

Request for Funds

Policy: Principal Investigators may request up to 25%, per **grant** year, of the annual budgeted IDCs (per grant). These funds can be used to cover indirect costs associated with grant administration, which includes general faculty development, purchase of small equipment, publication costs and meeting attendance. Funds may not be used for additional compensation for faculty or staff. One request can be made per **grant** year and must be based on the amount of IDCs anticipated and/or received for the respective year. Requests should be submitted to and approved by the Dean of Faculty. Special requests to exceed one-year of anticipated IDCs may be considered on a case-by-case basis.

Name of Principal Investigator: _____

Grant Name: _____

Grant Account Number: _____

Total amount of IDC funds expected from the grant (total for all years): _____

Total amount of IDC funds expected for one year period beginning: _____ and ending: _____ :

Total amount of funds requested on this request: _____

Note that there is a limit of 25% based on one year of expected IDCs.

Expected use of funds: ***(Note that funds are intended to be used for costs associated with grant administration.)*** _____

CONFIRMATION

I understand that budget changes such as reallocations can affect the total amount of IDCs actually received from the grant. In the event that the actual IDCs collected are less than expected, and this request ends up reflecting a greater than 25% of funds actually collected, I will be responsible for reimbursement of the difference to Southwestern University. In addition, I understand that if the grant is cancelled or unable to be fulfilled for any reason, or that if I leave employment from Southwestern University, I am responsible for reimbursing Southwestern University the difference of what is actually collected from the grant in IDC funds and 25%.

PI Name Printed

Dean of Faculty Signature

PI Signature