

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: