A request to reduce/waive Yale's negotiated and published Facilities and Administrative ("F&A") rate can be made using this form. For self-support schools, requests for exceptions require prior approval by the cognizant Dean (or designee). For all other schools, requests for exceptions require prior approval by the cognizant Dean (or designee) *and* the Vice Provost for Research (or designee). For guidance on the appropriate application of F&A rates, please consult Policy 6002 *Application of Facilities and Administrative Rates and Costs Recovery*.

Instructions: Complete this form in its entirety. Upload this form into the appropriate IRES record, along with all supporting documentation (e.g., additional documents as necessary, including but not limited to, sponsor's formal F&A rate policy, sponsor guidelines, proposed budget, including any correspondence with the sponsor regarding the allowable F&A rate (if applicable)).

Project Information	
PD / PI Name:	
Department:	
Title of Project:	
Project Sponsor:	
IRES # / Workday AWD # *(if known)***:**	

F&A Rate Reduction/Waiver			
Rate Requested:		**Sponsor Allowed Rate:**	
Applicable University Rate:		**Proposal Due Date:**	
Project Type:	☐ Research ☐ Instruction/Education ☐ Clinical Service ☐ Other:_____		
Sponsor Organization Type:	☐ Federal ☐ For Profit ☐ Not for profit ☐ Unknown		

Explanation/Justification
In the box below, provide an explanation/justification for the F&A rate reduction/waiver.

Approvals			
PD / PI Signature:		**Date:**	
Print Lead Administrator Name:			
Lead Administrator Signature:		**Date:**	
Department Chair (or designee) Signature:		**Date:**	

University Approval			
☐ Approved ☐ Denied			
Comments:			
Dean Signature:		**Date:**	
***Vice Provost for Research Signature:**		**Date:**	
***Signature approval required for non-self-support schools only.**			