



Reduced IDC Request Form

This form is required for all extramural funding applications other than training or career development grants where the Indirect Cost Rate is less than the full federally negotiated [Organized Research rate](#). Please review [DSPH's guidelines on Indirect Costs](#) for more information.

Instructions: Provide proposal summary information in Section 1 as well as a justification in **either** Section 2 or 3 as appropriate (note: fill out just one of these two sections). If completing Section 3, also attach documentation from the funder showing that a reduced indirect rate is required. This can be a copy of an FOA, a web-link to application instructions (for lengthy instructions, please indicate where the pertinent text is), or an email from a representative at the funding agency. Documentation must clearly indicate that the reduced indirect rate is a condition of application acceptance.

This form must be completed and submitted via email to Sarah Saxton (sms559@drexel.edu) at **least 10 business days in advance of the application deadline**. You will receive an email with an approval or a request for further information within two business days. If approved, a copy of this form along with any documentation (if Section 3 is completed) also needs to be uploaded in the indirect cost rate waiver justification section of the proposal record in COEUS.

1. Proposal Information

Principal Investigator/Department:

Proposal Title:

Sponsor:

Proposal Due Date:

Anticipated Budget Amount:

COEUS proposal # (if available):

2. Complete for proposals using a federally negotiated IDC rate other than the Organized Research rate (i.e., instruction, other sponsored activities, off campus).

Rate used: Off campus Instruction Other sponsored activities

Justification:

3. Complete for proposals using a rate below the appropriate federally negotiated IDC rate and attach documentation of sponsor requirement to use a reduced IDC

Rate used: _____

Justification:

Description of attached documentation (please indicate where in the documentation the specific required reduced IDC rate is shown):

4. Department Approval

Home Department Chair:

Home Dept. Chair Signature:

Date:

Associate Dean for Research:

ADR Signature:

Date: