



Request for a Reduction or Waiver of the Faculty's Infrastructure Charge

This form should be used when the lead researcher believes special circumstances exist for a variation of the standard ACU cost recovery levy of 20% (or 15% if the total request before GST is \$10,000), whereby the Faculty levy will not be charged. Please note, the University levy will be charged in accordance with the University Research Cost Recovery Policy.

Please use the following format when submitting your request to the Grants Unit, Research Services (email: Res.Grants@acu.edu.au). All requests **MUST** be signed by the applicant's Faculty Dean stating that they either support a full waiver or partial waiver of the Faculty's component of the levy (i.e. 60% of the levy). If a partial waiver is being sought, the proportion must be stated.

The Research Cost Recovery Policy is available at :- <http://www.acu.edu.au/policy/313298>

1. Name of Chief Investigator(s) and organisational unit(s):

2. Project Title:

3. Sponsor/Grantor:

4. Total Funding (ex GST): \$

5. To be completed by the first named Chief Investigator:

5.1 Reason(s) for requesting a reduction or waiver to the Faculty component of the levy, including an explanation on the benefit(s) of the research to the University, Faculty, organisational unit of chief investigator and why a reduction or waiver should be granted (if requesting a complete waiver, explain why a partial waiver, such as relinquishing the CI's component &/or Faculty share, is not appropriate):

5.2 If seeking a partial waiver, what % of the Faculty's component of the levy is being proposed?

6. Signature of Chief Investigator(s):

Date:

7. Executive Dean (or Delegate) Recommendation/endorsement (please provide a brief explanation for your recommendation):

8. Signature of Executive Dean or relevant senior executive (e.g. DVC(Academic) for organisational units not within a Faculty) – by endorsing a waiver, the Executive Dean understands that the Faculty will be foregoing its share of the infrastructure charge.

Signature of Executive Dean :.....

Date:

ALL REQUESTS FOR A WAIVER/REDUCTION OF THE FACULTY'S RESEARCH COST RECOVERY COMPONENT OF THE LEVY MUST BE SUBMITTED THROUGH THE GRANTS UNIT (EMAIL: RES.GRANTS@ACU.EDU.AU) ONCE THE ENDORSEMENT/RECOMMENDATION OF THE EXECUTIVE DEAN HAS BEEN OBTAINED.

Example of Variations to waivers

Under some circumstances the University understands that **full** indirect cost recovery may not be possible due to limitations applied by the granting body or sponsor. For this reason, there are some routine exceptions to the standard indirect cost recovery rate, as outlined in the table below. In addition, where a routine exception does not apply, but the research team feels that a waiver/reduction of the indirect cost recovery (20% or 15% for projects less than \$10,000) may be appropriate, a waiver/reduction request can be sought from the Deputy Vice-Chancellor (Research) with the endorsement of your Faculty Executive Dean.

All requests to the DVC (R) MUST be submitted through the Grants Unit (email: res.grants@acu.edu.au)

	Budget Preparation Notes	Approval Required – Yes/No
Charitable Trust/Foundation-scheme prohibits/limits cost recovery	Cost recovery should be included or at the max. % allowed if less than ACU rate	Yes – endorsement from Dean/Approval from DVC (R)
Schemes on the Australian Competitive Grants Register	Cost recovery usually not allowed (a few exceptions such as ACIAR)	No
Specific costs in support of postgraduate student thesis projects – no obligation on the student/ACU other than to provide progress reports and a copy of the thesis	Cost recovery generally not sought on dedicated scholarship funding (i.e. Stipend) but can be requested on other budget items.	No
Equipment	Cost recovery (20%) should not be included for equipment only funding requests.	No