**Minnesota Department of Public Safety**

**Office of Justice Programs (OJP)**

**Crime Victim Services**

***Request to Include a Federally Approved Indirect Cost Rate***

[***Indirect Costs Overview***](https://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/Indirect%20Costs%20Overview.pdf)

1. **Complete the cells of the chart below that are highlighted in yellow.** 
   1. Place your cursor on the chart, right click your mouse and select “Worksheet Object – Open”
   2. Enter the amounts being requested under the federal column (and state column, if applicable) and click on the “X” at the top right of the chart to close.
   3. Upload this form in E-grants.



1. **Upload your federally approved indirect cost rate agreement in E-grants.**
2. **List the indirect cost expenses (e.g., HR, Fiscal, etc.) that will be paid with the reimbursements received from the “Indirect Costs” line item of Grant#**       **(from E-grants):**

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**Requestor’s Name:       Title:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**