

OSPA Indirect Cost Waiver/Reduction Request Form

For use in situations where the funding agency will not allow the charging of full indirect, or where the principal investigator would like to request a strategic reduction in the rate to be applied to the grant.

This request should be submitted as soon as you know that an indirect cost waiver may be needed for the submission of a sponsored project proposal, but no later than one week before the due date of the proposal.

Complete Section 1 of this form, and Sections 2 or 3, as applicable. Secure approvals of the department and dean, and route to OSPA (may be sent electronically), with a draft budget and abstract for your project, the complete RFP for the project and the funding agency's guidelines for indirect costs, if they are not part of the RFP. OSPA will obtain the approval of the VCR.

Section 1. PROJECT INFORMATION

Principal Investigator:		Phone:			
		Email:			
Project Title:					
Proposed Indirect rate:	University Indirect Rate:	Total of Waived Indirect Costs: \$			
Proposed Budget (total direct):	Sponsor				
Project Location	On-campus Off campus	Project Category	Research	Training	Other

Section 2. WAIVER/REDUCTION DUE TO FUNDING AGENCY POLICY

Check appropriate boxes below.

I am requesting a rate reduction waiver because the funding agency will not allow:

The full indirect rate to be charged.

Any indirect costs to be charged.

Attach documentation of the funding agency's indirect cost policy. Acceptable documentation includes a published policy or a letter signed by an authorized representative of the funding agency, describing the policy and in what circumstances it is applied.

OR

Section 3. REQUEST FOR STRATEGIC REDUCTION

I am requesting a rate reduction waiver for strategic purposes.

Please provide rationale for your request (Provide information on each point on next page – use additional sheets as necessary).

1.	the grounds on which the waiver might be justified to other faculty whose projects carry full overhead:	
2.	the likelihood that an award would be seriously jeopardized without a waiver, and the potential effect of the loss on the faculty member's overall research program:	
3.	the benefit of the waiver to new or junior faculty, or in support of research efforts in new directions not otherwise sufficiently developed to attract other support:	
4.	the effect of this waiver to increase direct costs available for student support:	
5.	the effect of this waiver to increase direct costs available for support of the research effort	
6.	any additional comments:	

Section 4. Approvals

Principal Investigator	
Print Name Date	Signature
Department Chair/Director	
Print Name Date	Signature
Dean	
Print Name Date	Signature

Route this form with a draft budget, abstract and copy of RFP to OSPA

For OSPA Use Only

VCR/OSPA Approval		
Approved	Not Approved	Date _____

Form may be completed and submitted as an attachment to an email, where departmental and school approvals are conveyed in the email (in lieu of signatures).