

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	<input type="text"/>	Unit	<input type="text"/>		
Project Title	<input type="text"/>				
Sponsor	<input type="text"/>	Sponsor Type:	<input type="radio"/> For-profit organization	<input type="radio"/> Non-profit organization	
Period of Performance	<input type="text"/>	Expected award:	<input type="radio"/> Grant	<input type="radio"/> Contract	
Budget total	<input type="text"/>	Place of Performance:	<input type="radio"/> On Campus	<input type="radio"/> 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, College, Department, and PI?**

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

