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## SPH F&A WAIVER PROCESS

Waiving or reducing F&A occurs when a rate lower than our federally negotiated indirect rate is applied to a sponsor budget.

Most instances require submission of the F&A Cost Reduction or Waiver Request Form found on OSPA's website <https://ursa.research.gsu.edu/proposals-awards/develop-proposal-budget/#fa-waivers-and-splits>

### The circumstances requiring the official form are as follows:

- 1) You are requesting the F&A rate be lowered from our federally negotiated rates;
- 2) The agency requests (limits) the F&A rate be lowered from our federally negotiated rates and this limit does not apply uniformly to all grant recipients.

### You do not need to use this form when:

- 1) Sponsor policy or statutory limitations indicate the reimbursement of F&A costs at less than the federally negotiated rates and this is applied uniformly to all grant recipients (for example DOE policy stating only 8% F&A rate be requested on any award) **AND** the agency provides official documentation, such as the solicitation, official policy, etc. (letters from the agency are not sufficient);
- 2) You are requesting GSU federally negotiated rates.

### The process for completing the waiver form is as follows:

- 1) The Grants and Contracts Officer (GCO) fills in all available information and sends the form to the PI for completion of the Justification section and PI signature.
- 2) The GCO then sends the completed form to the appropriate department chair for signature.
- 3) The GCO then sends the partially executed form to the Associate Dean for Research and Faculty Affairs for final signature and approval.
- 4) The GCO uploads the final, approved form into the proposal record within the research portal.