**Facilities and Administrative (F&A) Rate Request Form**

This request should be submitted with a preliminary budget and statement of work as soon as you are aware that an Facilities and Administrative (F&A), also referred to as Indirect Cost (IDC) Rate Request may be needed for the submission of a sponsored project proposal.

Guidance on when to submit an F&A Rate Request Form can be found in the Facilities & Administrative (F&A) Rate Requests for Sponsored Research Agreements Guideline. Waivers of F&A costs for **foreign and private for-profit organizations are generally not allowable.**

If a proposal is awarded as a fixed price grant or contract and a residual balance remains at the end of the project term, then TAMU SAP 15.01.01.M1.02 Residual Balances from Fixed Price Sponsored Agreements, will be used as guidance for disbursement of the unspent balance.

|  |  |
| --- | --- |
| **Maestro Proposal Number**: | **Sponsor:** |
| **Principal Investigator:** | **Department:** |
| **Proposal Title:** |  |
| **Total Estimated Budget Amount:** | **Proposed F&A Cost Rate:** |
| **F&A Cost Rate Allowed by the Sponsor:** | **Total Amount of Waived F&A Cost:** |
| **Project Location:** On-Campus % Off-Campus % | |
| **Project Category:** Research Instruction Other Sponsored Activities | |
|  | |

Please explain the necessity ­and benefit to Texas A&M University and the State of Texas, in waiving the F&A costs. Attach a preliminary budget and statement of work, if available.

|  |
| --- |
| Principal Investigator Date: |
| Department Head Date: |
| Senior Associate Vice President for Research and Graduate Studies Date: |