

**Research Facilities Improvement Program
Division of Research Infrastructure
National Center for Research Resources
National Institutes of Health**

**Applicant Instructions to Request a Waiver of Matching Funds
Required by the Research Facilities Improvement Program**

The Research Facilities Improvement Program (RFIP), authorized by Public Law 106-551, requires applicant institutions to equally match (one-to-one) Federal grant funding with non-Federal funds. Although the matching funds provided by an institution usually indicate the institution's commitment to the construction project, some institutions do not have sufficient sources of non-Federal institutional funding for this purpose. Therefore, in unusual and compelling circumstances, an applicant institution may request the National Center for Research Resources (NCRR) to waive a portion or all of the required non-Federal matching funds (Section 481A.(e)(4) of the Public Health Service Act as amended by Public Law 106-505). Institutional requests for waivers of a portion or all of the match must be made in a letter and submitted to the NCRR Director no later than one month before the RFIP grant application deadline.

The waiver-request letter must be signed by both the Principal Investigator and the business official who is authorized to sign on behalf of the applicant organization. Attachments and appendices are not allowed. The waiver-request letter, which must not exceed two pages, shall include the following:

- A brief description of the project for which an application is to be submitted, including funds requested.
- The circumstance(s) supporting the waiver request; description of other alternatives that were considered.
- The impact on the institution should the waiver be denied.
- Investigators' projected use of the facility and their current and pending NIH grant support and other sources of peer-reviewed research support.

Submit the waiver-request letter to:

Dr. Judith L. Vaitukaitis, Director
National Center for Research Resources
National Institutes of Health
31 Center Drive, Suite 3B11
Bethesda, MD 20892-2128
Phone: 301-496-5793
E-mail: vaitukaitis@nih.gov

The applicant must attach a copy of the NCRR letter granting a waiver to the last page of the application at the time of submission.