Office of Research and Sponsored Programs Facilities & Admin Cost (F&A) Voluntary 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 https://rsp.uni.edu, or contact a 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 <u>at least 2 weeks</u> 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

Principal 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: \Box Total Direct Costs \Box Modified Total Direct Costs

Reason for this request: (Refer to guidelines)

Part B. Financial Impact

	Budget Periods:	
Proposed Budget Totals:	First Year	Total Years
a) Total Direct Costs (TDC or MTDC, whichever applies)	\$	\$
F&A (Indirect) Costs:	First Year	Total Years
b) F&A Costs at UNI's full rate (35.4% 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)	\$	\$

Part C. Certifications

PI/PD's Signature	Date		
Endorsed by:			
Department Head/Director	Date	Dean/Division VP	Date
□ Denied □ Approved □ See below for		ıl details	
□ Forwarded to the Office of the Provost for C	consideration		
□ F&A rate approved for forwarding proposal t	to Sponsor:	% Base: □ TDC □ MTDC	
Associate VP for Research & Sponsored Prog	grams	Date	
Provost & Executive VP for Academic Affairs	(if applicable)	Date	
Approval/Denial Details:			