
F&A WAIVER PROCESS/WORKFLOW

1. If Sponsor has restricted F&A and/or you are using a state/local approved rate for federal flow thru dollars you will need to request F&A reduction approval. Please remember, if you receive approval for a reduced rate for non-federal sponsors, you must calculate F&A on Total Direct Costs. You cannot use modifiers such as subtracting the first \$25K of proposed subawards or exclude rent/tuition from the calculation.
2. Submit F&A Request through the Smartsheet form:
<https://app.smartsheet.com/b/form/8976b9df9fa2428db1d4c52f813fef30>
3. After form is submitted an approval request goes out to whoever was listed in “Dept Chair” or “dean email” fields
 - a. When approved, the request goes to SPO for approval
 - b. When declined, the request goes back to whoever was listed in “PI Email” or “PI contact email”
4. If SPO declines, the request goes back to whoever was listed in “PI Email” or “PI contact email.” Prior to SPO declining, SPO will reach out for clarifications if needed to the PI contact listed.
5. After SPO approves, the request goes to the HSC Executive VP for Research for approval
 - a. If approved, request goes to person listed in “PI Contact Email” field to notify them the request was approved
 - b. If declined, the request goes back to SPO and whoever is listed in “PI email” or “PI Contact Email” to notify them of the declined waiver
 - c. When the HSC Executive VP for Research approves, the SPO mailbox will be notified of approval

