



This is an addendum to the general waiver guidelines – if a request comes under these guidelines and is submitted to OCG in advance of their five day guideline, there is no need for AVCR/OCG Director review (that is, no need to fill in the indirect cost waiver form and submit it).

Remember, if the program has a documented policy of not supporting indirect costs then there is no need for AVCR/OCG Director review – but the documentation must be provided to OCG with the budget request.

If you are **requesting that ICR rates be reduced not waived – please note that the reduction is not proportionately split between the unit and campus shares but comes first from the unit share.**

**Requests for waivers** (partial or full) on *grants of less than \$15K* will be automatically approved if:

- The head of the unit (or designee) supports the request (please provide documentation such as an email to OCG)
- The grant is not a supplement request *and*
  - The funds will be used solely for the support of a student or students
  - *Or*, the funds will be used solely for the support of a conference.

**Requests for waivers** (partial or full) for *outreach programs* where the funds will be used to develop educational materials (such as podcasts) will be automatically approved if:

- The head of the unit (or designee) supports the request
- The request is for a pilot program and follow on programs would carry full indirect costs *or* is a supplement to a grant award that carries full indirect costs
- The funds available for the total project are capped at less than \$50K