



: Department of
Office of the Chair or Dean
272-

Select the Appropriate Approver:

To: Richard Larson, MD, PhD, Vice Chancellor for Research, BMSB B61

Date:
FP Number:

Through: _____, Chair or Dean Sign Here
From: _____ Sign Here
PIs Contact Person: _____ Email: _____ Tele: _____
RE: _____ Reduction for –

Name of Funding Sponsor

If Subaward, indicate name of Federal Funding Sponsor _____ (example: NIH, HRSA, or CDC)

Indicate Estimated Direct Cost for Number of Years PI is Seeking Waiver \$ _____

Check all that apply

- Check if this is a NEW project, where no F&A history exists.
- Check if this is a competing continuation, or supplement, and enter last F&A percentage that was used: _____%
- Check here if this waiver is for a multiple year award cycle (ex: R01 **5-year** grant) & indicate the number of years you are seeking approval for: _____ Years. **(Otherwise 1 Year is assumed)**
- Check if the Sponsor does not allow full F&A, and **ATTACH proof from a website or a page from the RFA or Announcement.**
- Check here if this is a pre-approved specially negotiated rate **State/City/Local** from website [http://hsc.unm.edu/financialservices/preaward/docs/F&A%20-%20State-Local%20Minimum%20Rates%20\(8-24-11\).pdf](http://hsc.unm.edu/financialservices/preaward/docs/F&A%20-%20State-Local%20Minimum%20Rates%20(8-24-11).pdf)

Type of Funds Federal Federal Pass Through (Subaward) Industry/or For-Profit Non-Profit/or Foundation State/City/Other Local Other _____

PI is seeking

- F&A Waiver to Zero Percent (not recommended in most cases)
- F&A Reduction to _____ percent
- Graduated or Modified F&A plan as explained in justification

Justification: Discuss why you believe F&A should be waived or reduced and provide supporting documentation. (Must be filled in)

If Multi-Disciplinary, Multiple Signatures May Be Necessary.

APPROVED or DENIED*

Richard Larson, MD, PhD, Vice Chancellor for Research

Date

* **Explanation for Denial – if necessary:**

- Not having sufficient direct costs is not a reason to reduce F&A. Please reduce the scope of the project and include appropriate F&A.
- Appropriate Documentation to support reduction or waiver was not attached. Need page from the announcement, RFA, or print from website.
- The Prime Awardee's F&A Rate is not UNMHSC's F&A Rate. Find out if the Prime Sponsor (such as NIH) limited the F&A and attach documentation from that agency.
Call me if you'd like to discuss
-
- Other _____

Submit to HSC PreAward via email at HSC-PreAward@salud.unm.edu. **DO NOT** send directly to Dr. Richard Larson or Melissa Wheeler. HSC-PreAward will send through DocuSign and email you the signed waiver.