

F&A Waiver/ Reduction Request Form

This form shall be used whenever a Principal Investigator seeks a waiver or reduction of the UNCG approved F&A rate where the sponsor does not have a published F&A rate.

Complete all sections of this form, including obtaining the signature approval of the Principal Investigator, and return electronically to [Terri Shelton, tlshelto@uncg.edu](mailto:Terri_Shelton_tlshelto@uncg.edu), copy_research@uncg.edu. Electronic signatures are acceptable. Please attach a copy of the specific RFP/RFA if available.

PROJECT INFORMATION

- Principal Investigator Name and Title: _____
- Department: _____ Phone: _____ Email: _____
- Administrative Contact Person: _____
- Name of Sponsor or Funding Agency: _____
- Is Sponsor or Funding Agency a "for profit" entity? Yes _____ No _____
- Is the Sponsor/Funding Agency: A Prime Recipient Sub Recipient Neither
- If the Sponsor/Funding Agency is a sub recipient, please provide the name of the prime recipient:

- Project Title: _____
- Project Duration: _____
- Requested F&A Rate: _____
- Have/are you planning to submit this same proposal to other funding agencies: Yes No
If yes, please list the name of additional sponsor(s): _____

JUSTIFICATION FOR REQUEST

Please provide a written justification of why you feel you need a reduction of indirect costs on this proposal at this time.

APPROVAL

Principal Investigator:	_____	_____
	Name	
	_____	_____
	Signature	Date

UNCG Office of Research and Engagement Use Only:

Vice Chancellor for ORE	_____	_____
	Signature	Date

This request is: Approved
 Not Approved
 Partial Reduction _____%

UNCG Office of Finance and Administration Use Only:

Vice Chancellor for Finance	_____	_____
	Signature	Date

This request is: Approved
 Not Approved
 Partial Reduction _____%