

**Purpose:** Facility and Administrative (F&A) costs are actual cash expenses of the university, related to research and other activities. Funded sponsored projects need to pay their share of these costs. It is the university's policy that the appropriate F&A cost rate shall be used with each funded project. In rare instances, the principal investigator may feel there are extenuating circumstances that warrant an exception to the recovery of full F&A costs. A waiver may be requested and justified in writing by the principal investigator, department, and college. This justification will be reviewed and a decision will be made by the university's Institutional Authorizing Official as to whether or not to approve the request.

There are certain programs where a sponsor either prohibits or restricts F&A costs to less than OSU's negotiated rates. This does not require a specific waiver request. A copy of the sponsor's published rates should be attached to the proposal when it is processed.

When a sponsor allows for the recovery of full F&A costs, but the principal investigator wishes to request a waiver or reduction of these costs, the Request for Waiver form must be completed and submitted to OSPRC.

**Time Required for Response:** A Request for Waiver must be approved in writing by the OSU Institutional Authorizing Official (Director, Office of Sponsored Programs and Research Compliance). The waiver review process requires seven working days, in addition to the three days required for processing a proposal. If the request is submitted with a full proposal, the PI will be expected to provide a revised budget based on the approval or denial of the request.

### **Instructions for Completing Form and Submitting the Request for F&A Waiver**

Complete the section for Principal Investigator Name, Sponsor and Project Title.

**Step 1:** In computing the numbers requested on the waiver form, first start with the OSU negotiated rate and the dollar value of the proposed F&A cost at the full rate.

The next line requests the rate and associated dollar value of the proposed F&A cost at the requested rate.

**Step 2:** Provide a justification for the waiver request.