Requests for Facilities & Administrative Cost (F&A) Waivers and Reductions

**Procedure:**

A letter requesting an F&A waiver or reduction should be signed by the unit chair or director and addressed to the Office of the Vice President for Research and Graduate Studies. The written request should be attached in an email and submitted to Dr. George Smith, Associate Dean for Research at smithge7@msu.edu and to abr.ors@msu.edu. The request must be made at least 7 working days before proposal submission deadline. Requests should include the following:

1. A written copy of the Facilities & Administrative Cost or overhead policy of the granting organization.
2. A description of how the project will advance a unit research priority.
3. A description of how the project will leverage future funding opportunities, especially programs that provide F&A.
4. The proposal development number (PD#) associated with this request.
5. Other supporting information as appropriate.

The Associate Dean for Research will review the request and forward to the Vice President for Research and Graduate Studies’ office if approved at the college level.

Questions should be directed to Dr. George Smith (smithge7@msu.edu) or an ABR research coordinator, abr.ors@msu.edu, or (517) 355-0123.

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