# Procedure for Facilities and Administration Cost Waiver/Reduction

**02/13**

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| 1               | College Grant Coordinator (CGC) prepares/ assists PI in preparing memo requesting waiver/reduction, CGC emails request memo to appropriate OSP-GA at least 5 business days prior to the proposal being submitted to the sponsor | CGC, PI              | Internal memo should be sent through and approved by the PI’s Department Chair and Associate Dean for Research prior to sending to the Vice President for Research (VPR) and should include:  
- External sponsor for the project  
- Detailed explanation of why the waiver/reduction is being requested including any extenuating circumstances  
- Cost Sharing Agreement form completed showing amount being waived  
- Reference to Proposal Processing Number (PPN)  
- Signature line for VPR to approve/disapprove                                                                 |
| 2               | OSP-GA reviews waiver/reduction request and sends to VPR for signature                                       | OSP-GA               | OSP-GA is available to answer any questions VPR may have or to direct questions to appropriate personnel                                                                                               |
| 3               | VPR approves/disapproves request and returns memo to OSP-GA                                               | VPR                 |                                                                                                                                                                                                      |
| 4               | OSP-GA emails approved/disapproved memo to CGC with copy to PI                                             | OSP-GA               |                                                                                                                                                                                                      |
| 5               | CGC will incorporate F&A waiver/reduction memo into the InfoEd proposal package and note appropriately on Proposal Processing Form | CGC                 | Proposal budget properly reflects approved F&A rate                                                                                                                                                  |

**Abbreviations:**
- OSP-GA = Office of Sponsored Programs Grants Administrator
- CU AOR = Clemson University Authorized Organization Representative
- CGC = College Grant Coordinator
- CFM = College Fiscal Manager/College Accountants
- Dept. Adm. = Departmental Administrator
- Dept. Ch. = Department Chair
- GCA-FM = Grants and Contracts Administration Fiscal Manager
- GCA- Director = Grants and Contracts Administration Director
- PI = Principal Investigator
- CUOSP = OSP general office email address
- ADR=Associate Dean for Research
- ABO=VPR’s Associate Business Officer