



Steps for the Office of Sponsored Programs in Processing Indirect Cost Waivers in MyFunding

1. An email notification is sent to the Grants Coordinator when the Indirect Cost Waiver is completed. The Grants Coordinator will forward the notification to the Specialist (The proposal will be in draft or department review so no specialist will have been assigned yet).
2. The Specialist will review the IDC waiver request:

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 via the “Create IDC waiver request” activity on the MyFunding Workspace).

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

Choose File


If the budget is **over \$50,000** – the Specialist will follow these steps:

- a. The Specialist will select Manage Ancillary Reviews.

 [Manage Ancillary Reviews](#)

- b. +Add

1. Identify each organization or person who should provide additional review.

 Add

- c. Select ‘Jennifer Woodward’ as the Person.
The Review Type is ‘F&A Waiver Request – Dr. Woodward’
Response required?’. Indicate ‘Yes’. Add Comments or Supporting documents, as necessary, and select ‘Ok’:

1. * Select either an organization or a person as reviewer:

Organization: ...

Person: Jennifer Woodward ... x

2. * Review type:

F&A Waiver Request - Dr. Woodward ▼

3. * Response required?

☒ Yes ☐ No [Clear](#)


4. Comments:

5. Supporting documents:

+ Add

Select 'Ok' to begin the notification process:

3. Dr. Woodward will send an ancillary review to Dr. Rutenbar; they both will complete their ancillary reviews.
4. The Specialist will email the team members to inform them of the decision.

 Send Email