



NITSÁHÁKEES

NÁHAT'Á

'IINÁ

SIIH HASIN

NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

Office of Sponsored Projects

Navajo Technical University
PO Box 849
Crownpoint, NM 87313-0849

505-387-7415
505-786-5644 fax

REQUEST FOR A WAIVER OR REDUCTION OF FACILITIES AND ADMINISTRATIVE (F&A) COSTS FOR A SPONSORED PROJECT

*The purpose of this form is to expedite consideration of F&A waiver or reduction requests by providing a similar format to request the waiver/reduction and to secure internal approvals from department/unit heads and deans. **This form is to be utilized in cases where either the sponsor restricts the F&A rate or the PI requests that F&A be entirely waived or reduced, when the sponsor does not have a published policy restricting F&A.***

INSTRUCTIONS: Submit the completed form to the Office of Sponsored Projects (OSP). The following documents must be included with this request: copy of the Sponsor's F&A policy, proposal abstract, detailed budget, and budget justification.

*NOTE: **Only F&A recovered at the fully allowable rate** (i.e., the rate established by the sponsor as the fully allowable rate) **are available for distribution.** F&A recovered at less than the fully allowable rate are retained by the University*

The Office of Sponsored Projects is located in the Empowerment Building, small office adjacent to the President's backdoor. Please contact your OSP at 505-387-7415 ext. 1057 or via e-mail to Tomacita.Grey@navajotech.edu for assistance in completing this form.

Date:

Principal Investigator:

Project Title:

Sponsor:

Program:

Proposal Deadline:

1. F&A rate % and base \$ (MTDC, TDC, other) per NTU's federally negotiated rate
Proposed rate % and base \$ as allowed by the sponsor
Amount of waived/foregone F&A: \$
2. Provide a written justification for the proposed rate, explaining the department, unit, school, and/or university interest(s) that are served by accepting the project at the waived or reduced rate.

Principal Investigator/Project Director (PI/PD) Certification: I certify that the information provided above and in the attached documents is accurate to the best of my knowledge.

PI/PD

Date

Department/Unit/College Endorsement: The proposed waiver or reduction of F&A is in the best interests of the department/unit/college for the reasons given above, and we endorse this request. **The undersigned acknowledge that only F&A recovered at the Sponsor's fully allowable rate is available for distribution.** F&A recovered at less than the fully allowable rate is retained by the University.

Department Chair/Director

Date

Dean/Director

Date

REVIEW BY OSP: OSP is responsible for reviewing the request in relation to the associated proposal. If the sponsor has a formal policy which restricts the costing of F&A, NTU will automatically accept the sponsor's written policy and this request form does not require further review and processing. However, in situations where a sponsor does not have a written formal policy or the RFP does not explicitly restrict F&A, further approvals are required.

OSP Recommends: ____Approval _____Disapproval Initials_____

Reasons for the recommendation:

REVIEW BY VICE PRESIDENT OF OPERATIONS:

VP of Oper Recommends: _____Approval _____Disapproval Initials_____

Reasons for the recommendation:

REVIEW BY THE PROVOST:

Provost Recommends: _____ Approval _____ Disapproval Initials_____

Reasons for the recommendation: