

Request for Reduction/Waiver of F&A

Principal Investigators /Project Directors must budget Facilities and Administrative (F&A) costs in all grant, contract, and cooperative agreement proposals using Boston University's negotiated rates or, when applicable, at the highest rate allowed by the sponsor. If you are unable to determine the maximum allowable F&A rate for a particular sponsor, please contact the Office of Sponsored Programs (OSP-CRC or OSP-MED) for assistance.

This form is required when the PI/PD requests a waiver or reduction of the F&A rate below the maximum allowed by the sponsor and must be submitted five business days before the internal processing of your proposal. Please complete the first section below and forward the form directly to OSP.

To Be Completed by Principal Investigator/Project Director:

PI/PD Name _____	School _____	Department _____
Telephone _____	E-Mail Address _____	
Proposal Title _____		
Sponsor _____	Maximum F&A Rate Allowed By Sponsor (if known) _____	

Project Budget:

Direct Costs (MTDC Base):	_____
BU negotiated F&A Rate:	_____ %
(A) Full F&A Costs:	_____
Requested Rate:	_____ %
(B) Requested F&A Costs:	_____
Indirect Cost Sharing (difference between A&B):	_____

Reason for Reduction/Waiver Request:

F&A Reduction/Waiver Needed to Allow Sufficient Direct Costs to Meet Scope of Work?	Yes	No
F&A Reduction/Waiver Needed to Meet Cost-Share Requirement?	Yes	No
Does this project involve the use of animals?	Yes	No
If Yes: Species _____ Estimated Number _____ Year _____		

PI/PD Signature _____	Date _____
Department Chair (name/signature) _____	Date _____
Dean (name/signature) _____	Date _____

To Be Completed by OSP:

I have verified the accuracy of the information above: _____
OSP Director

Additional information relevant to this request:

Approval:

Provost/Designee _____	Date _____	Approved Rate: _____
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