

## Request for F&A EXCEPTION and OFF-CAMPUS DETERMINATION

Use this form to request approval for any F&A rate or return exceptions, or to request an off-campus rate prior to proposal submission. Please complete, scan and e-mail to your Pre-Award SPA. Requests take up to 5 business days to process. Only in very rare circumstances (i.e., when new information is available after submission) will requests for F&A exceptions or requests for an off-campus rate be considered after proposal submission.

<b>PI NAME</b>		<b>E-MAIL</b>		<b>PHONE</b>	
<b>Person Submitting Form</b>		<b>E-MAIL</b>		<b>PHONE</b>	
<b>EPCS#</b>		<b>Date of Request</b>		<b>Proposal Due Date</b>	
<b>SUBMITTING UNIT</b>		<b>ADMINISTERING UNIT (IF DIFFERENT)</b>			
<b>TITLE OF PROJECT</b>					
<b>SPONSOR</b>					
<b>TOTAL BUDGET</b>					
<b>REQUESTED F&amp;A RATE (per current UO rate agreement)</b>					
<b>Proposal already submitted?</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
					If Yes, provide a rationale for request post submission of the proposal.
<b>Is this a request for a reduced F&amp;A Rate</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
					If yes, requested rate: Attach Budget.
<b>Is this a request for returned F&amp;A (ICC)</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
					If yes, requested amount to be returned: Attach Budget.
<b>Is this a request for an off-campus F&amp;A</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
					Attach copy of facility rental agreement direct charged to grant.
					Attach statement describing effort at off-campus facility (>50%).
					Attach Budget.
<b>SUMMARY OF PROJECT (2-3 LINES)</b>					
<b>RATIONALE FOR F&amp;A EXCEPTION</b>					

**Department/College Approval**

I have reviewed and approve this request for an F&A Exception. I understand that, if granted a rate exception, the Department/Center waives returned F&A up to the amount of the exception.

<b>Signature of PI</b>		<b>Date</b>
<b>Signature of Dept/Ctr Head</b>		<b>Date</b>
<b>Signature of Dean</b>		<b>Date</b>

**For Sponsored Projects Services Use Only**

<b>Reviewed by SPA</b>		<b>Date Reviewed</b>	
<b>Reviewed by AD</b>		<b>Date Reviewed</b>	
<b>AD Recommendation</b>			
<b>Approved by SPS</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>VPR COMMENTS</b>			

**FACILITIES & ADMINISTRATIVE (F & A) RATES**  
**(Indirect Costs)**

Pre-determined rates from 07/01/2014 through 06/30/2019, Agreement dated 5/02/2016

[http://orsa.uoregon.edu/web/proposals/F\\_A\\_Rate\\_Agreement\\_05\\_02\\_2016.pdf](http://orsa.uoregon.edu/web/proposals/F_A_Rate_Agreement_05_02_2016.pdf)

DESCRIPTION	From: 7/1/2014	From: 7/1/2016	From: 7/1/2017
	To: 6/30/2016	To: 6/30/2017	To: 6/30/2019
Research: On Campus	45%	46.5%	47.5%
Research: Off Campus	26%	26.0%	26.0%
Instruction: On Campus	59.4%	46.0%	46.0%
Instruction: Off Campus	26%	26.0%	26.0%
Other Sponsored Activity: On Campus	30.7%	30.7%	30.7%
Other Sponsored Activity: Off Campus	24.3%	26.0%	26.0%

**Off-Campus Definition:** An off-campus rate is applicable to those projects conducted in facilities not owned or operated by the University, which include charges for facility rental as a direct expenditure and for which more than 50% of the project salaries and wages are for effort conducted in the rental facility.

**Inclusion of Off-Campus Rate in Budget:** Projects proposing the use of an off-campus F&A rate in the budget must obtain prior approval from SPS. Certain projects which meet all three criteria outlined in the Off-Campus Definition for Off-Campus F&A will be exempt from submission of the Request for F&A Exception and Off-Campus Determination Form. Please contact your SPS Pre-award SPA to determine whether the Request for F&A Exception and Off-Campus Determination Form is required.

If required by SPS, the Request for F&A Exception and Off-Campus Determination Form must be completed, signed, and submitted to your SPS SPA at least five business days prior to the proposal deadline.

**Inclusion of Non-Standard F&A Rate or return in Budget:** Unless the agency has a published policy on the F&A restriction, all projects proposing to use a non-standard F&A rate or requesting a F&A return exception in the budget must obtain prior approval from SPS by completing the Request for F&A Exception and Off-Campus Determination Form and submitting it to your SPS Pre-award SPA. The form must be completed, signed, and returned to your SPS Pre-award SPA at least five business days prior to the proposal deadline.

The **Request for F&A Exception and Off-Campus Determination FORM** may not be required by SPS when acceptable documentation of the sponsor's requirement is submitted to SPS. Acceptable documentation of a sponsor's restriction on F&A can be in the form of the requirement as it is outlined in the sponsor's RFP or sponsor guidelines, or in an e-mail or letter format obtained from an authorized representative of the sponsor.

**Form:** [http://orsa.uoregon.edu/web/forms/Form\\_20\\_FA\\_Exception\\_and\\_Off-Campus.PDF](http://orsa.uoregon.edu/web/forms/Form_20_FA_Exception_and_Off-Campus.PDF)

If an agency has a published policy including a restricted F&A rate lower than the University of Oregon's current Federally-negotiated F&A rate, and the agency does not specify how the rate is to be applied, the agency's lower restricted F&A rate will be applied to Total Direct Costs (TDC).

**F&A Rate Definitions:** Indirect cost rate definitions for the types Research, Instruction, and Other Sponsored Activities is found in **2 CFR Part 200, Appendix III: Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs)**. For questions about these definitions, please contact your SPS SPA.

UO's full negotiated F&A rate must be applied unless the agency has a published policy on the F&A restriction.

**F&A Rate Changes Memo:** [http://orsa.uoregon.edu/web/news/FA\\_Rate\\_Changes.pdf](http://orsa.uoregon.edu/web/news/FA_Rate_Changes.pdf)