CLEAR FORM

Hawai‘i Pacific University - Office of Sponsored Projects
OSP-3 INDIRECT COST (IDC) WAIVER REQUEST FORM

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

Complete **all sections** of this form, obtain the **Dean's approval**, and submit it to the Office of Sponsored Projects. This form must be submitted along with the **Proposal Information and Budget Form**.

NOTE: Do not submit this request if the sponsor is a non-U.S. government agency or a for-profit enterprise (either US or international). IDC waivers will not be approved for these sponsors.

Section 1. PROJECT INFORMATION

Principal Investigator:
Sponsor:
Project Title:
Category: ☐Research ☐Instruction ☐Other

Unrecovered Indirect Costs

Salaries Budget $	HPU IDC Rate %	Sponsor-Allowed IDC Rate %	HPU IDC Amount $	Sponsored-Allowed IDC Amount $	Total Waived IDC $

Section 2. RATIONALE

Provide a clear justification for requesting IDC waiver. Consider addressing the following points as applicable:

1. The **basis for the waiver** and how it may be justified to faculty whose projects are subject to the full IDC rate.
2. **The likelihood of jeopardizing the award** if the waiver is not granted, and the **potential impact** on the faculty member's research or scholarly program.
3. The **benefit of the waiver** to **new or early-career faculty**, or in support of **new research directions** not yet mature enough to attract other support.

Section 3. APPROVALS

DEAN DATE

OFFICE OF SPONSORED PROJECTS DATE

SVP DATE