



THE NATIONAL SCIENCE FOUNDATION

Division of Institution and Award Support

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)