

Indirect Cost Waivers

Procedure for Requesting Indirect Cost Waivers:

- Step 1.* PI initiates the request by completing and signing the [Facility and Administrative Indirect Cost Waiver Request Form](#).
- Step 2.* The Department Chair approves or denies the request.
- Step 3.* PI sends request with Chair approval to RFA.
- Step 4.* RFA forwards the request to ERA Director.
- Step 5.* ERA Director reviews the request and makes the appropriate recommendation to the School of Engineering Dean's Office.
- Step 6.* Dean's office reviews, approves (or denies) the request. The ERA Director forwards the approved request to the Office of the Dean of Research with rationale for the request.

Tips:

- a. When making a request for an indirect cost waiver, refer to [Section 15.2](#) of the Research Policy Handbook.
- b. When evaluating a waiver request, the Office of Dean of Research looks for the following:
 - grounds on which the waiver might be justified to other faculty whose projects carry full overhead
 - total cost to Stanford
 - 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
 - benefit of the waiver to new or junior faculty members or in support of research efforts in new directions which otherwise might not be sufficiently developed to attract typical peer-reviewed awards
 - effect of a waiver to increase direct costs available for student support
- c. The Dean of Research maintains a pre-approved indirect cost waiver list (<https://doresearch.stanford.edu/research-administration>), but does not automatically add to the list even if the sponsor has a published policy that defines a limit on IDC. A request must be submitted to Dean of Research as described above.

Questions? If you have any questions on this job aid, please consult with your colleagues or Team Lead.