



UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL

TITLE:	F&A Waivers	REFERENCE:	New
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PURPOSE:

The purpose of this policy is to set forth circumstances for a reduction in or waiver of full F&A (indirect) costs on sponsored activities and ensure it is managed in a manner consistent with requirements set forth in 2 CFR 200, Federal and State regulations, as well as agency specific guidelines.

Failure to comply with the University of Miami's (UM's) policies and procedures may result in audit findings, suspension of sponsored activities, closer monitoring by the sponsor, delays in final payments, and/or other enforcement actions imposed by the sponsor. This policy applies to all Federal and non-Federal sponsored activities, including all externally funded clinical trials.

SCOPE:

This policy applies to all UM personnel, namely:

- Faculty, including voluntary faculty.
- Faculty emeriti engaged as active researchers on UM research activities.
- Researchers, including research staff, postdoctoral fellows, and research associates.
- Graduate students, undergraduate students, and interns involved in research programs.
- Staff in departments, centers, institutes, and administrative offices charged with responsibilities under this policy.
- Consultants, agents, and volunteers associated with research and scholarly activities, as well as in departments and offices charged with responsibilities under this policy.

All UM personnel must be aware of the complex and detailed rules provided under Federal and non-Federal regulations as well as the terms and conditions of the individual sponsored activity. While compliance with all applicable requirements is essential, it is equally important to maintain an open research environment that welcomes the participation of researchers from around the world as part of UM's mission. To maintain this balance, UM personnel must be familiar with this policy in addition to the Federal and non-Federal regulations on sponsored activities.

It is the responsibility of all UM personnel to be aware of UM policies and exercise reasonableness in managing all sponsored activities appropriately.

The Office of Research Administration is responsible for providing information to sponsoring agencies that demonstrate the University has fulfilled the terms and conditions of receiving the award.

The Office of Research Administration is responsible for helping UM personnel understand and comply with this policy.

POLICY:

It is the policy of the University of Miami to apply the University's negotiated F&A (indirect) cost rate to all externally sponsored activities. The fiscal management of sponsored activities, including the application of appropriate F&A cost rates in proposed project budgets and management of awarded projects within budget and funding limitations, is the responsibility of the PI. For industry funded clinical trials, the institutional clinical rate will apply.

UM recognizes that many non-profit organizations have their own policies regarding the use of their funds for F&A (indirect) expenses. In the case in which the organization has an official written and publicly disclosed policy in this regard that is applied on a consistent basis, or where a public solicitation for proposals defines a limit on F&A (indirect) cost recovery as a condition of the award, UM will normally accept those requirements.

Waivers for activities in which the sponsor is a for-profit organization or an office or agency of a foreign government are rarely granted.

Case by case exceptions - when reviewing any request for a full or partial waiver of the F&A (indirect) costs, the following will be considered:

- fairness of granting the waiver when the projects of other faculty carry full overhead;
- total cost to UM;
- likelihood that an award would be seriously jeopardized without a waiver, and the potential effect of the loss on the faculty member's overall research program;
- benefit of the waiver to new or junior faculty members or in support of research efforts in new directions which otherwise might not be sufficiently developed to attract typical peer-reviewed awards; and
- Ability of a waiver to increase direct costs available for student support.

F&A (indirect) cost waivers or reductions are not granted to remedy incorrect classifications of costs. PIs may request supplemental funding from sponsors to cover these, however such requests are rarely granted.

Requests for F&A waivers must be approved by the PI, department chair or designee, and submitted to ORA at least 15 days in advance of the final application. ORA will then solicit required approvals:

- For Gables/RSMAS Proposals - Vice Provost for Research
- For Medical Proposals - Executive Dean for Research and Vice Provost for Research

DEFINITIONS:

Please refer to UM's ORA website for a list of acronyms and terms commonly used in sponsored/ research administration grants, contracts, and cooperative agreements:

<http://ora.miami.edu/assets/pdf/ora-policies/glossary.pdf>

PROCEDURE:

UM personnel are to use [UM's ORA website](#) for guidance on matters pertaining to sponsored activities.

UM personnel are to follow the Standard Operating Procedures (SOP) outlined, as well as utilize the various required forms and templates that have been implemented for the activities related to this policy.

UM personnel should contact the Pre or Post Award staff for consultation if additional information is needed. Contact information can be found on [UM's ORA Contacts Webpage](#).