

**Minnesota Department of Public Safety  
Office of Justice Programs (OJP)**

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

Refer to the [Indirect Costs Overview](#) document for guidance on Federally Negotiated Indirect Costs Rates to complete the chart below. The *Total Indirect Costs* amount from this chart will be the amount used in the budget of your grant application. **Please note:** These amounts should match your requested budget in your grant application. If you choose to use less than your approved indirect rate, please enter the indirect rate you will be using in the Indirect Rate field.

Complete the cells of the chart below that are highlighted in yellow.

Please enter the indirect rate using a decimal. (For example, .10 for 10%)

<b>ENTER ORGANIZATION NAME HERE:</b>		<i>Enter information in cells highlighted in yellow</i>	
<b>Federally Approved Indirect Rate for this Grant Application:</b>			
<b>Row</b>	<b>Budget Category</b>	<b>Included</b>	<b>Excluded</b>
1	Personnel		
2	Payroll Taxes & Fringe		
3	Office & Program Expenses		
4	Travel & Training		
5	Contract Services		
6	Building Expenses		
7	Equipment		
8	Direct Client Assistance		
9	Other Expenses (minus Indirect Costs)		
10	<b>*Base (Total Direct Costs)</b>		
14	<b>Total Indirect Costs</b>		
16	<b>Total Grant Award Requested</b>		

Upload your Federally Negotiated Indirect Cost Rate Agreement in e-grants.

**Name:**

**Title:**

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