

**Non-profits that receive direct federal funding must negotiate an Indirect Cost Rate with their Federal cognizant agency.**

**If a Federal cognizant agency “refuses” or “declines” to negotiate an indirect cost rate with a non-profit that receives direct federal funding, then the non-profit must obtain a written explanation from their Federal cognizant agency.**

The following written information is required to be submitted in order to determine if a non-profit is eligible to negotiate an indirect cost rate with the State of Illinois.

Organization Name:

FEIN:

DUNS:

Contact Name:

Contact Title:

Contact Email:

Provide all correspondence to the Federal Cognizant Agency. Example: *“Why is my Federal Cognizant Agency refusing or declining to negotiate an indirect cost rate for my organization?”*

Federal Cognizant Agency Name:

Federal Contact Name

Federal Contact Title:

Federal Contact Email

Date of Correspondence

Provide all correspondence and explanation from the Federal cognizant agency.

**Once the written correspondence is received, all of the information above must be uploaded into the new Centralized Indirect Cost Rate System for review.**