

July 1, 2020

CFAES Internal Process for F&A Waiver Requests

1. When an investigator has a proposal they believe merits a reduction in the full F&A rate allowable by the sponsor, they should submit a request via <https://grants.cfaes.ohio-state.edu/home>. Supporting documentation should include:
 - a. Copy of the proposal RFP
 - b. Copy of the proposal budget and budget narrative**Supporting documentation should be emailed to Mackie.2@osu.edu
2. In the circumstance where a Sponsored Program Officer notifies the CFAES Office for Research and Graduate Education, that a proposal has been provided to them for review with less than the sponsored permitted F&A rate, a waiver request will need to be submitted by the investigator for approval before submitting the ePA-005 and the proposal to the sponsor.
3. If an investigator proposes to use unrecovered F & A to meet a match requirement, they will need to submit a waiver request for consideration, prior to submission of the proposal. Department Chairs should also be consulted prior to committing unrecovered F&A.
4. After an F & A Waiver Request has been submitted, the R&GE office reviews the waiver, supporting documentation and communicates with the investigator on any items where clarification is needed.
5. A decision is made on the waiver, with the ADR, Grants and Contract Admin, and the Dept. Chair copied into the decision and a separate email is sent to the SPO for verification regarding the decision. This email should be attached to the ePA-005 for documentation.
6. If an investigator disagrees with the assessment of the waiver application, they may file an appeal via email to the Associate Dean for Research and Graduate Education.

Guiding document:

[CFAES Facilities and Administrative Costs Standard Operating Procedure](#) (effective January, 2019)