

SAMPLE INDIRECT COST PROPOSAL FORMAT FOR NONPROFIT ORGANIZATIONS

1. The Indirect Cost Proposal is supported by: (Include a copy of this document with proposal.)

Audited financial statements. If not available include one of the following documents:

Federal Form 990

Internal Financial Statements

Other \_\_\_\_\_

2. A reconciliation of item 1. (above) to the Indirect Cost proposal has been made and is included in this proposal.

3. Unallowable expenses have been eliminated from the indirect cost pool (e.g., donated or contributed salaries and services, bad debts, fund raising, advertising, Independent research and development (IR&D), depreciation of Federally funded assets and lobbying costs, etc.).

4. The direct cost base is complete (i.e., it includes all activities that benefit from the indirect cost pool). For example, fund raising, IR&D, project cost sharing, voluntary (e.g., donated or contributed labor and services are included where applicable).

5. A functional analysis of salaries and wages included in the indirect cost pool. If any function is less than 100% show the percent.

6. Treatment of Paid Absences and Fringe Benefits statements have not changed since the last indirect cost rate agreement.

7. We have not made any significant changes, during the proposal fiscal year, (i) to our accounting system, or (ii) to the definition or to the accounting treatment of any expense category (e.g., a change in building/equipment costing methodology, a change in charging an expenses from direct to indirect or visa versa).

8. We have not changed the equipment capitalization threshold during the proposal fiscal year. The capitalization level is \$ \_\_\_\_\_. If there is a change made during the proposal fiscal year, indicate the effective date of the change and the new capitalization level.

9. The required "Lobbying Cost Certificate" is attached.

**Please explain any boxes not checked on a separate sheet.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization