

Indirect Cost Waiver Policy

Approved on: 12/3/08
By: Administrative Council
Effective date: 1/1/09

Brief Policy Summary

It is Georgia State University's policy to apply the federally approved negotiated indirect costs rate (F&A rate) to all externally sponsored projects. However, in certain circumstances, the V. P. for Research may approve a waiver or partial waiver of the F&A normally incurred by sponsored projects.

Applicability/Eligibility

The policy applies to all externally funded sponsored projects except those where the sponsor is a for-profit organization, an agency or office of a foreign government, or sponsor is pre-approved by GSU for waiver or partial waiver of the F&A.

Administration of Policy

Mandating Authority:	Administrative Council
Responsible Office(s):	University Research Services and Administration
Responsible Executive(s):	Vice President for Research

Contact(s)

Position Title	Campus Location	Phone Number or Email Address
Assistant V. P. for Research	Room 217 Alumni Hall	404-413-3507
Associate Director, Office of Sponsored Programs	Room G-76 Alumni Hall	404-413-3550
Associate Director, Research Financial Services	Room G-41 Alumni Hall	404-413-3523

Web Links	
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17 **Full Policy Text**

18 It is Georgia State University's policy to apply the federally approved negotiated indirect costs rate (F&A
19 rate) to all externally sponsored projects. However, in certain circumstances, the V. P. for Research may
20 approve a waiver or partial waiver of the F&A normally incurred by sponsored projects.
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22 The fiscal management of a sponsored project within the budget and funding limitations is the
23 responsibility of the Principal Investigator/Project Director (PI/PD). However, GSU recognizes that many
24 non-profit organizations and foundations have policies restricting use of their funds for F&A expenses.
25 When the non-profit organization or foundation has a written policy limiting indirect cost recovery as a
26 condition of an award, GSU will normally accept those requirements.
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28 **Rationale or Purpose**

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30 In limited and special circumstances, the Vice President for Research may consider requests for waiver,
31 or partial waiver of F&A. This policy provides guidance in those situations.
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33 **Exceptions**

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35 Any exception to this policy is at the sole discretion of the V. P. for Research.
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37 **Policy History**

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39 February 13, 2001 Memo from the V. P. for Research
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41 **Cross References**

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43 **Definitions**

44 **Indirect cost:** Costs that cannot be specifically attributed to an individual project. Examples include
45 the services of the accounting staff, the cost of a roof or utilities for a building housing several research
46 labs, office supplies, postage, local telephones, or clerical and administrative support. The approved
47 indirect cost rate, when applied to a sponsored project, is intended to reimburse GSU for the costs it
48 incurs to support the project. Indirect cost is also known as Facilities and Administrative costs (F&A).
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53 **Additional Information**

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55 **Additional Helpful Resources**

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57 **Category:** Administrative

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59 **Index Words**

60 Indirect cost waiver, F&A waiver

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Georgia State University
GSU Indirect Cost Waiver Procedures

Procedures Approved by: Administrative Council

Date

Approved: 12/3/08

Effective date of procedures: 1/1/09

Policy Statement Summary:

The V. P. for Research will consider a request for waiver or partial waiver of indirect costs in limited circumstances.

Procedural Guidelines for Requesting Waiver of Indirect Costs

Responsible Party	Actions/Steps Needed
Principal Investigator/Project Director	1. Initiates memo requesting waiver or partial waiver of indirect cost including a brief description of the project, a budget, and rationale for the request. It should also include any written statement from the funding agency regarding the indirect cost rate. 2. Obtains department chair and dean's approval signature on request memo before sending to the V. P. for Research.
Department Chair/Dean	Reviews and approves request for waiver of indirect cost or contacts PI/PD with questions or concerns.
V. P. for Research	Approves or denies request for waiver of indirect cost, taking all of the following into consideration: <ul style="list-style-type: none"> • the equity of granting the waiver when the projects of other faculty carry full overhead; • the total cost to Georgia State University; • the 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; • the 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; and the effect of a waiver to increase direct costs available for student support.
Office of Sponsored Programs	Forwards incoming request for waiver of indirect cost memo to V. P. for research.