

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 policy or is a for-profit entity.

Completely answer all of the questions in this form, and forward the form and required supporting documentation noted below to your department's Proposal Analyst in the Office of Contracts and Grants.

Requests that are not received by the Proposal Analyst at least five 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 costs.
- Detailed Budget
- Chair's/Dean's/Director's written agreement to forgo their portion of administrative support and research reinvestment funding, if applicable.
- Answers to all of the questions on page two of this form.

PROJECT INFORMATION

Sponsor	
Principal Investigator	
Department	
Project Title <i>Attach abstract or synopsis</i>	
Period of Performance	
Budget Total with IDC included <i>Attach a detailed budget</i>	

Return this form and all documentation to your department's OCG Proposal Analyst.

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Provide complete answers to the following questions in an attached document:

What is the purpose of the project?

Why is the project important to the University, College, Department, and PI?

Is this request for a full or partial waiver of the indirect costs? If partial, how much of a reduction is being requested (% and \$)? If full, provide dollar (\$) amount.

Is the Sponsor a for-profit or non-profit organization?

Will the award be a grant or a contract?

Is the project for research, instruction, or another purpose?

Is this an on or off-campus project?

Is there a cap on Sponsor funds available for the project? Can this limitation on available funds be documented by the Sponsor?

Is cost sharing required and is a waiver of the Indirect Costs eligible to be considered cost share?

How will the campus costs associated with the project be covered? For example, how will OCG be reimbursed for the use of staff time? How will you pay for space used and utilities costs?

Are there any other extenuating circumstances that would support a request for a reduction in the F&A (Indirect Cost) rate? Please provide specific information and details.

Return this form and all documentation to your department's OCG Proposal Analyst.