Project-Specific IDC Waiver

If a sponsored project wants to charge an IDC rate less than Stanford’s negotiated rate and the sponsor is not on the Pre-Approved IDC Exception List, an IDC Waiver Request must be submitted to the Dean of Research Office during the Proposal (PDRF) process.

If your sponsor meets eligibility requirements for a permanent exception, but is not on the Pre-Approved IDC Exception List, please contact the Research Compliance Group to add your sponsor to the list. A sponsor is eligible for a permanent exception if the following criteria are met:

- The sponsor is a non-profit entity.
- The sponsor has an official written policy regarding use of funds for overhead expenses.

Additional policy information is available on Stanford’s DoResearch site 15.2 Indirect (F&A) Cost Waivers

When can an IDC Waiver be requested?

1. The option to request an IDC Waiver request from a PDRF is determined by the Sponsor which was provided on the Admin & Sponsor Details page and answers on Budget Questions page.

   Requesting a Project-Specific Waiver request will not be available when the sponsor is:
   - A for-profit organization, whether US or International, or
   - An office or agency of a foreign government, including organizations funded by that government.

2. A Project-Specific IDC Waiver button will display when Indirect Cost (IDC) questions are answered as follows.
   a. Does this proposal apply an F&A rate less than Stanford’s negotiated rates? = Yes
   b. Does this sponsor have a published policy regarding indirect costs? = No
Preparing and Routing IDC Waiver Request

It is recommended the following fields be entered on the PDRF prior to starting the Project-Specific Waiver request.

- PI
- Project Title
- Department
- Start Date
- Sponsor Deadline and Requested Completion date if applicable.
- Project Activity

**These fields will transfer to the IDC Waiver Request and eliminate duplicate entry or conflicting information**

Step 1: Click **Project-Specific IDC Waiver** button to initiate a request.

Step 2: Complete all sections of the request. Required information is denoted by an asterisk *

**Project Information**

If previously entered on the PDRF information will copy to the IDC Waiver Request with the exception of ‘Brief Project Description’

**Budget Information**

[Diagram showing budget calculation process]

These fields will calculate automatically once fields above have been completed.
Rationale – Describe the special circumstances that justify the University covering facilities and administrative costs for this research project.

Step 3: Add necessary Approvers & FYIs

- PI (added automatically)
- The PI’s School Dean’s Office
- Dean of Research Office (do not add; routes automatically)

Click ‘Add Approver’ and/or ‘Add FYI’ to add individuals as needed.

Step 4: Navigate to Attachments page and add necessary documents (A draft budget or scope of work MUST be attached)

The Attachments can be reached by clicking ‘Attachments’ in the left-hand navigation or by clicking the ‘Next’ button at the bottom of the page.
Step 5: Submit for Approval

Once all information has been completed, the IDC Waiver Request can be submitted for approval. Click ‘Submit for Approval’ button on bottom of the page or in the Actions menu on the right-hand navigation.
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Approve/Not Approve Transaction

To approve/not approve an IDC Waiver Request please complete the following steps:

1. Select transaction from your My Actions Items
2. Review information and attachments for the request
3. Use Approve/Not Approve button at the bottom of the Attachments page, selecting Approve/Not Approve from the Actions drop down on the lower left, or by clicking the link in the Actions menu on the right-hand navigation.
4. Select to Approve or Not Approve the request and provide comments if needed.
5. Click Submit

**Note DoR approvers will need to grab the transaction from the DoR intake before completing above steps**

Attachments

To add or link attachments to the IDC Waiver Request navigate to the Attachments page by clicking ‘Next’ button on the bottom of the Transaction Home page or by selecting ‘Attachments’ from the left-hand menu.

Adding Attachment

1. Click Add Attachment button or click ‘Add Attachments’ from Quick Links on right hand menu.
2. A pop-up will display with the Category and Sub-category already defaulted.
3. Select file to attach
4. Click Attach button at bottom of pop up window.

Linking Attachments

1. Click ‘Link to Existing Document’ button
2. A pop-up window will display with all attachments that have been previously attached to the project.
3. Select which documents to link to the IDC Waiver and click the ‘Add Attachment button to the right.
4. The added document will now show in the List Attachments.

Quick Links
On the right-hand navigation there are items listed in Quick Links to assist with completing the IDC Waiver Request.

Add Project Comment
Add comments that are specific to the project. Comments can be marked private if they should only be viewable by Central Office.

View Project Comment
You can view comments that were previously added to the project by clicking the ‘View Project Comments’ link.

Add Attachments
Link to add a attachment
View Project Attachments
With this link you can attachments that are already linked to the project.

Reassign
To reassign the transaction, click ‘Reassign’ link on the right-hand menu. Enter the individual to reassign the transaction to. Click ‘Reassign’ button.

Check for Errors
Before submitting the IDC Waiver transaction for approval you can click ‘Check for Errors’ to ensure all required fields have been completed. **Note – a check will automatically run at time of ‘Submit for Approval’ as well.

Terminate Transaction
If a transaction is no longer needed it can be terminated at any time. Select ‘Terminate Transaction’ from the right hand navigation or be selecting from the Actions Button at the bottom of the page.