

## REQUEST FOR INDIRECT COST WAIVER

A waiver or reduction of Indirect costs (IDC) associated with a grant proposal, award, or contract, may be requested in extraordinary circumstances. Waiver requests are not intended to take the place of direct financial support from the department/school. In most cases, cost-sharing may be more appropriate. Refer to HOOP 69, Indirect Costs Policy.

To request an IDC waiver, email the completed form with : 1) grant abstract or scope of work, 2) grant budget and budget justification, 3) proposal instructions or URL, to [Kathleen.kreidler@uth.tmc.edu](mailto:Kathleen.kreidler@uth.tmc.edu) at least 14 days prior to the proposal deadline or submission of budget to potential sponsor.

PI Name:  
(Last, First)

Sponsor/Funding Agency:

Proposal/Submission  
Deadline Date:

Sponsor's IDC  
Rate (%):

Requested  
IDC Rate (%):

Number of  
Project Years

Justification for Waiver:

(Provide sufficient justification for the IDC waiver request. Do not include a project description. )

Direct Cost (DC)  
Budget (total all yrs):

Subtotal DC \* Sponsor's  
IDC Rate:

Less DC Excluded  
from IDC Calc  
(total all years):

Subtotal DC \*  
Requested IDC Rate:

Subtotal DC  
(IDC Base):

IDC Waiver Requested:

Complete the below only when requesting waiver of IDC on the first \$25,000 of each subaward.

Number of Subawards:	x		x		=		<b>Total Waiver Request:</b>
----------------------	---	--	---	--	---	--	------------------------------

APPROVALS:

PI Signature

Date

Dept Authorized Signature

Date

Dean Signature

Date

***To be completed by Sponsored Projects (Remaining signatures will be obtained by SPA):***

AVP SPA review/recommendation:

Amount of  
waiver  
approved:

IDC Rate  
approved:

Assoc VP, SPA

Date

EVP, Chief Academic Officer

Date

ESVP, COO, CFO

Date