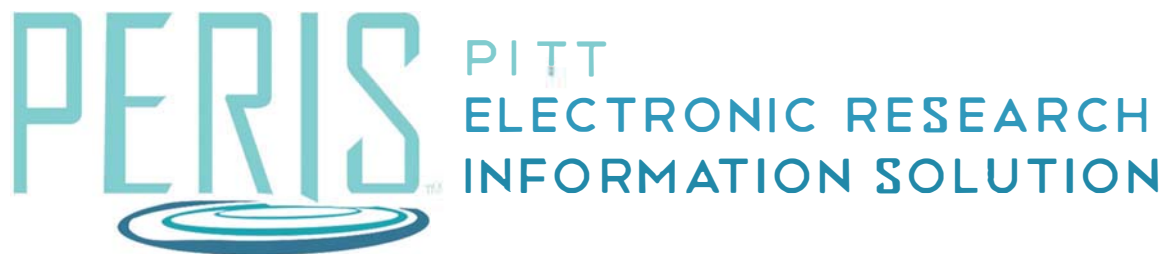




University of Pittsburgh



Quick Reference

HOW TO REQUEST AN INDIRECT COST WAIVER

Overview: The ‘Create IDC Waiver Request’ activity should be used to request a waiver or reduction to the indirect costs (also known as Facilities and Administration Costs or overhead costs) for a project. This activity should be used prior to proposal submission.

Examples:

1. A basic research project is being proposed to a foundation. The foundation does not mention anything about indirect costs in the proposal instructions nor have a policy published on their website. The Pitt Sponsored Research rate should be used. However, the investigator would only like to include 10% IDC because they believe this will make the proposal more competitive with the limited funds available. An IDC waiver will need to be requested.
2. The sponsor allows 25% Total Direct Costs (TDC) in Indirect Costs, but a request to use 10% TDC Indirect Costs on the project is proposed.

Please Note: An Indirect Cost Waiver is not required when the sponsor does not allow Indirect Costs to be included in the budget. Please include formal documentation from the sponsor (Request for Proposal instructions or published policy) regarding Indirect Costs when preparing your funding proposal by using the ‘Add Attachments’ activity in the funding proposal workspace. Sponsors should not be contacted directly regarding their indirect cost policies.

In addition, when creating the budget in MyFunding on the ‘General Budget Information’ page, question 5, ‘Does this budget use the standard indirect cost base and rates?’ should be marked ‘No’, the sponsor mandated rate entered, and ‘Sponsor Mandated’ should be indicated (as shown below).

5. * Does this budget use the standard indirect cost base and rates?

Yes No [Clear](#)

Standard indirect cost base and rates

Cost Base Type	Period	
	1	2
	Start: 9/1/2018	9/1/2019
	End: 8/31/2019	8/31/2020
MTDC	Rate: 56.5%	56.5%

Non-standard indirect cost base and rates

Cost Base Type	Period	
	1	2
	Start: 9/1/2018	9/1/2019
	End: 8/31/2019	8/31/2020
MTDC	Rate: 25%	25% Clear

* If no, indicate why:

Sponsor Mandated F&A Waiver [Clear](#)

Indirect Cost (IDC) Waiver Request Requirements

The below information is required in MyFunding as part of the IDC Waiver Request:

- Budget (as an attachment or in the Budget of the MyFunding module)
- Scope of Work
- Deadline, if any
- IDC rate being requested vs. Pitt’s negotiated rate
- Written approval by the Dean or University-level Center/Institute Director- Email attachment will be sufficient.
- Justification of the waiver

The justification must include the following information:

- Why the IDC waiver is being requested
- Why the University’s Federally Negotiated IDC rate cannot be used for the project
- Why the IDC waiver should be approved
- Documentation from the sponsor, if any, regarding their allowable IDC rate

The below chart outlines the required approvals needed for an IDC Waiver Request.

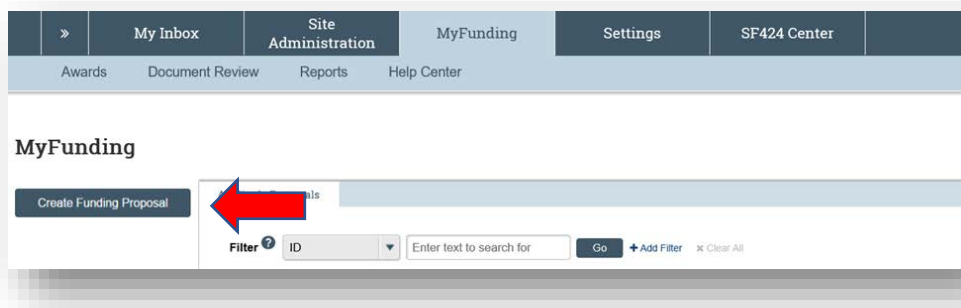
Total Proposal Budget	Requires Approval by the Dean or University-level Center/Institute Director	Requires Approval by the Senior Vice Chancellor for Research (SVCR)
\$50,000 or less	Required	Not Required
Over \$50,000	Required	Required

Proposals with a total budget of \$50,000 or less can be approved solely by the Dean of the school or University-level Center/Institute Director (The approval will need to be uploaded in the IDC waiver request in MyFunding).

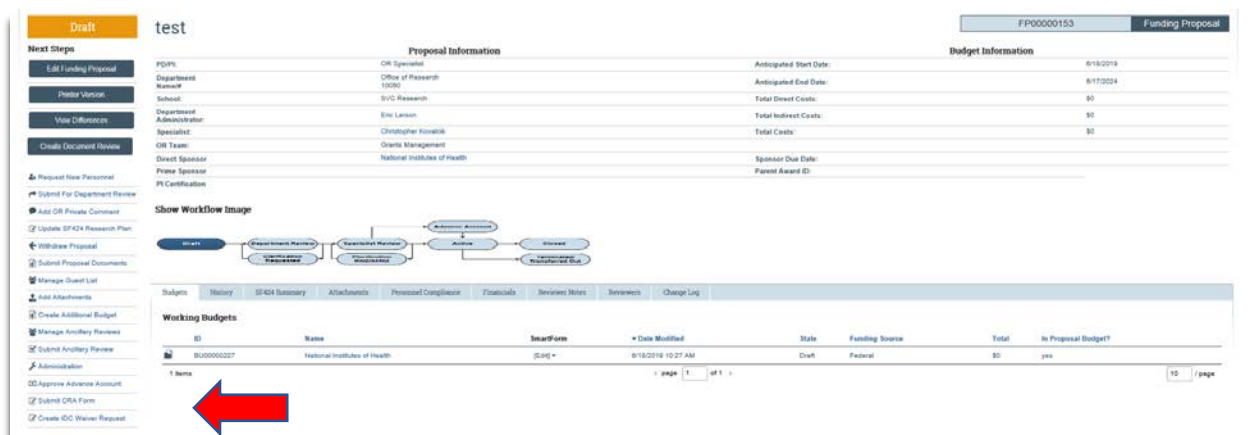
Proposals with a total budget of more than \$50,000, require approval from both the Dean of the school or University-level Center/Institute Director and the Senior Vice Chancellor for Research (SVCR). Requests that require SVCR approval will be coordinated by the Specialist assigned to review the proposal in the Office of Sponsored Programs.

Where to Start

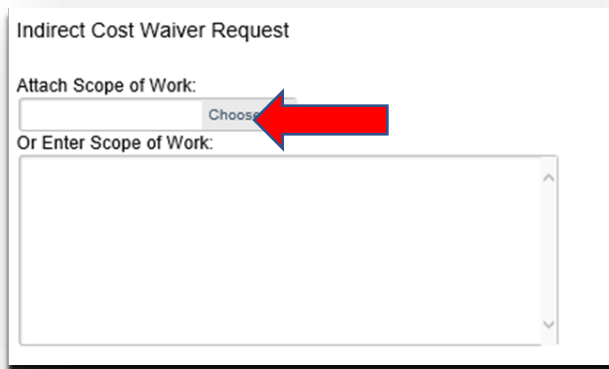
1. Log-in to MyFunding.
2. Create a new funding proposal in 'MyFunding' by clicking the 'Create Funding Proposal' activity. To view the Quick Guide on creating a new funding proposal, click [here](#). Please Note: A draft Funding Proposal must be created to complete the 'Indirect Cost Waiver Request'



3. To begin the IDC Waiver Request, click 'Create IDC Waiver Request' in the Funding Proposal Workspace:




4. On the 'Indirect Cost Waiver Request Form' attach or enter the scope of work:



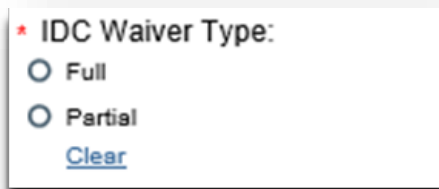
Indirect Cost Waiver Request

Attach Scope of Work:

Choose 

Or Enter Scope of Work:

5. Select the 'IDC Waiver Type':



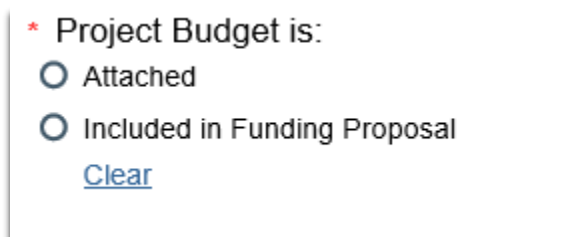
* IDC Waiver Type:

Full

Partial

[Clear](#)

6. Indicate if the 'Project Budget' is attached or entered as part of the Funding Proposal:



* Project Budget is:

Attached

Included in Funding Proposal

[Clear](#)

7. Indicate the 'Requested IDC Rate' and the 'University's Applicable Negotiated IDC Rate':




* Requested IDC Rate:

* University's Applicable Negotiated IDC Rate

(Click to view current Rate Agreement)

8. Select the 'Proposal Deadline':

* Proposal Deadline:
7/31/2019 

9. Attach or enter the 'Justification' for the waiver Note: The justification needs to address the items listed on the waiver request:

Please address the following in the justification:

- Why is the waiver being requested?
- Why can't the full indirect cost rate be used for this project?
- Why should this waiver be approved?
- Provide documentation from the sponsor, if any, for their allowable indirect cost rate.

Attach Justification here:

Or enter Justification here:

10. Upload the 'Dean or University-level Center/Institute Director Approval' (memo or email) and any other 'Additional Documents':

* Upload Dean or University-level Center/Institute Approval (Email or memo):

11. Click, 'Ok' in the bottom right-hand corner.

What's Next?

1. An email notification is sent to the Specialist.
2. The Specialist reviews the IDC Waiver Request.
3. If the waiver needs Senior Leadership approval, it will be sent to the Vice Chancellor for Sponsored Programs and Research Operations and subsequently to the SVCR for review and approval.
4. Once approved or disapproved by the SVCR, the Specialist will email the proposal team in MyFunding to notify the team of the decision.