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|  | **Facilities & Administrative (F&A) Cost Waiver Request Form**CREATED 13 APRIL 2021 |

A Facilities and Administrative (F&A) Cost Waiver is required for those sponsors in which a published F&A policy is not available and are subject to the Hope College Sponsored Programs Policy. Principal investigators (PIs) must petition for an F&A Cost Waiver on a proposal-by-proposal basis. Waivers are not granted for an entire class or type of project, nor are they permitted on any federal project under 2 CFR 200.414(c)(1). A waiver is not required for any sponsor with a published policy (i.e., a publicly accessible website which indicates F&A costs are not permitted or must use a flat rate).

**Section I: Applicant Information**

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| PI Name: |       |
| Department: |       |
| Division: |       |
| Email: |       |

**Section II: Proposal Information**

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| Project Title: |       |
| Sponsor/Program: |       |
| Proposal Due Date: |       |
| Direct Costs Requested: |       |
| Indirect Costs: |       |
| Total Costs: |       |
| Current Indirect Cost Rate:  | 10% MTDC |

**Section III: Waiver Justification**

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| Please indicate the reason the Institution should consider approval of this waiver and explain how the project will benefit from the elimination of F&A costs.  |
| [ ]  | The benefit of the proposed project to the Institution, in terms of institutional capacity building, outweighs the loss of F&A cost recovery. |
| [ ]  | The project requires significant institutional cost-sharing that cannot be fully met by other sources.  |
| [ ]  | The project carries a maximum allowable total cost. Full F&A cost recovery would reduce the amount of funds available for project implementation to such an extent that the scope of work or deliverable(s) could not otherwise be accomplished.  |
| [ ]  | Other |
| Please provide a justification for the F&A Cost Waiver and how the project will benefit:  |
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**Section IV: Approvals**

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| I hereby request this waiver from Hope College for this proposal. I understand that the preparation and submission of this waiver is not a guarantee F&A costs will be waived and that if not approved, F&A costs will be included in my budget and assessed at time of award.  |
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| PI Signature |  | Date |
| I hereby grant this request for a waiver. I understand this F&A Waiver is applicable to this proposal only. I further understand that if funded, the institution and the division will forgo all F&A cost recovery during the term of this award. |
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| Dean/Division Head Signature |  | Date |