

PROJECT TITLE						Prepared by:		
FUNDING AGENCY						Date prepared:		
PRINCIPAL INVESTIGATOR	PI ORG	Streamlyne #	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 (\$):

Modified Total Direct Costs Requested (\$):   
**MTDC are typically not allowed on reduced F&A**

Enter the Full F&A Rate allowed for this Project:  
**Enter Decimals ex: .515**

F&A at Full Rate (\$):

Enter the Requested F&A Rate for this Project:  
**Enter Decimals ex: .515**

F&A at Requested Rate (\$):   
**Use TDC for calculation**

Total F&A Reduction Requested (\$):

Facilities & Administration 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?

YES                      NO

Does the Sponsor allow full F&A?

YES                      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/ADR 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.

This form must be completed for all proposals requesting a voluntary F&A Reduction. If this reduction request is denied adjust the proposal budget accordingly.

**If approved, submit this form to OSP@UNM.EDU at your earliest opportunity.**

Approve

Denied

Office of the Vice President for Research

Date

Not having sufficient direct costs is not a reason to reduce F&A. 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 limits F&A recovery and attach documentation.

Other \_\_\_\_\_