

## F&A Waiver/ Reduction Request Form

This form shall be used whenever a Principal Investigator seeks a partial or full waiver of the UNCG approved F&A rate where the sponsor does not have a published F&A rate.

Complete all sections of this form, including obtaining the signature approval of the Principal Investigator, and return electronically to [Terri Shelton, tlshelto@uncg.edu](mailto:Terri_Shelton_tlshelto@uncg.edu), [copy\\_research@uncg.edu](mailto:copy_research@uncg.edu). Electronic signatures are acceptable. Please attach a copy of the specific RFP/RFA if available.

### **PROJECT INFORMATION**

- Principal Investigator Name and Title: \_\_\_\_\_
- Cayuse Proposal Number: \_\_\_\_\_
- Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Administrative Contact Person: \_\_\_\_\_
- Name of Sponsor or Funding Agency: \_\_\_\_\_
- Is Sponsor or Funding Agency a "for profit" entity? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is the Sponsor/Funding Agency: ☐ A Prime Recipient ☐ Sub Recipient ☐ Neither
- If the Sponsor/Funding Agency is a sub recipient, please provide the name of the prime recipient: \_\_\_\_\_
- Project Title: \_\_\_\_\_
- Project Duration: \_\_\_\_\_
- Requested F&A Rate: \_\_\_\_\_
- Amount of Waived F&A: \_\_\_\_\_
- Have/are you planning to submit this same proposal to other funding agencies: ☐ Yes ☐ No  
If yes, please list the name of additional sponsor(s): \_\_\_\_\_

### **JUSTIFICATION FOR REQUEST**

*Please provide a written justification of why you feel you need a reduction of indirect costs on this proposal at this time.*

### **APPROVAL**

Principal Investigator: \_\_\_\_\_  
Name

\_\_\_\_\_  
Signature Date

### **UNCG Office of Research and Engagement Use Only:**

Vice Chancellor for ORE \_\_\_\_\_  
Signature Date

- This request is: ☐ Approved  
☐ Not Approved  
☐ Partial Reduction \_\_\_\_\_%

### **UNCG Office of Finance and Administration Use Only:**

Vice Chancellor for Finance \_\_\_\_\_  
Signature Date

- This request is: ☐ Approved  
☐ Not Approved  
☐ Partial Reduction \_\_\_\_\_%