



Office of Sponsored Programs
Division of Regional Development and Engagement

Indirect Cost Recovery Department Fund Purchase Request

Date of Request: _____ Department Number: _____ Requester: _____

The purpose of returning funds to the department from which a grant is generated is to provide incentives for departments to encourage and carry out those projects. Indirect Cost Recovery Department Funds may be used to encourage grant seeking and to cover expenses that cannot be charged directly to projects. Examples of allowable charges include, but are not limited to, project cost overruns, hiring adjuncts to provide course release for grant-funded activities, conference travel to present grant-related findings, and cost sharing or matching. With this in mind, please provide the following information:

1. Itemized costs:

Item Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Request:	

2. Description of the purpose of request (*specifically, how does this request support grant-seeking and/or a grant-funded project?*)

Requester Signature

Department Head Signature
(if different from Requester)

Director, Office of Sponsored Programs Signature

Date

Approved: _____

Denied: _____

Reason for Denial: _____