

Instructions for Indirect Cost Waiver Request

When a sponsor does not honor our federally negotiated and awarded indirect cost rate, and does not meet the exemptions of #1 or #2 below, departments are required to send an indirect cost waiver request along with support of the sponsors indirect cost rate (if available). The request for a waiver gets forwarded to the school's Fiscal Dean for review and approval. The Fiscal Dean will then forward to VCAF for approval. The authority to waive or reduce indirect costs on agreements is granted by VCAF; however, the Fiscal Dean should be aware of the commitment and understand the importance of the institution recovering its indirect costs. Once the request is approved by VCAF, the approved waiver must be included in Kual for institutional review and approval of the proposal. Should the waiver request not be approved, a department cost share account for the non-approved indirect costs will have to be provided.

Exemptions:

- 1) If an award has direct costs of \$50,000 or less, an indirect cost waiver must be submitted for Fiscal Dean approval only. These awards do not require VCAF approval.
- 2) All federal grant proposals are excluded from the indirect cost waiver requirement as long as the indirect cost rate acceptable to the federal agency is explicitly listed in the Request for Proposal.

Our current indirect cost rates (F&A / Facilities & Administration Rate) can be found here: https://www.lsuhs.edu/administration/accounting/fa_fringe.aspx If you have questions about this process, please don't hesitate to contact me.

NOTE: The School of Medicine Fiscal Dean has asked that these requests be sent via email for review and signature. Other schools should consult their Fiscal Dean.