

### Request for Infrastructure Exemption

*(E-mail the completed form to the Budget Office, Dana Shelley at [dshelley@stanford.edu](mailto:dshelley@stanford.edu) and fax the signed form to the Budget Office at ext 3-2060 )*

1. Date requested: \_\_\_\_\_ Requested by: \_\_\_\_\_  
*(Name and Title)*

2. Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Four character org and title)*

**I request an exemption from the infrastructure charge for the following fund/award. The department/school I represent agrees to pay the infrastructure charged to the alternate PTA incurred by the exempted fund/award.**

**Identify the fund/award you would like exempted:**

3. Categorize fund type: Designated, Expendable Gift, or Endowment  Sponsored Project

4. Proposal/Award Number: \_\_\_\_\_

5. Proposal/Award Title: \_\_\_\_\_

6. Donor/Sponsor: \_\_\_\_\_

7. Recipient: \_\_\_\_\_  
*(For a sponsored project, enter the name of the principal investigator)*

**Charge the infrastructure incurred by the above fund/award to the following PTA:**

8. Alternate PTA: \_\_\_\_\_  
*(You must enter a project, task and award/fund)*

9. Award Title: \_\_\_\_\_

10. Describe the reason for the exemption request.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVERS**

I have read the attached guidelines at page 2 of this form and agree to abide by them. I understand my department/school is responsible for funding all infrastructure charges in the alternate PTA.

**Recipient (e.g., P.I.)** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance Manager** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean or VP** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPLETING THE REQUEST FOR INFRASTRUCTURE EXEMPTION

### Who Must Use this Form

Exceptions to this policy will occur rarely and must be approved by both the Provost and the Chief Financial Officer.

Use this form to request permission from the Provost and CFO to use an alternate project/task/award to pay the infrastructure charge when a fund or award is accessed infrastructure but the donor or sponsor will not pay the charge. The alternate PTA is funded by the school /department and must be able to support an expense of this nature. Designated, endowment income or expendable funds may be used. Sponsored projects may not be used.

### Guidelines

- The form is completed on-line and e-mailed to Dana Shelley in the Budget Office at [dshelley@stanford.edu](mailto:dshelley@stanford.edu) . In addition, print a copy of the form for approvers to sign. Fax the signed copy to Dana Shelley ext 3-2060.
- Please include a complete explanation and supporting documentation detailing why this award should be exempt from infrastructure.
- The requester and signers agree to comply with the guide: [Implementing the Revised Infrastructure Charge \(ISC\) Policy](#) effective September 1, 2005.
- The department/school acknowledges that it is responsible for funding all infrastructure charges posted to the alternate PTA.
- The department/school acknowledges that the exempted awards/ funds will hold only exempted monies and will not knowingly transfer non-exempt monies into this fund.
- Exemptions are requested for funds/awards only.
- Please make sure the alternate PTA is active and chargeable for the period of time you anticipate charging.

Any questions regarding infrastructure should be referred to Jean Demartini (723-3013) in Fund Accounting (for designated, expendable gift and endowment funds) or to Pamela Webb (724-6613) in the Office of Research Administration (for sponsored project funds).

### Process

The requestor e-mails the completed form to Dana Shelley in the Budget Office at [dshelley@stanford.edu](mailto:dshelley@stanford.edu). In addition the requestor prints a copy of the form for the approvers to sign and faxes this signed copy to Dana Shelley at ext 3-2060. The Budget Office obtains the required approvals from the Provost and the Chief Financial Officer. The Budget Office e-mails the requestor about the status of the request and e-mails approved forms to Fund Accounting or the Office of Sponsored Projects for use in approving proposals and subsequent entry into the Oracle Financial system.