

University of Arkansas at Little Rock

Office of Research and Sponsored Programs

ORSP #:
Workday #:

Request for F&A Reduction or Waiver Form

PLEASE SUBMIT THIS FORM TO ORSP OR THE VICE PROVOST FOR RESEARCH AS SOON AS POSSIBLE IF THE NEED FOR NEGOTIATION OF THE FACILITIES & ADMINISTRATIVE RATE IS ANTICIPATED. THIS FORM MUST BE COMPLETED AND APPROVED *PRIOR TO* NEGOTIATING A RATE WITH A SPONSOR AND PRIOR TO SUBMITTING THE PROPOSAL TO ORSP.

PLEASE NOTE: if the sponsoring agency's operational policies restrict or prohibit payment of full indirect costs (F&A) and/or administrative costs, a written copy of the policy must be provided to the ORSP at the time the proposal is submitted for institutional review and approval. If no formal policy exists, a letter stating that these restrictions on indirect cost reimbursement are standard practice of the sponsor from either the Chief Executive Officer or the Chief Financial Officer of the sponsoring agency may be substituted. If either of these documents is obtained, attach a copy to your proposal for submission to ORSP; there is no need to complete this form.

To: Dr. Brian Berry, Vice Provost for Research

Date:

Project Title:

Funding Agency:

Project Type:

F&A Actual: % X \$ = \$
UALR Rate Base*

F&A Requested: % X \$ = \$
Proposed Rate Base

Amount of Reduction or Waiver Requested

Difference between actual and requested (Estimate* Only); = \$

*Actual reduction will depend on the actual direct costs expended.

Reason for this request (use additional pages if needed):

Signatures indicating approval of the request:

Principal Investigator/Project Director
Name:
Dept:
Date:

Department Chair/Unit Director
Name:
Dept:
Date:

Dean/Vice Chancellor
Name:
Unit:
Date:

Approved
 Denied

Title : Vice Provost for Research
Name: Dr. Brian Berry
Date:

*UALR's negotiated IDC base is modified total direct costs (MTDC). MTDC shall exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships and fellowships, as well as the portion of each subaward in excess of \$25,000. If a project announcement requires an IDC rate based on total direct costs (TDC), the TDC base should include all direct costs of the project.