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| --- | --- | --- |
| **Proposal Number:**  (OUR to Issue) |  | **Date:** |

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## REQUEST FOR WAIVER OF FACILITY AND ADMINSTRATIVE COSTS

**(INDIRECT COSTS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** \_ | | | |
| **Funding Agency:** \_     \_ | | |  |
| **Project Director:** \_     \_ | | | |
| **College:** \_     \_ | **Dept.** \_     \_ | **Phone:** \_     \_ | |

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|  |  |
| --- | --- |
| **Indirect Cost Waiver Calculations:** | **Amount** |
| Total Amount Requested from Funding Agency |  |
| **Amount of Waiver Requested\*** |  |
| Department Match |  |
| College Match |  |
| University Match |  |
| Tuition Waiver Match |  |
| **Indirect on Match\*\*** |  |
| **TOTAL PROJECT COST** |  |

* **\*The difference between what is included in the budget for indirect costs**

**and the amount of the university negotiated rate below.**

* **\*\*The rate on the university match will always follow the university negotiated rate for the agency.**

**University Negotiated Rates: (check rate used)**

**Federal Rate: 49.4% of S+W**

**Non-Federal: 22% of TDC**

**Other (check this only if agency specifies a certain rate in the RFP):**   **Rate used:** \_     \_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Justification for Waiver: (Please explain here how this project will benefit students and why you are not using the University Negotiated Rates above)

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Project Director Date Recommended: Office of Date

University Research

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College Dean Date Approved: Vice President for Date

Research and Development

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 Vice President for Research and Development 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 AND/OR AGENCY RESTRICTIONS.

**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: 49.4% of salaries and wages

(excluding Fringe Benefits)

Non-Federal: 22% of Total Direct Costs

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

REV 08/17/17