

To: All Departments and Institutes of VUSE

From: Hector O. Silva *H.O.S*
Chief Business Officer, VUSE

Date: 2/3/2017

Subject: Protocol for requesting a reduction or waiver of F&A (Indirects)

As many of you are aware, our funding model has returned from a “traditional” central allocation of resources to ETOB (every tub on its own bottom). In ETOB, F&A return from grants and contracts represents 25% of all school operating revenues. While VUSE wants to make sure that we are maximizing our F&A yield, the Dean understands that there are cases where there is a compelling programmatic reason for an exception (such as funding from a prestigious foundation that strictly limits F&A recovery). Below are the specific steps to request a reduction or waiver of F&A:

1. The Investigator works with the grants manager to submit the request to the Department Chair and Institute Director (if applicable)
 - a. The request should include detailed information about funding opportunity including documentation from Sponsor (e.g. FOA) that states why this request is necessary (pdf attachment or web link)
 - b. The request should provide explicit information concerning financial offsets to F&A recovery, such as academic year salary for T/TT faculty, tuition for graduate students, and/or any other expense that would be charged to the grant/contract (if funded)
 - c. In the absence of b., a compelling justification should be provided
1. If the Department Chair and Institute Director (if applicable) approves, then the request with all of the information listed in step 1 is submitted to the Chief Business Officer (Hector Silva) with a copy to the Sr. Grants Manager (Julie James) along with the explicit approval of the Department Chair and Institute Director (if applicable). Requests should be received as early in the proposal process as possible, and at the latest two weeks prior to the submission deadline.

The Dean’s decision will be communicated to the requesting Investigator within 3 working days of the request and copied to the Department Chair and Institute Director (if applicable) and the appropriate grants manager.