

## Indirect Cost Waiver/Reduction Request Form Instructions

This request should be submitted to OSPA with a preliminary budget and justification and statement of work as soon as you are aware that an indirect cost (IDC), also referred to as facilities and administrative (F&A), rate reduction or waiver may be needed for the submission of a sponsored project proposal.

It is the University's policy to recover our federally negotiated indirect cost rate (set by the U.S. Department of Health and Human Services) from all agencies that are legally bound by that agreement and from all other federal, state, and private funding agencies that will reimburse the University at the negotiated rate. The rate varies depending on whether the sponsored project is for research, training/instruction, or other activities, and whether it will take place primarily on or off campus. Click [here](#) for current rates.

If the agency has a published policy regarding indirect cost recovery, the University, in most cases, will honor the policy. Please consult with OSPA before completing the indirect cost waiver form in these situations. However, when an agency does not have an official published policy regarding indirect cost recovery and a reduction of indirect costs is needed, this form is required.

A request for a reduction or waiver of indirect costs is not a guarantee, and can only be granted by OSPA/OVCR using this form.