



REQUEST FOR REDUCTION OR WAIVER OF INDIRECT COSTS ASSOCIATED WITH A SPONSORED PROGRAM

All requests **MUST** be submitted 10 working days in advance of a deadline to: proposal_exception@research.rutgers.edu

Please refer to RSP [F&A Memo 2019](#) to determine when an F&A waiver request is required.

REQUESTOR INFORMATION (required):

RAPSS FP ID:			
PD/PI:		PD/PI Email:	
Administering Department:		School:	

BUDGET INFORMATION (required)

Project Start Date:		Project End Date:	
Direct Sponsor:		Prime Sponsor (if applicable):	
F&A Rate at Negotiated Rate :		F&A Rate (Requested Rate):	
Project Total Direct Costs:			
Total Indirect Costs at Negotiated Rate :		Total Indirect Costs at Requested Rate:	
Total Indirect Cost Difference (Negotiated-Requested):			
Indirect Cost Base at Negotiated Rate :	MTDC	TDC	Other
Indirect Cost Base at Requested Rate:	MTDC	TDC	Other

JUSTIFICATION (required):

Use the **Attach File** button or the **Attachment Pane** functionality to include copies of:

- Brief Description of Research, or Abstract, or Statement of Work (SOW)
- Budget
- Budget Justification

SIGNATURES (all signatures must be provided for waiver to be approved)

PD/PI (printed)	PD/PI (signature)	Date
Department Chair/Head/Center Director/Provost (printed)	Department Chair/Head/Center Director/Provost (signature)	Date
Dean/Chancellor (or designee) (printed)	Dean/Chancellor (or designee) (signature)	Date
Office for Research	Request Approved? Yes No	Date