



**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 unless the Vice President for Research, or designee, grants an exception to this waiver.

A waiver request must be submitted by 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 Period:** _____

Funding Agency: _____ **Source of Funds:** Federal State Private

Project Title: _____

Agency Budget Request:		Cost Share Summary:		Direct	Assoc. F&A	Total
Direct Costs:		Provided by College/Department				
F&A Costs:		Requested from VPR				
Mandatory WF&A:		Waived F&A				
Voluntary WF&A:		F&A Returned as C/S				
Total Project Cost:		TOTAL COST SHARE				

Cost Share is: Mandatory Voluntary

- Request VPR Cost Share
- Request for Exception to Voluntary Waiver Policy (if approved by VPR, central administration will share WF&A)
- 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)

Justification for action requested:

*Adobe Sign Instructions: After completing the form, print to Adobe PDF to lock the form.
Then, upload the locked document to Adobe Sign and insert the signature and date lines.*

APPROVED:	Signatures	Date Approved
Associate Dean for Research or Appropriate Designee	_____	
Vice President for Research or Other Appropriate Designee	_____	