



**Facilities & Administrative (F&A) Reduction/Waiver Request Form**

Principal Investigator: \_\_\_\_\_ Department: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Due Date: \_\_\_\_\_

Full DHHS rate which should be applied to award: \_\_\_\_\_ Reduced rate requested: \_\_\_\_\_

Provide a justification as to why a reduced rate is requested for the project. Include all the reasons for which the institution should subsidize the costs of this project by accepting a reduced F&A rate. Explain why it is in the best interest of the institution to approve the waiver. Attach a copy of the budget and budget justification.

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The undersigned approve the reasons for the reduced rate and understand that if this project is awarded as either a fixed-price or fixed-rate award, any and all residual funds which remain at the end of the award will be utilized to recover all reduced F&A costs based on the total direct costs awarded.

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chairperson Signature

\_\_\_\_\_  
Date

**FOR ORA USE ONLY**

\_\_\_\_\_  
Operations Manager Signature

\_\_\_\_\_  
Date



**Facilities & Administrative (F&A)\* Costs Policy and the Reduction/Waiver Process**  
Extramural Funding

Downstate Medical Center

**Responsible Parties:** Faculty, Department Administrators, ORA Staff (Pre- and Post-Award)

**Purpose:** To ensure the campus recovers the proper Facilities and Administrative (F&A) costs from sponsors when receiving funds from an extramural funding source.

F&A must be collected based on our Department of Health & Human Services (DHHS) rate agreement, which is negotiated with the federal government. Our rates can be found on our website <http://research.downstate.edu/resources/forms.html> and the actual agreement can be found here: <http://www.rfsuny.org/Information-For/Rates/F--A-and-Fringe-Benefit-Information-/>

Certain sponsors have policies which cap their allowability on rates, thereby providing F&A at a lower rate upon award, i.e. federal training grants are capped at 8%; some foundation grants are capped at 10%; etc. If the sponsor has a written policy (which can be found on their website, grant forms, official correspondence\*\*, etc.) which clearly identifies the F&A rate provided to awardees, this rate will be accepted by Downstate.

If a Principal Investigator requests a rate be applied to a project which is less than our DHHS rate agreement, which falls outside the sponsors policies as described above, an **F&A Waiver/Reduction request form** will need to be submitted to the Office of Research Administration's Director of Pre-Award. This request must be submitted at the time of proposal or award. The request must justify the reason for the reduction of F&A and must be signed by the PI and the Department Chair. Once signed, the request will be submitted to the OM for review and/or approval. If the request is not approved, the budget will be revised internally to collect our full rate, thereby reducing the direct costs of the project.

An F&A Waiver/Reduction request form can be found on our website, under forms: <http://research.downstate.edu/resources/forms.html>

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\*The Facilities and Administrative (F&A) rate is also referred to as Indirect Costs (IC) or Overhead (OH)

\*\*Official correspondence – a letter from a company/corporation, on letterhead, signed by the President or Chief Executive/Financial Officer. The letter must include confirmation that all awardees receive the same F&A rate.