

Sample Public Records Act Language for NIH Grant Indirect Cost Rate

Every state has a different Public Records Act Law. To get a sample of what such a request should look like for your state, please go here: <https://www.nfoic.org/state-sample-foia-request-letters/>

In your letter, you should request the following information to ***better understand how your institution is using the negotiated NIH indirect cost rate and to understand the impact on the faculty and staff on your campus.***

1. **Identify the indirect cost rate and allocation** for NIH grants at [institution name] before 2025.
 - How indirect costs are allocated, including specific line items (for example, general administration, departmental administration, facilities, student services, utilities, maintenance, and security).
 - What the indirect cost recovery rates have been for 2020, 2021, 2022, 2023, and 2024.
2. **Identify current NIH grants.**
 - Please provide a list of all active NIH grants at [institution name], including:
 - Principal investigators (PIs)
 - Grant titles and awarded amounts
 - Previously negotiated indirect cost rates for each grant
3. **Please provide any internal assessments or reports that have been created on how this policy change will affect ongoing and future research projects.**
4. **Personnel and budget implications.**
 - The number of faculty, staff, and student employees funded (fully or partially) through indirect cost allocations.
 - Any planned or potential reductions in workforce, layoffs, hiring freezes, or program cuts as a result of this funding change.
 - Any impact on graduate assistant funding, research assistantships, or postdoctoral positions. ○ Any potential changes to workload expectations, reassignment of duties, or other impacts on working conditions.
5. **Identify any contingency plans the administration is considering to offset the loss of indirect cost funds.**
6. **Provide any communications with NIH, HHS, or other federal agencies regarding this policy change.**