



Form 1306 FR.02

Facilities and Administrative (“F&A”) Rate Reduction/Waiver Request

Revised 10/25/2021

This form must be completed when requesting a reduction/waiver of Yale’s negotiated and published Facilities and Administrative (“F&A”) rate. Considered to be voluntary committed cost sharing, a request to reduce/waive F&A costs must receive the appropriate prior approval at the time of proposal submission. Note that proposals to sponsors with a published rate lower than Yale’s negotiated rate are exempt, making the completion of this form unnecessary. However, for for-profit organizations it is the expectation of the University that the full F&A rate will be applied.

Instructions: Complete this form in its entirety and upload the form 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] into the appropriate IRES record).

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:	<input type="checkbox"/> Research <input type="checkbox"/> Instruction/Education <input type="checkbox"/> Clinical Service <input type="checkbox"/> Other: _____		
Sponsor Organization Type:	<input type="checkbox"/> Federal <input type="checkbox"/> For Profit <input type="checkbox"/> Not for profit <input type="checkbox"/> 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 Signature:		Date:	

University Approval			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Comments:			
Dean/Provost Signature:		Date:	

For YSM Use Only
Comments: