

The Principal Investigator (PI) is required to include indirect costs, also known as facilities and administrative costs (F&A) in any proposed budget for all grants, contracts, and cooperative agreements, using the University of Arizona's negotiated rates with limited exceptions. Please contact the Office of Sponsored Projects Services for guidance. This form is required when the PI requests a waiver or reduction of the F&A rate below the University's designated rate. Requests for consideration of an F&A reduction or waiver must be approved BEFORE a proposal is approved for submission to a sponsor.

**A copy of this form must be submitted to SPS with your UAR proposal no less than 5 business days before the application deadline.**

**The following information needs to be completed by the Principal Investigator/Department Administrator**

<b>Name of Principal Investigator (PI):</b>	
<b>PI Email Address:</b>	
<b>Department:</b>	
<b>Name of the sponsoring agency:</b>	
<b>Proposal Title:</b>	
<b>Activity Type:</b>	<dropdown in Adobe>
<b>Cost Base:</b>	
<b>Total Direct Costs:</b>	
<b>UA's Applicable Negotiated Rate:</b>	
<b>Proposed Rate for this project:</b>	
<b>a. F&amp;A Recovery if UA rate applied:</b>	
<b>b. Requested F&amp;A rate applied:</b>	
<b>c. Loss of F&amp;A revenue to the UA (a - b = c):</b>	

Please describe why granting this waiver is in the best interest of the University of Arizona. Use additional pages if needed:

**APPROVALS:** The request to waive indirect costs has been carefully reviewed by appropriate and responsible, provisioned approvers (Dept Head and Dean or Associate Dean for Research) and approved based on the vital interests served by conducting the project. The undersigned agree that such interests outweigh the financial cost to the University. The undersigned approves the reasons for the waiver and understands and agrees that if this project is funded on a fixed-price basis, and residual funds remain at the end of the award, the residual funds will be used first to recover all waived indirect costs based on the total direct cost awarded. The undersigned understands waiving F&A adversely affects the University and recovery for the unit.

Principal Investigator Signature	Date
Dept Chair Signature	Date
Dean or Associate Dean for Research Signature	Date
<b>Research, Innovation &amp; Impact Use</b>	
RII Authorize Signer	Date

Recommended:

Not recommended: