Checklist of Required Documents – Indirect Cost Rate Negotiation

More information about these documents and what is required can be found on pages 3-5 of the NSF Indirect Cost Rate Proposal Submission Procedures:

1) **Cover Letter** indicating the organization’s requested period(s) covered by the rate(s), the type of rate(s), and the allocation base(s).

2) **Organizational Information.** The documents listed below (A-E) must be submitted as part of an organization’s first rate negotiation with NSF. Only revisions need to be submitted with subsequent proposals:
   - A. Organizational Profile
   - B. Signed Cost Policy Statement (CPS)
   - C. Statement on Unallowable Costs
   - D. Employee Time Sheet Sample
   - E. ICR Preparation Policies and Procedures

3) **Finalized financial reports for the year under review** (including single audit reports)

4) **Indirect cost rate (ICR) calculation** (see samples in Attachment III)

5) **Allocation of Salaries and Wages** (see sample in Attachment I)

6) **Statement of Employee Benefits** (see sample in Attachment II)

7) **Identification and Description of any Unusual Factors Which Affect the Proposed Rates**

8) **A Listing of All Grants and Contracts** (by federal agency) that were active during the fiscal year

9) **A signed Lobbying Cost Certificate** (see Attachment IV)

10) **A signed Certificate of Indirect Costs** (see Attachment V)