

PROJECT TITLE					Prepared by:	
FUNDING AGENCY					Date prepared:	
PRINCIPAL INVESTIGATOR	PI ORG	PROJECT #	SUBMITTING DEPT OR CENTER	DEPT ORG		

It is the practice of the OVPR not to waive Facilities & Administrative Cost Recovery (F&A). In the event your Chair and Dean approve this waiver request, and an award is made, please be advised that the difference between the full F&A rate and the amount that is recovered will be deducted from the F&A return to your [Level 3] Index.

This does not apply to agencies who have a published policy that requires a lower F&A rate. If the Funding Agency does not allow full F&A, this form is NOT required.

Total Direct Costs Requested (\$):	
Enter the Full F&A Rate allowed for this Project:	
F&A at Full Rate (\$):	
Enter the Requested F&A Rate for this Project:	
F&A at Requested Rate (\$):	
Total F&A Reduction Requested (\$):	

Facilities & Administration recovery costs, also known as F&A or Indirect Costs, are costs reimbursed by a sponsor to pay for utilities, maintenance of buildings and grounds, security, administrative costs of the departments, etc.
Is this a new project, where no F&A history exists?
<input type="checkbox"/> YES <input type="checkbox"/> No
Does the Sponsor allow full F&A?
<input type="checkbox"/> YES <input type="checkbox"/> No

**JUSTIFICATION**

Please Indicate Below the Reasons the University Should Consider Approval of this Request and Explain How the Project Will Benefit from the Reduction in F&A

**SIGNATURE AUTHORIZATIONS**

Department Chair or Center Director Signature Approval:

Dean or Person with Authority Over Index Signature Approval:

**INSTRUCTIONS**

Note: **If the Funding Agency does not allow full F&A, this form is NOT required.** However, the guideline or written policy indicating the Funding Agency's approved F&A rate will need to be uploaded with the rest of the proposal documents.

- 1) This form must be completed for all proposals requesting a voluntary F&A Reduction. "Wet-Signatures" are required.
- 2) Scan this signed form to .pdf and upload with rest of the proposal documents.
- 3) If this reduction request is denied, adjust the proposal budget accordingly.
- 4) Submit this form to OSP@unm.edu and pasaxton@unm.edu.

If Multi-Disciplinary, multiple signatures may be necessary.

Approved or Denied\*

Office of the Vice President for Research

\_\_\_\_\_ Date

**\*Explanation for Denial (If Necessary)**

Not having sufficient direct costs is not a reason to reduce F&A. Please reduce the scope of the project and include appropriate F&A.

Appropriate Documentation to support reduction or waiver was not attached. Need page from the announcement, RFA, or print from website.

The Prime Awardee's F&A Rate is not UNM's F&A Rate. Find out if the Prime Sponsor (such as NSF) limited the F&A and attach documentation from that agency.

Other \_\_\_\_\_