

WAIVER PROCESS

When a deviation from the normal facilities and administrative cost rate is deemed desirable, the Principal Investigator shall request approval using a Facilities and Administrative Cost Variance Request.

<u>Grants and Contracts (GC)</u>	1.	Post Facilities and Administrative Cost Variance Request form on GC web site.
<u>Principal Investigator</u>	2.	Obtain Facilities and Administrative Cost Variance form from GC website.
	3.	Complete and sign form.
	4.	Attach form and (if applicable) agency guidelines to proposal.
	5.	Forward to Department Chair.
<u>Department Chair</u>	6.	Review request. a. If endorsed, or modified, so indicate, sign the Facilities and Administrative Cost Variance Request and forward with supporting documents to the Dean of the school. b. If disapproved, so indicate, sign the Facilities and Administrative Cost Variance Request, send a copy of the form to the Director of Grants and Contracts and return all other documents to the Principal Investigator.
<u>Dean</u>	7.	Review request. a. If endorsed or modified, so indicate, sign the Facilities and Administrative Cost Variance Request and forward all documents to the Director of Grants and Contracts for the Facilities and Administrative Cost Committee. b. If disapproved, so indicate, sign the Facilities and Administrative Cost Variance Request, send a copy of the form to the Director of Grants and Contracts and return all other documents to the Principal Investigator.
<u>Facilities and Administrative Cost Waiver Committee, with support from the Director, GC</u>	8.	Review request.
	9.	All Committee decisions must be supported by a majority of the Committee members. a. If endorsed, so indicate, and forward all documents to the Director of Grants and Contracts for subsequent transmission through the Vice Chancellor, Administration and Finance, to the Chancellor. b. If modified or disapproved, so indicate, and forward to the Director of Grants and Contracts. The Director will notify the appropriate dean of the committee's modification/disapproval so that the dean can develop any additional information or documentation which will allow resubmission to the committee for approval if appropriate. If no resubmission by the dean, or request is disapproved a second time, the Director will sign the Facilities and Administrative Cost Variance as disapproved and return all other documents to the Principal Investigator.
	10.	Records of the Committee's deliberations will be maintained.
<u>Chancellor</u>	11.	Review request. a. If approved, sign the Facilities and Administrative Cost Variance Request. Forward request. b. If disapproved, so indicate and forward request.
	12.	Forward request to the Director of Grants and Contracts for the Dean and for the Facilities and Administrative Cost Waiver Committee.
<u>Director, GC</u>	13.	For either approved or disapproved request, send a copy of the form to the Dean of the school, a copy to the Principal Investigator and a copy to the Pre-award section of Grants and Contracts for the Agreement file.
	14.	Maintain approved/disapproved requests in central files for combined waiver reporting.