



**Request for VPR Cost Share, Request to Return F&A and/or  
Request for an Exception to the OSU Policy for Voluntary Waivers of F&A Costs**

In accordance with Oklahoma State University practice, the Dean, Director, or Designee may choose, for any reason, to voluntarily waive a portion of the facility and administrative (F&A) costs of a sponsored project. However, the voluntary waiver of any portion of the F&A costs will be charged 100% to the working fund of the appropriate college. The Vice President for Research, or designee, is the only person who may grant exceptions to this waiver.

This request must be submitted through the college Associate Dean for Research, or other appropriate designee, to the Vice President for Research for final approval. The following information and the signature must be obtained and provided to the Office of Vice President for Research prior to obtaining Institutional signature on a grant award or contract and prior to submission of any proposal that includes VPR cost share, voluntary waived F&A, and/or the return of F&A.

**Principal Investigator Name(s)**

**Department** **College** **Routing #**

**Project Title**

**Funding Agency**

**Source of Funds**    Federal    State    Private    Project Period

**Agency Budget Request:** **Cost Share Summary:**    **Direct**    **Assoc. F&A**    **Total**

**Direct Costs** **Provided by College/Dept**

**F&A Costs** **Requested from VPR**

**Mandatory WFAC** **Waived F&A**

**Voluntary WFAC** **F&A Returned as C/S**

**Total Project Cost** **TOTAL COST SHARE**

**Justification for action requested (font will scale based upon amount of text - attach additional pages if needed):**

**Request for Exception to Voluntary Waiver Policy (if approved by VPR, central administration will share WFAC)**

**Request to Return F&A to Project as Cost Share (if not 100% of earned F&A, college portion will be used first)**

**Request to Return** **in F&A to Project NOT for the purpose of cost sharing (to enhance project)**

**Request for VPR Cost Share**    **Cost Share is:**    **Mandatory**    **Voluntary**

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**APPROVED:** **NO** **YES** **Signatures** **Date Signed**  
**Associate Dean for Research,**  
**or Other Appropriate Designee**

**Vice President for Research,**  
**or Other Appropriate Designee**

**Submit form, signed by the appropriate Associate Dean for Research, to Toni Shaklee in 206 Whitehurst.**