

## **UNIVERSITY OF NEW HAMPSHIRE**

### **PROCEDURES FOR FACILITIES & ADMINISTRATIVE COSTS WAIVERS ON EXTERNALLY SPONSORED PROGRAMS**

#### **COMPLETE REQUEST FORM**

1. After working with the University of New Hampshire (UNH) Office of Sponsored Research (OSR) to construct a proposal budget with full cost recovery, if a program or project director wishes to request a waiver of Facilities & Administrative (F&A) costs for a proposed new or continuing project, he/she completes a form, "Request for Facilities & Administrative Costs Waiver on a Proposed UNH Sponsored Program or Project."
2. The program or project director includes on the form his/her justification for the request, and attaches the prospective sponsor's published policy or regulation, if any, from which the program or project director wishes to deviate.
3. If there is no published policy, the program or project director so states and asks the OSR to corroborate the statement in writing.

#### **ROUTE FORM FOR CONSIDERATION**

1. The program or project director provides the completed waiver request form and any attachments to the Sponsored Programs Approval Routing form (Yellow Sheet), along with the proposal, to the dean, institute director, or other Responsibility Center (RC) unit head with sufficient lead time for review and consideration by the RC unit head and the Vice President for Research (VPR.)
2. If the RC unit head recommends support of the waiver, he/she provides the signed waiver request form to the VPR for consideration.
3. Waiver requests to the VPR should be submitted with enough lead time prior to the sponsor's proposal submission deadline such that proposal budget adjustments can be made if necessary.

#### **VICE PRESIDENT FOR RESEARCH COMMUNICATES DECISION**

1. The VPR provides copies of the fully-signed waiver request form, indicating his/her action (approved or denied) to the program or project director and the RC unit head.
2. The VPR sends the form with original signatures to the OSR for the official UNH proposal file.