

**SPONSORED PROGRAMS**  
**REQUEST FOR FACILITIES & ADMINISTRATION (F&A) REDUCTION**

Facilities & Administration costs are real costs incurred by the University to support the mission of the University. This form is to be used only when the sponsor allows F&A and you are requesting a reduction to be used instead of the applicable UNLV federally negotiated rate.

F&A reduction request steps:

- Email electronically signed request to your assigned **OSP contact**
- OSP Executive Director (or delegated person) will conduct initial review and recommendation
- OSP Executive Director will then forward request to the VPR's office for final review

What is the reduced percentage of F&A now being requested? (%)

Principal Investigator (PI) Name:

College:

Department:

Proposal/Project Title:

Sponsor (Organization that will directly fund UNLV):

Assigned OSP Research Administrator:

What would have been the full F&A amount allowed? \$

What is the requested amount for F&A:  
(full reduction, enter "0" - this should rarely be requested)

Please explain the reason for this F&A reduction request:

**Principal Investigator, Chair and Dean electronic signatures are required.**

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair / Unit Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean / VP

\_\_\_\_\_  
Date

INTERNAL COMMENTS:

\_\_\_\_\_  
Assistant Vice President for OSP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Research

\_\_\_\_\_  
Date

Approved  
Reason:

Not Approved

Reason: