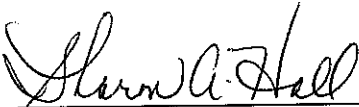


**Research and Grants Administration  
CAMC Health Education and Research Institute, Inc.**

Approved by:   
President, CAMC Institute

Effective date July 22, 2011

**TITLE:** 5.0 FACILITIES AND ADMINISTRATIVE COSTS (F&A)

**Policy:** It is the policy of CAMC Institute to charge the maximum F&A costs allowable on all applications. Exceptions are to be approved by the Director of Research and Grants Administration.

**Acronyms:** CAMC Institute (CAMC Health Education and Research Institute, Inc.)  
F&A (Facilities and Administrative costs)  
PD (Project or Program Director)  
PI (Principal Investigator)

**Reference:**

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**Procedures:**

The Principal Investigator/Program Director (PI/PD) is not authorized to negotiate a reduction in the F&A (also commonly referred to as indirect) cost rate or waiver of F&A costs with the sponsor on any sponsored project without prior approval of the Research and Grants Administration. Should need for negotiation be anticipated, the PI/PD should contact the Director of Research and Grants Administration.

If the sponsor does not allow for the F&A costs or places a cap on the amount of F&A costs that can be requested, Research and Grants Administration must be contacted. A Facilities and Administrative cost reduction or waiver form (SPG-02) must be completed and submitted to the Research and Grants Administration Director.

The Director of Research and Grants Administration may approve a waiver or reduction of F&A costs in certain situations, which include, but are not limited to the following:

- 1) The sponsoring agency's operational policies restrict or prohibit payment of indirect costs/ or administrative fees;
- 2) The proposed project is relatively small and requires minimal administrative effort; and/or
- 3) The assessment of the full indirect cost would significantly reduce the amount of direct funding available to the point where it may affect project/program implementation.

If the sponsoring agency's policies restrict or prohibit payment of full F&A costs, a copy of the policy must be provided to the Director of Research and Grants Administration by attaching the policy to a completed form SPG-02 - Reduction/Waiver form. If no such policy exists in writing, a letter stating restrictions on F&A cost reimbursement from the sponsoring agency may be substituted. Please note that it is the responsibility of the PI/PD to obtain this information prior to Administrative Review.

Requests for reduction in or waiver of F&A costs must be made in writing using Form SPG-02. This form is available on the Research and Grants Administration Web site.