REQUEST FOR WAIVER OF FACILITY AND ADMINISTRATIVE COSTS (INDIRECT COSTS)

| A. Amount Requested from Funding Agency: | $ |
| B. Amount of F&A Waiver Requested | $ |
| C. Amount of Dept./College Contribution | $ |
| D. Amount of Other University Contribution | $ |
| E. Total Cost of Project: (A+B+C+D) | $ |

**Federal Rate:** 53.13% of S/W
**Non-Federal:** 22% of TDC
**Other:** ______________

Justification for Waiver: (Please explain here how this project will benefit students)

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Project Director: ___________________________ Date: ____________
Recommended: Office of University Research: ___________________________ Date: ____________

College Dean: ___________________________ Date: ____________
Approved: Dean of Research and Graduate School: ___________________________ Date: ____________
REQUEST FOR WAIVER OF FACILITY AND ADMINISTRATIVE COSTS (INDIRECT COSTS)

Facility and Administrative (F&A) costs are actual cash expenses of the University related to research and other activities. These costs are part of the total expenses of services provided by Purchasing, the Comptroller’s Office, University Research, and Personnel, as well as other expenditures for utilities, office space, janitorial services, and insurance.

Funded research projects need to pay their share of these costs. It is University policy that the appropriate F&A cost rate shall be used with each funded project. Further, it is University policy that the F&A costs of a funded project may be paid, in part or in whole, by the University when a waiver is requested and justified in writing by the project director and is reviewed by the Dean of Research and Graduate School prior to the submission of a proposal to a funding agency.

THE BASIS FOR APPROVAL OF A WAIVER, IN PART OR IN WHOLE, OF F&A COSTS IS THAT THE PROPOSED PROJECT WILL DIRECTLY CONTRIBUTE TO A STUDENT ACADEMIC PROGRAM.

THE FACT THAT A PARTICULAR FUNDING AGENCY DOES NOT PAY F&A COSTS IS NOT A JUSTIFICATION TO WARRANT APPROVAL OF A REQUEST FOR A WAIVER OF F&A COSTS.

In making a request for a waiver of F&A costs, please complete the form on the reverse side, secure the approval of your Dean, and attach it to the proposal routing form. If the F&A costs are waived, the amount should be represented in the budget as a University contribution to the project (cost-sharing).

The current F&A cost rates for both Federal and Non-Federal projects are:

Federal: 53.13 of salaries and wages (excluding Fringe Benefits)

Non-Federal: 22% of Total Direct Costs

If you have any questions, please call 257-5075.

REV 08/01/02