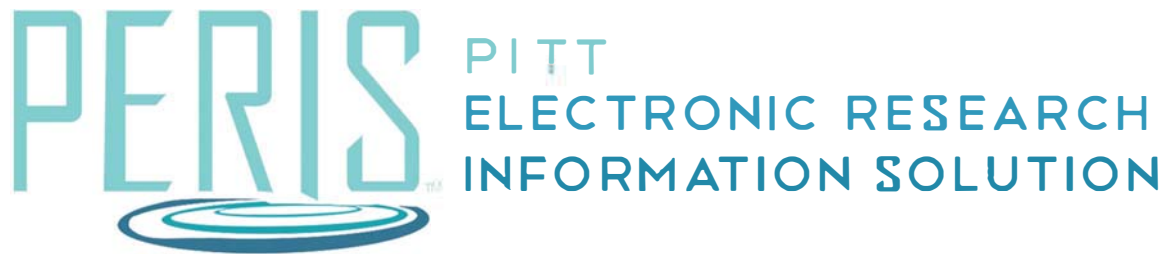




University of Pittsburgh



# Quick Reference

**OSP - HOW TO PROCESS AN IDC WAIVER  
REQUEST**

## 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):

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.

- c. Select ‘Jennifer Woodward’ as the Person.

The Review Type is ‘F&A Waiver Request – Dr. Woodward” Response required?’. Indicate ‘Yes’ and select ‘OK’:

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

Organization:

Person:

2. \* Review type:

3. \* Response required?

Yes  No [Clear](#)

Add Comments or Supporting documents, as necessary, and select 'Ok':

**Manage Ancillary Reviews**

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

Review Type	Organization Person	Required
<input type="checkbox"/> Update F&A Waiver Request - Dr. Woodward	Jennifer Woodward	yes

2. Comments:

Please review this F&A waiver request.

3. Supporting documents:

Name

There are no items to display

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

 [Email Proposal Team](#)