

# Facilities and Administration (F&A/Indirect Cost, IDC) Reduction Request

Route with Proposal Clearance and Compliance Forms

The F&A Reduction Request is used to request that SFA charge an amount less than the federally negotiated indirect cost rate allowed by the federal government and less the maximum rate allowed by the sponsor.

The loss in revenue to the university must be approved by the faculty member's chair, dean, the Provost/VPAA and the VPFA before a proposal is submitted to a sponsor. *Per Policy 8.5, SFA charges the federally negotiated rate or the maximum allowed by the sponsor per its written policy. Any approved reduction will result in a loss of F&A recovery allocated to the PI/PD, department and college.*

1. PI/PD Name  2. Department

3. Proposal Title

4a. Sponsor  4b. Sponsor Type (select)

5. Will students participate in a research study, receive participant support, or receive scholarship funds from the project?  Yes  No

6. Is cost share included in the budget?  Yes  No

7. Why is requested loss of revenue in the best interests of SFA?

**Reduction calculation - enter only items 8 and 9 as the other sections automatically calculate.**

8. Total Project Costs \$

9a. Maximum F&A/IDC Rate Allowed by sponsor (enter as decimal - i.e. 31.28% is entered as .3128)

9b. Requested F&A/IDC Rate - must choose from drop-down list (a full reduction = 0)

**Loss to University**

Section auto-calculates

10a. F&A/IDC Recovery if sponsor's allowable rate is used \$

10b. F&A/IDC Recover if requested rate is used \$

11. Loss to SFA (considered cost-sharing) \$

Requested by:

PI/PD Signature  Date

**Do not sign if all of the above fields are not complete - return to PI/PD for completion.**

Chair Signature  Date

Dean Signature  Date

Provost/VP Academic Affairs  I approve this loss of University revenue  I do not approve this loss of University revenue

Signature

Date

VP Finance and Administration  I approve this loss of University revenue  I do not approve this loss of University revenue

Signature

Date