

Procedure for Facilities and Administration Cost Waiver/Reduction

02/13

Action Sequence	Action Description	Responsible	Notes
	Request for facilities and administration (F&A) cost waiver/reduction		General reasons: <ul style="list-style-type: none"> PI encounters unusual or exceptional circumstances with project that may warrant a waiver/reduction
1	College Grant Coordinator (CGC) prepares/ assists PI in preparing memo requesting waiver/reduction, CGC emails request memo to appropriate OSP-GA at least 5 business days prior to the proposal being submitted to the sponsor	CGC , PI	Internal memo should be sent through and approved by the PI's Department Chair and Associate Dean for Research prior to sending to the Vice President for Research (VPR) and should include <ul style="list-style-type: none"> External sponsor for the project Detailed explanation of why the waiver/reduction is being requested including any extenuating circumstances Cost Sharing Agreement form completed showing amount being waived Reference to Proposal Processing Number (PPN) Signature line for VPR to approve/disapprove
2	OSP-GA reviews waiver/reduction request and sends to VPR for signature	OSP-GA	OSP-GA is available to answer any questions VPR may have or to direct questions to appropriate personnel
3	VPR approves/disapproves request and returns memo to OSP-GA	VPR	
4	OSP-GA emails approved/disapproved memo to CGC with copy to PI	OSP-GA	
5	CGC will incorporate F&A waiver/reduction memo into the InfoEd proposal package and note appropriately on Proposal Processing Form	CGC	Proposal budget properly reflects approved F&A rate

OSP-GA = Office of Sponsored Programs Grants Administrator
CU AOR = Clemson University Authorized Organization Representative
CGC= College Grant Coordinator
CFM= College Fiscal Manager/College Accountants
Dept. Adm. = Departmental Administrator
Dept. Ch. = Department Chair

GCA-FM = Grants and Contracts Administration Fiscal Manager
GCA- Director = Grants and Contracts Administration Director
PI = Principal Investigator
CUOSP= OSP general office email address
ADR=Associate Dean for Research
ABO=VPR's Associate Business Officer