



F&A Waiver Process

Facilities and Administrative (F&A) costs cover institutional overhead, such as administrative support and facility maintenance sharing for a portion of a project's cost. It is applied as a percentage of direct costs, determined by MSM's negotiated rate.

1. Once potential F&A waiver has been identified:

PI should work with the Pre-Award Research Administrator to determine the F&A waiver amount and use the F&A Waiver Worksheet for supporting documenting.

2. The Pre-Award Research Administrator will determine who reviews and approves F&A waiver requests and communicate procedure to PI.

- a. The PI will prepare a written request and submit to the appropriate office at least 10 business days before proposal deadline. This should occur at the budget development stage (See Budget Development SOP # 1004).
- b. Commitment of Institutional Resources for cost sharing / matching funds must be reviewed and approved by the appropriate official who is ultimately responsible for F&A waivers (Unit or School)
- c. If a PI requests an F&A waiver on a project when there is no requirement imposed by the sponsor (voluntary committed cost sharing) and this activity has not been specifically approved for inclusion of F&A waiver in the proposal, then:
 - The Pre-Award Research Administrator should notify the Unit Administrator (DA) and not process the proposal until necessary approvals are obtained
- d. School/Unit, as applicable, will inform the PI and Pre-Research Award Administrator of their decision.
- e. PI will communicate final outcome of F&A waiver request to Pre-Award Research Administrator. Based on the outcome, PI and Pre-Award Research Administrator will make any necessary modifications to proposal and budget and continue with routing of proposal
 - Pre-Award Research Administrator will follow up with the PI to ensure that the waiver request has been reviewed
- f. Pre-Award Research Administrator will attach documentation related to the F&A waiver approval when routing the proposal

Note: When waiver requests are submitted after this timeframe, MSM reserves the right to request full indirect costs.