Provost & Vice President, Academic Affairs *Date*

Interim Chief Financial Officer *Date*