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# HOW TO REQUEST AN F&A (INDIRECT COST) WAIVER

Overview

This form needs to be completed and approved only if the PI is requesting a rate less than the full allowable amount under the proposal opportunity. This form must be completed, approved and received by your Grants and Contracts Administrator (GCA) at least five (5) business days in advance of the proposal deadline.

> ***This form is not required if the sponsor has mandated a lower indirect (F&A) costs rate in writing and published such requirement to all applicants.**

To receive a reduced rate, **the Principal Investigator, Chair, and ADR must waive their indirect (F&A) costs return**. As such, approvals from each of those individuals are required on this form.

Step 1 – Access the F&A Waiver form one of two ways.

1). Within your proposal development shell in RES, navigate to the Preproposal Section and click **+ Add Form.** You can then choose the Request a F&A Waiver form.
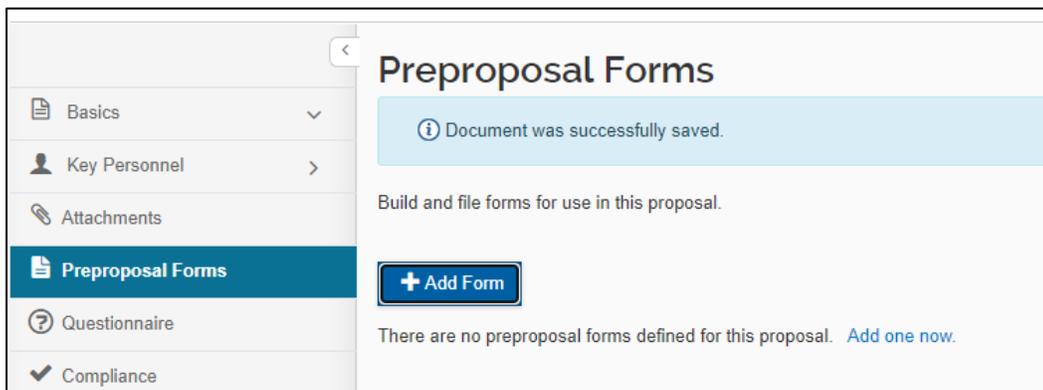
Or

2). On the RES webpage, select the link for the RES Build forms. This will bring you to the RES Build website and you can click on the F&A Waiver tile.

2a. Within the tile, navigate to the top right-hand corner and click "new."

Step 2 – Complete the form. Enter all the information requested. Anything with a red asterix (*) is required.

RES Proposal Number	PI Name *	PI Department *	PI School / College *
Proposal Sponsor *		Originating Sponsor *	

- **RES Proposal Number** – If you have started your Proposal Shell in RES, please add the associated proposal #.
- **PI Name** – Add the name of the PI. As you begin typing, the name should appear – please make sure to grab that name as it connects to an email address.
- **PI Department** – Start typing in the PI's department and select it as it appears. Please grab that department as it connects to the Department Chair's email address.
- **PI School/College** - Start typing in the PI's School/College and select it as it appears. Please grab that School/College as it connects to the Associate Dean's email address.
- **Proposal Sponsor** – Type in the proposal sponsor.
- **Originating Sponsor** – Type in the originating sponsor, if applicable.

	List rate as decimal (e.g. 56.5% is 0.565)	List modified total direct costs of the cumulative budget against which indirect (F&A) will be charged	
Indirect (F&A) Actual if Full Rate is Charged: (All Years in the Competitive Segment)		Enter Dollar Value (e.g. $15.00)	Charged Result
Indirect (F&A) Actual if Reduced Rate is Requested: (the total project budget)	Enter Rate as Decimal (e.g. 56.5% is .565)	Enter Dollar Value (e.g. $15.00)	Requested Result

Loss to Institution
This is an estimate only; actual reduction will depend on the actual direct costs expended.

$0.00

Reason / justification for the request
Please indicate in detail the reasons the University should subsidize the costs of this project by reducing the indirect (F&A) costs applied to the project. If the sponsor cannot pay or is unwilling to pay the full rate, please explain why.

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- **Indirect (F&A) Actual if Full Rate is Charged** – Enter in UML's current negotiated indirect cost rate as a decimal. (For example – If UML's rate is currently 56.5%, enter into text box as 0.565).
- **List Modified Total Direct Costs of the Cumulative Budget** – Enter in the amount shown in the Indirect Cost Base cell from the Cumulative Tab on the UML Internal Budget Template.

	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	Indirect Cost
1.	Modified Total Direct Costs (MTDC)	56.50%	127,612	72100.67105
2.				

- **Charged Result** – Will populate automatically. Shows how much IDC would be coming to the University if the full IDC rate is used.
- **Indirect (F&A) Actual if Reduced Rate is Requested –** Enter in the rate being requested as a decimal point.
- **List Modified Total Direct Costs of the Cumulative Budget –** Type in the same amount you did in the line above.
- **Requested Result –** This shows how much IDC would be coming to the University with the requested IDC rate.
- **Loss to Institution –** This calculates automatically and shows the amount of F&A the University wouldn't receive by using the requested rate.
- **Reason / Justification for the request -** Please indicate, in detail, the reasons the University should subsidize the costs of this project by reducing the indirect (F&A) costs applied to the project. If the sponsor cannot pay or is unwilling to pay the full rate, please explain why.

Step 3 – Sign the Form. Please note that only the actual Principal Investigator can sign this form.

Signatures

Principal Investigator *

[✎ Sign this form]

Step 4 – Click "Submit." Once the form has been fully approved, the PI will receive an email and can send approved form to the Grants and Contracts Administrator (GCA).

Actions

[**Submit**]

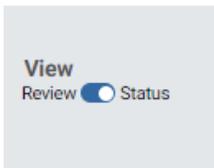[**Save**]

[Discard]

Checking Status of Approvals

To check the status of approvals in the form, navigate to https://uml.kualibuild.com/ or through the RES Build Forms link on the RES Website.

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QUICK GUIDE

From there click on the F&A Waiver form link.

F&A Waiver

This will then show you the approval workflow and who the form is waiting on for approvals.

This will show any forms you have submitted. Navigate to the form in question and click on it.
Your submitted form will appear. Go to the upper lefthand side of the document and change the view from Review to Status.

This will then show you the approval workflow and who the form is waiting on for approvals.