



**Sponsored Projects
Facilities and Administrative Cost Rate
Exception Request Form (SP-12)**

The principal investigator (PI) must include facilities and administrative costs (F&A) in the proposed budget for all grants, contracts, and cooperative agreements at the University of Nevada, Reno's (University) negotiated rates with limited exceptions.

This form is required when the PI requests a voluntary waiver or reduction of the F&A rate below the University's negotiated rate.

A copy of this form with all necessary signatures, including the associate vice president for research administration signature, must be submitted to Sponsored Projects (via InfoEd) along with the proposal application five (5) business days before the submission deadline of the proposal.

Principal Investigator Information

Principal Investigator:

Department:

Email:

Phone:

Proposal General Information

Proposal Title:

Sponsoring Agency:

Project Type (select one):

Campus Designation:

Proposal #:

Project Start Date:

Project End Date:

Proposal Financial Information

Modified Total Direct Costs (MTDC):

Total Direct Costs (TDC):

Applicable University F&A Rate for Project Year One (enter as a decimal, e.g., .46 for 46%):

Cost to the University from the F&A Reduction/Waiver Request

Proposed F&A Rate and Base for This Project (enter percent as a decimal):

- | | |
|---|------------|
| a. F&A cost recovery if full F&A rate is applied: | Calculated |
| b. F&A cost recovery if requested rate is used: | Calculated |
| c. Loss of revenue to the University (a. - b. = c.) | Calculated |

Justification for Waiver

Please describe why granting this waiver is in the best interest of the University:

Approvals

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 first be used to recover all waived indirect costs based upon the total direct cost awarded. The undersigned acknowledge that there will be no F&A distributed to the dean/vice president, chair/director or principal investigator.

Principal Investigator:

Date:

Chair/Director:

Date:

Dean/Vice President:

Date:

For Research & Innovation Use Only

Associate Vice President for Research Administration Approval:

Date: