

**REQUEST FOR INDIRECT COST REDUCTION OR WAIVER**

The Principal Investigator (PI) or Project Director (PD) must include indirect costs (IDC) in the proposed budget for all grants, contracts, and cooperative agreements at the maximum rate allowed by the sponsor (SFA policy A-51). However, in certain circumstances IDC may be reduced or waived by the President. Requests for consideration of an IDC reduction or waiver must be approved before a grant proposal is submitted. **Please complete this form, attach it to the Proposal Clearance Form (PCF), and obtain your chair's and dean's signatures on both forms.**

PI / PD: \_\_\_\_\_ Department: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Sponsor's maximum allowable IDC rate and basis (if known):

*For example - 50% salaries/wages; 15% direct costs*

Requested IDC Rate: \_\_\_\_\_

Cost to SFA from the IDC waiver/reduction request:

- a. Indirect cost recovery if full IDC rate is applied
- b. Indirect cost recovery if the requested rate is used
- c. **Loss of revenue to the University (a - b = c)**

*There will be a proportional loss of IDC allocated to the PI/PD, department and college*

- Is there a need to reduce indirect costs in order to have enough direct costs to meet the work requirements of the scope of work:    No |    Yes
- Is this waiver necessary to meet a cost share requirement:    No |    Yes

Explain the above, and describe why granting this waiver is in the best interest of the University: \_\_\_\_\_

PI/PD \_\_\_\_\_ Date \_\_\_\_\_

Department chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

-----  
Recommended      Not recommended      Alternate rate \_\_\_\_\_

Director, ORSP \_\_\_\_\_ Date \_\_\_\_\_

Recommended      Not recommended

Provost/VPAA \_\_\_\_\_ Date \_\_\_\_\_

Approved      Not approved

President \_\_\_\_\_ Date \_\_\_\_\_