

ICR waiver requests:

When do they need to be sent to the Vice Chancellor for Research office?

These guidelines which clarify when requests for ICR waivers need to be sent to Randall Draper and Patricia Rankin, Associate Vice Chancellor for Research (patricia.rankin@colorado.edu 303 492-1449) vs. when they will be automatically approved.

This is an addendum to the general waiver guidelines

If a request comes under these guidelines and is **submitted to OCG in advance** of their five day guideline, there is no need for AVCR/OCG Director review (that is, no need to fill in the indirect cost waiver form and submit it).

Remember, if the program has a **documented policy of not supporting indirect costs** then there is no need for AVCR/OCG Director review – but the documentation must be provided to OCG with the budget request.

If you are requesting that **ICR rates be reduced not waived** – please note that the reduction is not proportionately split between the unit and campus shares but comes first from the unit share.

Requests for waivers (partial or full) on **grants of less than \$15K** will be automatically approved if

- The head of the unit (or designee) supports the request (please provide documentation such as an email to OCG)
- The grant is not a supplement request *and*
 - The funds will be used solely for the support of a student or students
 - *Or*, the funds will be used solely for the support of a conference.

Requests for waivers (partial or full) **for outreach programs** where the funds will be used to develop educational materials (such as podcasts) will be automatically approved if

- The head of the unit (or designee) supports the request
- The request is for a pilot program and follow on programs would carry full indirect costs *or* is a supplement to a grant award that carries full indirect costs
- The funds available for the total project are capped at less than \$50K