



F&A Policy Exemption Request Form

Instructions

- (1) Check box (i) (1) if the unit wishes to **voluntarily** reduce or waive the F&A rate on a proposal. For instance, NSF allows us to use our full negotiated F&A rate of 34%, but the unit only wants to use an F&A rate of 30%. OSP needs a detail justification (section 2) of this form. Check box (i) (2) if a sponsor **requires** a reduced F&A rate for example; Dept. of Education training grants are restricted to an 8% F&A rate per EDGAR regulations. OSP only needs written terms from the sponsor showing that reduced rate attached to this form.
- (2) Route this form with your proposal to OSP.
- (3) This form in **NOT** needed for State of Alaska proposals that use the 12% or 25% negotiated rate.

1. Project Information

(a) Principal Investigator:		Banner Number:
(b) Department/Unit:		(i) Request Type
(c) Sponsor/Funding Agency:		<input type="checkbox"/> (1) Voluntary Reduced/Waived F&A Rate
(d) Project Title:		<input type="checkbox"/> (2) Agency Required
(e) Grant Period	From:	To:
(f) Requested F&A Rate (%)		
(g) Amount of the waiver being requested	\$	
(h) Continuation of a previous grant?		If yes specify previous project: Title: _____ _____
<input type="checkbox"/> Yes <input type="checkbox"/> No		F&A Rate Used: Amount Waived: \$

2. Justification for Waiver

The PI should explain the benefit(s) to the proposed project for reduction/waiver of F&A recovery. The request will be reviewed and a decision made by the Vice Provost for Research and Graduate Studies. Attach additional sheets as necessary.

3. Unit Approvals

_____	Date	_____	Date
Principal Investigator		Unit Fiscal Officer	
_____	Date		
Unit Director/Dean/Department Head			

4. Decision/Rationale

<input type="checkbox"/> Approved _____	
<input type="checkbox"/> Denied _____	

OSP Signature: Vice Provost for Research, Director, or Senior Pre-Award Admin	Date