



Indirect Cost Rate Reduction Request

The University of Central Florida indirect cost reimbursement rates for sponsored programs are determined through an extensive negotiation process with the federal government which is based upon the actual cost of performing research at UCF. **UCF charges full indirect costs on all federally funded programs, including subawards, as required in 2CFR 200.414(c) and 200.331(a)(4).**

Projects in categories shown below may be considered for a reduced indirect cost rate. The request will be submitted via the Proposal Transmittal Form (PTF) in ARGIS. The completed signed form must be uploaded in the documents tab in ARGIS along with a brief justification for the request. The request must be submitted and approved prior to proposal submission. Requests made after the proposal submission will not be considered. Please allow at least five days for the approval process.

If the request is approved, a ten (10%) percent reduced rate will be assessed against the total direct costs of the project, and will be applied to the administrative cost of the project. **If the project is awarded with a fixed-price agreement, any residual funds at the end of the project/closeout will remain with the Office of Research and Commercialization.**

An indirect cost rate reduction is not required if the indirect cost rate is limited per the sponsor agency's published policies. Proposals submitted to the federal agencies are NOT eligible for indirect cost rate reduction, except for SBIR/STTR Phase I projects.

PLEASE NOTE: The Office of Research & Commercialization Contracts & Grants is the only authorized institutional office that can negotiate reduced rates on behalf of the university. Principal investigators are not authorized to negotiate reduced rates on behalf of UCF and UCF will not be held to unauthorized negotiation.

Initiation Projects

Initiation projects are small-scale studies conducted in order to examine the feasibility of an approach or concept that is intended to be used in a future larger scale project at a full indirect rate. The applicant should provide information concerning the potential of the anticipated full-scale study (e.g., potential sponsor, type of award.)

Initiation projects are only available for projects with a total budget up to \$50,000 (including indirect costs).

Initiation projects at a reduced rate are not intended to circumvent UCF's federally negotiated application of indirect cost rates. An Initiation Project may only qualify for consideration of a reduced indirect rate once for an investigator with any single sponsor within a five-year period. Investigators may apply for the reduced rate with other sponsors. **SBIR/STTR Phase I projects are eligible for the reduced rate.**

In order to determine the benefit of this program to UCF and for its continuation, response to a brief survey will be required inquiring whether a full-scale study proposal is submitted as a result of the project. Failure to complete the survey will deem the investigator ineligible for future consideration for reduced rates.

Public Service Project

Public Service projects are defined as activities meant to support costs for organizing, establishing, providing, or expanding the delivery of health or other social services to the community. Public Service Projects do not include basic or applied research and will be reviewed on a case-by-case basis. Projects from sponsors with a published rate of $\leq 20\%$ are not eligible for the 10% rate.

Student Support

Student support projects are evaluated by the scope of work and budget which must be dedicated to student support. All costs must be applied directly toward student support (stipends, tuition, and student travel; project costs are excluded). Student support requests will be evaluated on a case-by-case basis. It is not guaranteed that all student support projects will be approved for the reduced rate. Grants from sponsors with a published rate of less than 20% will not be eligible for the reduced rate. Cost share



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for faculty supervision or a 1% de minimis effort is no longer required for student support projects.

This application must be completed and submitted via the Proposal Transmittal Form (PTF) in ARGIS under the supporting documents tab. The completed signed form must be uploaded in the documents tab along with a brief justification for the request. The request must be submitted and approved prior to proposal submission. Requests made after the proposal submission will not be considered. Please allow at least five days for the approval process.

Project Information

Principal Investigator: _____
Department: _____
College: _____
Sponsor Agency: _____
Project Start Date: _____ Project End Date: _____

Budget

Categories	Budget at Full Indirect Rate	Budget with Reduced Rate	Foregone Revenue to UCF
Direct Costs			
Indirect Cost Rate			n/a
Indirect Cost			
Total Project Costs			

Please provide a brief justification for your request below.

Categories

Approvals for F&A rate cost reduction requests are limited to the following categories along with an abstract or brief description of the project and brief justification for the request. Projects must meet all of the criteria as described in the guidance (please refer to the guidance attached).

Please check one:

Initiation Project*

(including SBIR/STTR Phase I)

Public Service Project

Student Support

***NOTE: Response to a survey will be required at 90 days beyond the project end date to assess the efficacy and continuation of this program.**

Signature Authorizations

By signing below, the PI, Chair and Dean understand that if the request is approved, a 10% indirect rate will be assessed against the total anticipated direct costs of the project and **will not** be included in the overhead return distribution program to units. **If the project is awarded with a fixed-price agreement, any residual funds at the end of the project/closeout will remain with the Office of Research and Commercialization.**

Principal Investigator (Print)

Signature

Date

Department Chair (Print)

Signature

Date

Dean (Print)

Signature

Date

Office of Research & Commercialization (Print)

Signature

Date