

# Facilities & Administrative Cost Waiver Request Form

Refer to Administrative Procedure A8.927, Facilities & Administrative Cost Charges in Contracts in Grants.

Waiver approval is required for any F&A rate proposed that is less than the full negotiated rate unless:

A. A sponsor specific rate waiver agreement is listed on the ORS web site:

<https://research.hawaii.edu/ors/resources/rates/>; or

B. The rate is considered a sponsor cap as described below:

**Federal funding** – F&A rates are limited or prohibited by statute, regulations, or approved by the Federal awarding agency head and communicated to the Office of Management and Budget.

**Non-federal funding** – Limitations or prohibitions on F&A rate can be verified through the web or provided via written documentation from the head of the sponsoring organization or the sponsoring agency's written policy that is consistently applied to all award recipients.

NOTE: Documentation regarding the sponsor cap must be uploaded to the myGRANT proposal record for review.

A waiver request should be submitted as soon as you are aware that an F&A waiver is necessary and **at least five business days before the proposal deadline.**

**Please include a copy of your budget with the request.**

The waiver request should be submitted to the respective Chancellor/Designee with the following required information for approval.

## Section 1. Proposal Information

**Principal Investigator**

**Sponsor (Include RFP or proposal solicitation, if available)**

**Project Title**

**Brief Project Description**

**Total Proposed Budget**



## Section 4. Signatures

**Principal Investigator**

**Date**

SIGNATURE

**Admin/Fiscal Officer**

**Admin/Fiscal Officer**

**Date**

Reviewed

SIGNATURE

**Dean/Director**

**Dean/Director**

**Date**

Approve

Disapprove

PRINT/TYPE NAME

SIGNATURE

**\*\*\*After the Dean/Director signs, email form to the OVPRS Fiscal Office (vcradmin@hawaii.edu)\*\*\***

**OVPRS Admin/Fiscal Officer**

**Reviewed**

**Date**

**Vice Provost for  
Research (VPR)**

**VPR**

**Date**

Approve

Disapprove

SIGNATURE