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](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.