



**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. Please provide detailed justification regarding the rationale for making such a request. (Rarely approved)  
Check box (i) (2) if a sponsor **requires** a reduced F&A rate. For example: U.S. Department of Education training grants are restricted to an 8% F&A rate per EDGAR regulations. OSP requires written documentation from the sponsor showing the reduced rate be included with this form.
- (2) Route this form with your proposal to OSP.
- (3) This form is **NOT** needed for State of Alaska proposals that use 12% or 25% negotiated rate or for CESU proposals that use 17.5% negotiated rate.

**1. Project Information**

(a) Principal Investigator:		<b>Banner Number:</b>
(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: _____ _____ F&A Rate Used: Amount Waived: \$
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**2. Justification for Waiver**

Please explain the benefit(s) to the proposed project for reduction/waiver of F&A recovery. Attach additional sheets as necessary.


**3. Unit Approvals**

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

**4. Decision/Rationale**

<input type="checkbox"/> Approved    _____  <input type="checkbox"/> Denied        _____	
_____ Director, Office of Sponsored Programs OR AVC Financial Services	_____ Date