

F&A Waiver Process

This is a new process for requesting a waiver to the negotiated UC F&A rates.

- 1. Department GA and PI should work together to complete the F&A Waiver Request Form via email the sam way as the previous version.(see page 2 below)**
 - a. Obtain both the Department Head and College Dean electronic PDF signatures on the form.**
- 2. Click the new link at the bottom of the form to go to docusign. This step replaces the email to Patrick.**
- 3. When the docusign page opens. (see page 3 below)**
 - a. Enter your name and email under the initiator section.**
 - b. Enter Patrick Clark's name and email in the VP for Research (or designee) fields.**
 - c. Click Begin Signing**
- 4. The new VP F&A Waiver Request Approval form will open. (See page 4 below)**
 - a. Add any additional notes to the Initiator's Comments section.**
 - b. Attach the signed F&A Waiver Request form that you completed earlier.**
 - c. Upload the other required documents listed on the form. (Budget, budget justification, SOW/abstract, or RFP)**
 - d. Click Finish at the bottom.**
- 5. The form will then be routed to the VPR for approval.**
- 6. When approved, the initiator will receive an email with a copy of the final approved form to upload in the Kuali PD record on the internal attachments tab.**
- 7. If you have questions about the status of the form, please email oorit@ucmail.uc.edu.**

PI F&A Waiver Request Form

Project Title:

Sponsoring Agency:

PI Name: **Department:** **Kuali PD#:**

Proposal Due Date: **Activity Type:** **Award Type:**

Required Attachments: Budget, Budget Justification, Scope of Work/Abstract or copy of RFP

We are requesting F&A costs be waived/reduced to % for this project due to the following circumstances:

Why not?

Dept. Head Name:

College Dean Name:

DH Signature:

Dean Signature:

Date:

Date:

Complete the above section & send to Office of Research (OOR) VP for review via this [DocuSign link.](#)

PowerForm Signer Information

This form is used to request an indirect cost (F&A) rate that is lower than the federally negotiated rate. Requests are reviewed and approved by the Vice President for Research in the Office of Research. The initiator must complete all required fields on the F&A Waiver Request – PI Request PDF form and attach the completed document to this VP Approval form before submitting it to the Vice President for Research (or designee) for review and approval.

Please enter your name and email to begin the signing process.

Initiator

Your Name: *

 

Your Email: *

Please provide information for any other signers needed for this document.

VP For Research (or designee)

Name:

 

Email:

Begin Signing

Start

DocuSign Envelope ID: 90B9F764-006B-4D1F-AD2D-3FD2713546FA



VP F&A Waiver Request Approval

Initiator's Name:

Initiator's Comments:

- Be sure to attach the PI F&A waiver form and other supporting documents here.
- Below section is for Office of Research (OoR) to complete.



The following action will be taken regarding F&A distribution:

☐ APPROVED

☐ DECLINED

No Action/Normal Distribution

% for the Department

Amended Distribution

% for the College If awarded

VP's Comments:

Vice President for Research (or designee): Date:

*For fixed price awards granted an F&A waiver, the full University F&A rate will be assessed on unspent balances remaining after the award completion, prior to the transfer of the unspent balance to the department.

Last Updated 03/24/26

Finish