

Office of Research and Sponsored Programs Facilities and Administrative Cost (F&A) Rate Reduction Request Form

RSP Use Only -	
Date Submitted: _____	
_____ Approved	_____ Denied

1. Consult the Guidance for Recovering Facilities and Administrative Costs for University Administered Sponsored Grants, Agreements, and Contracts document, available at the RSP website (www.uni.edu/rsp), or contact an RSP staff member for assistance.
2. Complete Part A and Part B, sign in Part C, and obtain signatures from the appropriate administrators listed in Part C.
3. Submit to RSP **at least 2 weeks** prior to proposal submission. Send the completed form to the Office of Research and Sponsored Programs, 0394, or by emailing it to rsp@uni.edu.
4. If approved, attach a copy of the approved request to the Proposal Routing and Approval Form (PRAF).

Part A. Information

Principle Investigator/Project Director (PI/PD):

Dept./Org. to which grant account will be assigned:

Proposal Title:

Proposal Due Date: _____ Sponsor: _____

If subaward, Sponsor's Sponsor:

What is the Sponsor's published Policy regarding F&A costs? (Attach documentation)

Name, e-mail address and telephone number of Sponsor's contact to verify F&A rate/policy:

F&A rate requested: _____% Base to which rate is applied: Total Direct Costs Modified Total Direct Costs

Reason for this request: (Refer to guidelines)

Part B. Financial Impact

	Budget Periods:	
	First Year	Total Years
Proposed Budget Totals:		
a) Total Direct Costs	\$	\$
F&A (Indirect) Costs:	First Year	Total Years
b) F&A Costs at UNI's full rate (35.1% x line a)	\$	\$
c) F&A Costs at requested rate (_____ % x line a)	\$	\$
d) Loss of F&A Costs to UNI (line b - c)	\$	\$
Incentive Fund Costs:	First Year	Total Years
e) Loss of PI Incentive Funds (10.5% x line d)	\$	\$
f) Loss of Dept. Head/Director Incentive Funds (5.25% x line d)	\$	\$
g) Loss of Dean Incentive Funds (5.25% x line d)	\$	\$

