

See Research Policy Handbook chapter: [Facilities and Administrative \(Indirect Cost\) Waivers](#)

## Facility and Administrative (Indirect Cost) Waiver Request Form

This request should be submitted as soon as you know that a Facility and Administrative (F&A) waiver may be needed for the submission of a sponsored project proposal.

NOTE: Form may be completed and submitted as an attachment to an email, where departmental and school approvals are conveyed in the email (in lieu of signatures).

Do not submit this request:

- if the sponsor is a non-U.S. government agency or a for-profit enterprise (either US or international). Indirect cost waivers will not be approved for these sponsors.
- if the sponsor is a US-based non-profit charitable foundation that explicitly limits indirect costs as a matter of foundation policy. In that case, Stanford University will normally accept the foundation's requirements, and you should forward documentation of the Foundation's policy with your proposal.

Complete all sections of this form, including the approvals of the department and school dean's offices, and submit to the Dean of Research Office (may be sent electronically). Please also provide a draft budget for your project and a description of the scope of work.

### Section 1. PROJECT INFORMATION

Principal Investigator: _____						
Project title: _____						
Proposed F&A rate _____						
Proposed Budget (total direct costs) <sup>1</sup> : _____		Sponsor (include RFP or proposal solicitation, if available): _____				
Project Location	On-campus	Off campus	Project Category	Research	Instruction	Other
Brief Project description						

<sup>1</sup> Provide a draft project budget and a description of the scope of work with this request.

**Section 2. RATIONALE (Please provide information on each point).**

1) the grounds on which the waiver might be justified to other faculty whose projects carry full overhead:	
2) the total cost of the waiver to Stanford University, i.e. the amount of indirect cost recovery being waived:	
3) the likelihood that an award would be seriously jeopardized without a waiver, and the potential effect of the loss on the faculty member's overall research program:	
4) the benefit of the waiver to new or junior faculty, or in support of research efforts in new directions not otherwise sufficiently developed to attract other support:	
5) the effect of this waiver to increase direct costs available for student support:	
6) any additional comments:	

**Section 3. Approvals \***

Principal Investigator		Department		School Dean's office	
_____	_____	_____	_____	_____	_____
Signature	Date	Signature	Date	Signature	Date

\* Email approvals are acceptable in lieu of signatures.

*For proposals outside of the School of Medicine, submit the completed form to Ken Merritt, Building 60, Main Quad, Room 211 Mail code: 2064 or send as an email attachment to [dor\\_research\\_compliance\\_group@lists.stanford.edu](mailto:dor_research_compliance_group@lists.stanford.edu)*

Dean of Research office

\_\_\_\_\_

Signature

\_\_\_\_\_

Date