

Reduced F & A Request

Updated: 03/22/2019

Use this form in Adobe Reader or Acrobat Pro. If needed, Adobe Reader can be downloaded at <http://get.adobe.com/reader/>.

Instructions:

1. Complete the Project Information section below.
2. Save the form and forward it as an email attachment to the appropriate Unit Head with a copy to your Grants Specialist. The email should state that a reduced F&A rate is requested for a proposal.
3. Unit Head approval will be made in a reply email with a copy to the Grants Specialist.
4. The Grants Specialist will forward the Unit Head's approval with the form attached to the single approver for the ARD, Extension, and CASNR Deans.
5. Dean level approval will be made with a reply email back to the Grants Specialist.
6. Once the reduced F&A request has received Unit Head and Dean level approvals, the Grants Specialist will forward the emails to OSP (unlosp@unl.edu) with the form attachment to request final approval from the Vice Chancellor of Research's Office.
7. OSP will correspond with the Vice Chancellor of Research's Office and communicate final approval back to the Grants Specialist. This approval should be attached to the NUgrant routing form corresponding to the proposal requesting the reduced F&A rate.

Project Information

PI Name: _____ Date of Request: _____

Phone: _____ E-mail: _____

Is the proposal being submitted through a VCR approved center? Yes No NUgrant ID#: _____

Purpose Code: Research Public Service Instruction/Training Fellowship/Student Aid

Standard F&A rate: _____ Rate Requested: _____

Potential dollar amount of lost F & A: _____

Explanation of request for reduced F & A.

Department Approval: _____

Dean Approval: _____