**Hawai‘i Pacific University - Office of Sponsored Projects**

**OSP-3 INDIRECT COST WAIVER REQUEST FORM**

This request should be submitted as soon as you know that an indirect cost waiver may be needed for the submission of a sponsored project proposal.

NOTE: Form must be completed and submitted as an attachment to the Proposal Submittal form (OSP-1). Do not submit this request if the sponsor is a non-U.S. government agency or a for-profit enterprise (either US or international). Indirect cost waivers will not be approved for these sponsors.

Complete all sections of this form, including the approvals of the department and school dean’s offices, and submit to the Office of Sponsored Projects with the OSP-1 Proposal Submittal Form.

**Section 1. PROJECT INFORMATION**

Principal Investigator:

Sponsor:

Project Title:

Category: [ ] Research [ ] Instruction [ ] Other

**Unrecovered Indirect Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaries Budget | University indirect rate | Allowed indirect rate percent | University Overhead amount | Sponsored allowed overhead amount | Waived overhead |
|  |  |  |  |  |  |

**Section 2. RATIONALE**

**Provide rationale for waiving indirect costs, things to consider:**

1. the grounds on which the waiver might be justified to other faculty whose projects carry full overhead
2. 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
3. the benefit of the waiver to new or junior faculty, or in support of research efforts in new directions not otherwise sufficiently developed to attract other support

**Section 3. Approvals**

 DEAN DATE OFFICE OF SPONSORED PROJECTS DATE

 SENIOR VICE PRESIDENT & PROVOST DATE CHIEF FINANCIAL OFFICER DATE