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.