1. Process Overview

NOTE: The purpose of this document is to describe the future process at MSU. This is the defined procedure, AFTER the implementation of the Kuali Coeus Research Administration system.

NOTE: The Principal Investigator is referred to throughout this document by the term, “PI.” This term is intended to include the PI and/or anyone designated by the PI.

This process begins when a PI decides to submit a Facilities and Administrative (F&A) Waiver request and ends when the PI receives a response from the Department Chairperson or OVPRGS.

Background Information
Facilities & Administrative (F&A) costs are associated with a sponsored project which may not be directly identified to a specific grant or contract. These are costs of the institution’s shared services such as libraries, physical plant operation and maintenance, utility costs, sponsored projects’ administrative expenses, and depreciation for buildings and equipment.

MSU determines the cost of maintaining these shared services and resources. The federal government audits these costs and provides a Rate Agreement that approves the F&A rates that MSU can charge for its sponsored activities. The agreement can be reviewed on the MSU Contract and Grant Administration website (see Section 18, Reference).

Some sponsors restrict the F&A rate that can be charged to a sponsored project to a level below MSU’s approved rate. In these cases, budgets may be prepared using the maximum F&A rate allowed by the sponsor. However when the sponsor does not limit the F&A costs, the PI is expected to prepare their budget using MSU’s full federally-approved F&A rate.

Process
There are times when a PI may feel it necessary to prepare a budget using an F&A rate less than the sponsor allows. MSU requires PIs to receive permission from their Dept/College and the Office of the Vice President for Research and Graduate Studies (OVPRGS) before submitting a budget to a sponsor that includes an F&A rate that is both less than MSU’s full F&A rate and less than the sponsor’s full allowable F&A rate.

The PI initiates the F&A Waiver request with their Dept/College. The F&A Waiver request includes the following information:

1. F&A Waiver Request form:
   • Proposal submission deadline.
   • Proposal Title.
   • Proposal Sponsor.
   • Prime Sponsor if applicable.
   • KC Proposal Development document number.
   • Solicitation URL (if solicitation is not attached to the KC Proposal Development document) noting where the F&A allowance information is located.
   • Principal Investigator Name and Contact Information.
   • Rationale for waiver, including sponsor’s maximum allowed F&A rate specified in the solicitation.
- When applicable, a brief statement as to why this request needs to be addressed as a RUSH. (If the solicitation deadline doesn’t allow for one week’s processing time at the central administrative level (OVPRGS), the PI must provide a brief statement as to why this request needs to be addressed as a RUSH.)

2. Project abstract or brief description.

3. Copy of the detailed project budget.

The PI attaches the electronic solicitation document and proposal abstract to the KC Proposal Development document.

If the detailed proposal budget was prepared in the KC Proposal Development document and there are multiple versions of the budget, the preferred version is marked as final.

If the detailed proposal budget was prepared outside of KC the budget document is attached to the KC Proposal Development document as an Internal Attachment.

Once all attachments have been uploaded and the KC Proposal Development document has been saved the PI will complete the F&A Waiver request form and submit it to the Dept/College administrator for review.

After the final review has been completed by OVPRGS, the PI will attach the approval e-mail or revise the budget to include the appropriate F&A rate.
2. Process Flow – Diagram

[Diagram of the process flow for KC-PRE14 Prepare and Submit F&A Waiver Request – FUTURE STATE]

- PI (principal investigator)
- CBG
- COA
- Dept/College

Last Updated By: Laura Allen/Brain Reilly  Page: 1 of 1  Last Edited: 08/26/2013
## 3. Process Flow – Steps

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<tbody>
<tr>
<td>1</td>
<td>Complete F&amp;A Waiver Request form</td>
<td>The PI completes the F&amp;A Waiver Request form. This form includes the KC Proposal Development document ID, and the submission deadline date. The form also references the required documents to be attached to the KC Proposal Development document. If the deadline doesn’t allow for one week processing time at the central administrative level (OVPRGS), a brief statement as to why the request needs to be addressed as RUSH must be included.</td>
<td>Need for F&amp;A Waiver</td>
<td>Completed F&amp;A Waiver Request form</td>
<td>PI (and/or designee)</td>
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<td>2</td>
<td>Attach abstract and solicitation to KC Proposal Development document</td>
<td>The PI prepares and uploads the abstract and the electronic solicitation document to the KC Proposal Development document.</td>
<td>Information to prepare F&amp;A Waiver Request</td>
<td>Documents attached to KC Proposal Development document</td>
<td>PI (and/or designee)</td>
</tr>
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<td>3</td>
<td>Detailed budget prepared in KC?</td>
<td>The detailed proposal budget may be created in KC or by some other means outside of KC. See KC-PRE15 Determine Proposal Budgeting Method.</td>
<td>Means of detailed budget creation</td>
<td>Decision</td>
<td>PI (and/or designee)</td>
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<td>4</td>
<td>Attach budget to KC Proposal Development document</td>
<td>If the detailed budget is not already in the KC Proposal Development document the PI prepares and attaches the detailed budget to the document.</td>
<td>Budget prepared outside KC</td>
<td>Budget attached to KC Proposal Development Document</td>
<td>PI (and/or designee)</td>
</tr>
<tr>
<td>5</td>
<td>Submit request to Dept/College/OVPRGS for review</td>
<td>The PI submits the request, including the KC Proposal Development document ID, to the Dept/College to request review and approval of the waiver request. The Dept/College forwards the request to OVPRGS for a final decision. Best practice would indicate the deadline submission date in the subject line of the email.</td>
<td>Completed F&amp;A Waiver Request</td>
<td>Request sent</td>
<td>PI (and/or designee)</td>
</tr>
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<td>6</td>
<td>Attach OVPRGS approval to KC Proposal Development document or revise KC budget</td>
<td>The PI receives the response to the F&amp;A Waiver Request from either OVPRGS or the Dept/College and attaches it to the Proposal Development document. If necessary, changes are made to the budget.</td>
<td>Response to F&amp;A Waiver request</td>
<td>Response attached to Proposal Development document</td>
<td>PI (and/or designee)</td>
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