

# SMITHSONIAN ASTROPHYSICAL OBSERVATORY

## Overhead Recovery Waiver Request Form

All waiver requests will be reviewed by the Director's Office. A short justification is required for the waiver including a description of the impact to SAO if the waiver is not approved. Also attach budgets that show 1) full indirect costs and 2) costs with waiver calculation. Please email to Randall Smith, rsmith@cfa.harvard.edu.

### SAO Proposal/Award Information

PI:

Proposal Coordinator:

Sponsor:

Division:

Project Title:

Total Budget:

Start Date:

End Date:

SAO Proposal Number:

Designated Code:

Smithsonian Institution Development & Membership Information System (DMIS) (for Director's Office Use)

DMIS AS/PO Attribute (Check one): Full      None      Other

If no entry is available in DMIS, please contact Elaine Webster, elaine.webster@cfa.harvard.edu.

AS/PO Requested (express as % or \$ limit): \_\_\_\_\_ or \_\_\_\_\_

Waiver Amount (attach proposal budget with indirect costs and with waiver calculation)

Overhead if budgeted at full government indirect cost rates (A)	
Overhead to be received (B)	
Overhead Waived (A-B)	

Waiver Amount (attach proposal budget with indirect costs and with waiver calculation)

Principal Investigator/Project Director      Date

Associate Director Science      Date      FMD Manager      Date

**Please forward to SPS for attachment to the proposal after all signatures.**