

Non-standard F&A Rate Determination Guidance

Area/Topic	Resources/Information	Procedure
F&A Rate Reduction	<p>The standard F&amp;A rate guidelines are in the <a href="#">Federal/Non-Federal Rate Agreements</a> or are specified in a published solicitation.</p> <p>Per 2 CFR 200 Cost Principals, negotiated rates must be accepted by all federal awarding agencies. Pass-through entities are subject to these rates as well.</p>	<p>To request an F&amp;A reduction:</p> <ol style="list-style-type: none"> <li>1. PI emails a request with justification and an <a href="#">F&amp;A reduction request</a> to their ADR or Center Director at least 2 business days prior to the scheduled proposal review appointment.</li> <li>2. ADR or Center Director reviews the request. If supported, submits the signed form to the OSP Proposal Team Manager.</li> <li>3. The OSP Proposal Team Manager reviews the request and submits a recommendation to the AVPR.</li> <li>4. AVPR reviews documentation and advises OSP of decision.</li> <li>5. OSP Proposal Team Manager communicates the decision to ADR or Center Director and PI.</li> </ol>
On/Off Campus Rate Determination	<p>For the off-campus rate, the project must meet the definition of Off-campus as stated on page 4 of UNM's <a href="#">Federally Negotiated Rate Agreement</a>.</p> <p><a href="#">Research Operating Procedure for the On-campus and Off-campus Facilities and Administrative Rate Determination</a></p> <p>On/Off-Campus Rate FAQs can be found <a href="#">here</a></p>	<p>To request the off-campus rate:</p> <ol style="list-style-type: none"> <li>1. PI submits an email request that includes the justification and any required documentation for the off-campus rate to their ADR or Center Director at least 2 business days prior to the scheduled proposal review appointment.</li> <li>2. ADR or Center Director reviews the request. If supported, submits the completed form to the OSP Proposal Team Manager with the proposal budget, budget justification and any additional required documentation.</li> <li>3. The OSP Proposal Team Manager reviews the request and notifies the PI if the off-campus rate is appropriate.</li> <li>4. If off-campus rate request is denied, OSP Manager provides analysis memo to AVPR for further review and consideration.</li> <li>5. AVPR will advise OSP Manager of decision.</li> <li>6. OSP Proposal Team Manager communicates the decision to ADR or Center Director and PI.</li> </ol>
F&A Rates for non-federal sponsors	<p>F&amp;A rates for non-federal NM Public sponsors are <a href="#">here</a>.</p> <p>For other non-federal sponsors, follow the guidance <a href="#">here</a> which includes Frequently Asked Questions.</p>	<p>Include documentation of sponsor's policy on allowable F&amp;A rates as an attachment in the proposal's Cayuse record.</p>