

# Approval Form for Facilities and Administrative Cost Waiver at UMBC

This form is to be used in conjunction with the policy for exception to recovery of federally negotiated overhead rates.

## A. REASON FOR WAIVER REQUEST (see policy)

1. **Limit imposed by Sponsoring Agency policy.** Provide documentation of sponsor's written policy and rate.
2. **Competitive reduction.** Provide program guideline or solicitation statement indicating it is a competitive program and reason why reduction in overhead is necessary. Provide indirect cost history (if any) with sponsor.
3. **Seed funding.** Provide sponsor documentation that this is a pilot or start up project to promote a new investigator and future funding for UMBC.

## B. OVERHEAD WAIVER AMOUNT REQUEST

- |                                |                       |    |   |
|--------------------------------|-----------------------|----|---|
| 1. Full overhead rate          | and applicable costs: | \$ |   |
| 2. Requested rate              | and applicable costs: | \$ |   |
| 3. Amount of waiver requested: |                       | \$ | * |

Overhead waiver requested by:

		*	
Signature of Applicant	Date		Offset committed

## C. APPROVALS

		*	
Department Chair or Center/Institute Director	Date		Offset committed

		*	
Dean	Date		Offset committed

Sponsored Programs	Date

\*NOTE: The investigator, department, institute, dean or direct reporting line authority may use their DRIF allocation or other sources to offset the difference between the federally negotiated rate and the requested rate.