



Office of Sponsored Programs

4400 University Drive, MSN 4C6, Fairfax, Virginia 22030
Phone: 703-993-4806; Fax: 703-993-2296

F&A Waiver Request

Facilities & Administrative (F&A) costs are real costs that the institution incurs in support of sponsored activities but which cannot be charged as direct costs to a specific grant or contract. An F&A waiver is an institutional agreement that these costs will be charged at a lower rate than the sponsor’s published rate. [Link to current approved indirect cost rate](#). These waivers are extremely rare and require approval from the Vice President for Research Services and may require approval by the Vice President for Research Innovation and Economic Impact.

Date:

PI Name:

College/School:

Proposal Number:

Sponsor:

Rate being requested:

Justification for the need for the waiver or reduction including brief description of proposed grant activity (please attach budget and/or budget justification if available):

College/School Approval (Associate Dean for Research or Dean Designee)?

| | | | |
|---------------|--------------|-----------|-----------|
| Yes | No | Signature | |
| OSP Use | | | |
| Approved | Approve rate | Denied | Signature |
| OSP Comments: | | | |