**Last Updated 10/27/2020**

**University of Oklahoma - ORS**

**Request for Non-Research Activity Code and/or Reduced Indirect Cost Rate Form**

This form is for establishing if a proposal is not a Research Activity Code and for an indirect cost rate (or Facilities and Administrative rate) of less than the full negotiated research amount at our University (currently 55% of Modified Total Direct Costs.) Please read the instructions page for this form before proceeding.

IF THE PI BELIEVES THE WORK IS NOT RESEARCH ACTIVITY THEN THEY MUST INDICATE IT ON THE FORM SO THE PROPOSED WORK IS CORRECTLY CODED FOR THE UNIVERSITY. THE TYPE OF WORK MAY ASSIGN AN IDC RATE OR OTHER FACTORS MAY DRIVE THE RATE DECISION. COMPLETE ANY/ALL AREAS THAT ARE APPLICALBE FOR THE WORK INVOLED IN THE PROPOSAL.

If the work is Research Activity and falls within Sponsor Rate Restriction or State Agency Rate, then a form may not be needed:

**Sponsor Rate Restriction –** The guidelines of the sponsor state that a specific rate must be used.

No form is needed if the rate is official; the PDS will confirm and apply the rate. ORS will also accept restriction from a sponsor’s general guidelines or that are stated in their policy documents or on their website (if they are applicable). If the rate restriction is not formally stated in solicitation, guidelines, policy, or website then a form is needed. A letter or email from someone within the sponsor organization is usually not accepted as official. OU does not accept restriction on rates for work done with commercial entities unless it is part of submission to another agency where the solicitation is restricting the rate.

**State Agency Rate (26%)** – the proposed work is for a state, government, agency (this also includes cities)

No form is needed; the PDS will confirm that the organization is a state agency; the PI is responsible for providing the contact name who has assured them the funds are coming from state sources and not from federal grant funds (the PDS will load this information in Cayuse). If the proposal being submitted is a project that is being funded by the State Agency using Federal grant funds, then OU is bound by the Federal Guidelines which may either allow full indirect costs or may further restrict them.

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**Today’s Date:** Click or tap to enter a date.

**Date the Proposal Submission is Due:** Click or tap to enter a date.

**Name of PI:** *Enter first name and last name*

**Title of Proposal:** *Enter Title of Proposal*

**Activity Code information related to the proposed work:**

*Research (no explanation needed; it is default code)*

*Other Sponsored Activity – project does not involve research activities*

*Why do you feel this code is applicable to your proposal (explain what is being done; why it does not involve research)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Instruction*

*Explain who is being instructed, where the instruction is taking place, and/or what curriculum is being developed; this rate also includes evaluation of instruction and curriculum.*

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**Rate information related to the proposed work (if Activity Code may not drive rate):**

*Off- Campus (26%) – more than 50% of the proposed work/project activity is performed off OU property. Note that just because it is over 50% doesn’t mean automatic approval.*

**If your proposal is a subcontract or has a subaward/subcontract; your answers on this form are only for the OU portion of work and budget (amounts paid to vendors and consultants are also excluded from the consideration for off campus work). For example, you have a two-year budget and are a subcontract to another University; the other university is doing the data gathering at various sites and the OU portion of work is to help analyze the data. If you are not doing the off-campus work, then you don’t have grounds for an off-campus request.**

Will any off-campus facilities be rented/leased? *Yes  No*

Please provide an estimate of what percentage of work will be done on OU property (OU property includes anything paid for by OU which may incorporate some satellite locations) On \_\_\_\_\_\_\_\_\_\_\_\_ vs off OU \_\_\_\_\_\_\_\_\_\_ property.

What will this work involve both on and off campus?

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Please provide an estimate (percentage and $ dollars) on the amount of **direct cost** budget dollars (minus subcontracts) projected to be spend on campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and off campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Briefly explain what parts of the budget are being spent on vs off campus (for example 6 mo. of gra time on campus doing xyz and 3 mo. of gra time off campus doing abc).

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*Other Rate Restriction (no Indirect Costs, Costs restricted by guidelines, Costs restricted by agreement, etc.) Explain why you feel that the proposal should have a restricted indirect cost rate applied to the project (or no indirect costs collected). As stated above, if the specific solicitation restricts the rate you may not need to do this form – talk to your PDS. If you feel that sponsor statements, agreements, letters, or websites are stating an indirect cost limitation then provide the number and/or link of the guidelines, website, or attach a copy of the letter/agreement/email, etc. If you believe historical precedent is involved then provide explanation; historical precedent may not be accepted as establishing a rate inconsistent with OU negotiated rates and usually require special VPRP or Provost approval since it may have implications to the University rate negotiations and audits for federal cost principles (consistency).*

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If the request only involves Activity Code, then only a draft Statement of Work/Abstract/Summary is needed.

If the request involves Off Campus or Other Rate Restriction then the **completed form, draft statement of work, draft budget on OU spreadsheet, and draft budget justification** are needed for a decision to be made. Return the completed form and items listed to your Proposal Development Specialist. If this is a resubmission (or similar project) that had a special rate approved in the past, it is wise to include this information in your justification too. **You may add lines/space as needed for your explanation if space is insufficient.**

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***ORS PORTION OF FORM - PROCESSING OF REQUEST***

*If you believe more information or a better explanation would change a code or rate decision you are welcome to resubmit.*

*Note that timing of an initial or rebuttal request can also affect the decision. If there is insufficient time to properly evaluate the request prior to deadline then there may be a negative response for that reason.*

*No approvals are to be considered precedent establishing; resubmission of a same/similar proposal usually requires reconsideration of decisions that might reflect changes in work being performed (and what it qualifies for) or other guidance/institutional changes*

Activity Code approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

Off Campus or Rate Restriction approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

*Signature/date*