**VOLUNTARY WAIVER OF FACILITIES & ADMINISTRATIVE (F&A) COST REQUEST**

**University of Idaho**

**Office of Research and Economic Development (ORED)**

**Office of Sponsored Programs (OSP)**

The University of Idaho’s federally negotiated facilities and administrative (F&A) cost rates are posted on the Office of Sponsored Programs website and must be used with all sponsored project budgets unless one of the following conditions is met:

1. The sponsor is a nonprofit organization and has a published indirect cost rate limit.
2. The sponsor is a federal agency and has a rate limited by statute or regulation.
3. The sponsor is the State of Idaho (or Idaho counties and cities), which has a 20% rate on total direct costs, and funds are not passing through from the federal government.
4. The grant is for a principal investigator new to the UI and will be transferred from another institution which has a lower approved rate. (A higher rate will be reduced to our standard rate.)

Reducing or waiving F&A costs for any other reason requires approval of the UI’s Vice President for Research and Economic Development or his/her delegate. Waivers have a negative impact on our federal rate negotiations, and exceptions will be granted only for extenuating and compelling circumstances. Submit requests on this form to your pre-award sponsored programs administrator or upload to VERAS and allow time to ensure your final documents are ready for final review at least four full business days prior to the proposal submission deadline.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Principal Investigator** |  | | | | | | | | | | | | | |
| **Email Address** |  | | | | | | **Phone Number** | | | |  | | | |
| **Academic or home Department/Unit** |  | | | **Submitting Department** | | | | |  | | | | | |
| **College/Division** |  | | | | | | | | | | | | | |
| **VERAS Proposal Number** |  | | | **Proposal Due Date** | | | | | |  | | | | |
| **Sponsor** |  | | | **Prime Sponsor** | | | | | |  | | | | |
| **Proposal Title** |  | | | | | | | | | | | | | |
| **Allowable**  **F&A rate:** |  | | **PI’s requested reduced**  **F&A rate:** | | |  | | | **PI’s requested F&A**  **dollar reduction:** | | | | |  |
| **Have you received a waiver for this sponsor and project in the past? If YES, please attach the previous approved form.** | | | | | | | | **YES** | | | | | **NO** | |
| **Please provide a justification for this request in the space below. Include any extenuating and compelling circumstances and any consequences with funding of the proposal and project goals if this request is not approved.** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Please provide a budget comparison with and without the waiver. If the sponsor limits the total request, show how direct costs would be affected.** | | | | | | | | | | | | | | |
| **Budget Category** | | **Budget With F&A Waiver** | | | **Budget Without F&A Waiver** | | | | | | | **Difference** | | |
| **Salaries and Wages** | |  | | |  | | | | | | |  | | |
| **Fringe Benefits** | |  | | |  | | | | | | |  | | |
| **Travel** | |  | | |  | | | | | | |  | | |
| **Other Expenses** | |  | | |  | | | | | | |  | | |
| **Equipment > $5,000** | |  | | |  | | | | | | |  | | |
| **Equipment < $5,000** | |  | | |  | | | | | | |  | | |
| **Tuition/Participant Support** | |  | | |  | | | | | | |  | | |
| **Total Direct Costs** | |  | | |  | | | | | | |  | | |
| **F&A** | |  | | |  | | | | | | |  | | |
| **Total Project Costs** | |  | | |  | | | | | | |  | | |

**Complete the following:**

1. **Please attach your project description.**
2. **Does this proposal support University of Idaho Carnegie R1 Initiatives? Yes**  **No**

**If yes, provide an explanation:**

1. **Does this project fully support one or more graduate assistants or post docs? Yes**  **No**

**Approval Signatures:**

|  |  |  |
| --- | --- | --- |
| **Principal Investigator** | **Date** |  |
| **Department/Unit Head** | **Date** |  |
| **Dean/Director** | **Date** |  |

**Research and Economic Development Section**

**Approve**

**current funding for this project**

**current and future funding for this project**

**F&A distribution to college not reduced**

**F&A distribution to college reduced**

**Disapprove**

**Explanation for disapproval:**

**Signature:**

|  |  |  |
| --- | --- | --- |
| **VPRED/Delegate** | **Date** |  |