INDIRECT COST REDUCTION OR WAIVER REQUEST

Guidelines

Do NOT complete this form if:

The sponsor is a non-profit or federal agency and has a formal Facilities and Administrative (indirect/overhead) policy limiting the amount of F&A that can be charged to the project. If the sponsor has a policy limiting the amount of indirect cost, immediately consult with your Proposal Analyst about an Indirect Cost Addendum, and provide a copy of the entity's policy or identify the official web site where the policy can be found to the Proposal Analyst.

Complete this form if:

The sponsor does not have a formal F&A (indirect/overhead) policy or is a for-profit entity and you are requesting a reduction or waiver of indirect costs. Before a budget including waived or reduced indirect costs can be submitted to the sponsor, several approvals (with final determination by OCG) must be obtained.

Form Instructions:

- PI must completely answer all of the questions in this form.
- PI must route completed form via DocuSign to their Chair/Unit Director/Dean as well as their Associate Dean for Research (if applicable) to obtain formal approval.
- When establishing DocuSign recipients, ensure Proposal Analyst and Unit or College Department Research Administrator receives a copy of the completed form.
- · Any questions raised by Chair/Director or ADR will need to be addressed by the PI, not the Proposal Analyst.
- PI must ensure Proposal Analyst has received the completed form once all signatures are obtained. Proposal Analyst will route the completed form for further
 consideration by OCG. Requests that are not received by the Proposal Analyst at least ten business days in advance may be declined due to lack of time to
 receive full consideration.

Supporting documentation required in addition to this form:

- Abstract or synopsis of the project detailing why an exception to standard policy is appropriate and the benefits to the campus of waiving its indirect costs.
- Detailed Budget

Project Information					
PI Name	Unit				
Project Title					
Sponsor	Sponsor Type:	For-profit organization	Non-profit organization		
Period of Performance	Expected award:	Grant	Contract		
Budget total	Place of Performance:	On Campus	Off Campus		
Questions for Consideration					
PI must provide complete answers to the following questions.					
What is the purpose of the project?					
Why is the project important to the University, Collec	ge, Department, and PI?				
Is the project for research, instruction, or another purpose?					

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dollar (\$) amount.			
Is there a cap on Sponsor funds availab	le for the project? Can t	his limitation on available funds be documented by	the Sponsor?
Is cost sharing required and is a waiver	of the Indirect Costs elic	gible to be considered cost share?	
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will you pay for space used and utilities		red? For example, how will OCG be reimbursed for	the use of staff time? How
Are there any other extenuating circums	stances that would sunn	port a request for a reduction in the F&A (Indirect C	ost) rato? Please provide
specific information and details.	stances that would supp	on a request for a reduction in the rax (indirect o	ostyrate: Tlease provide
Approval			
PI signature below confirms that informatio		true, complete, and accurate. Additional signatures con	
from the Associate Dean for Research of the	he College where the unit	approval must be at the level of Chair, Director, or Dea resides or the Associate Dean of the School, whicheve	er is applicable. Please note,
		egate).OCG approval will be provided once all signature e proposed budget with reduction or waiver can be sub	
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Directions	Detr	Deat Obeid Heit Die stell Dee	Detr
Pl's Signature	Date	Dept. Chair/ Unit Director/ Dean	Date
		Associate Dean for Research	Date
		(Not Applicable for Institutes)	

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