Instructions to Department for Preparing Supplemental Letter for NIH NRSA Childcare Payments

The Fellowship letter that UW Shared Services provides shows the total amount paid to the fellow or trainee in a given calendar year, which may include funds from the NIH to cover childcare costs. The department is responsible for informing fellows or trainees if any of the payments made to them were for childcare costs, by issuing a supplemental letter.

The department must issue this supplemental letter because childcare benefits may be treated differently from the fellowship/scholarship for personal tax reporting purposes. Fellows/trainees must consult IRS regulations and their personal tax preparer for proper reporting of these childcare benefits. The UW and its employees cannot provide advice on personal tax reporting or preparation.

To inform fellows/trainees of payments made for childcare costs, UW-Madison has provided a template letter. The department must complete the "Name" and "Amount" fields in the letter and send the individual a copy of the completed letter. This should occur as early as possible in the calendar year, ideally no later than early February and after the last period for the previous calendar year has closed.

Below is a screen shot of the fields that the department must complete.


In the "Name" field, the department should enter the name of the individual fellow or trainee who received the childcare payment.

In the "Amount" field, the department should enter the amount paid to the fellow or trainee in the previous calendar year for childcare costs. To arrive at the amount to be entered, follow the steps below.

Fellows: Instructions for Amount Field in Supplemental Letter for Individuals on NIH NRSA F30, F31, F32, or F33 Awards

Sign into WISER.
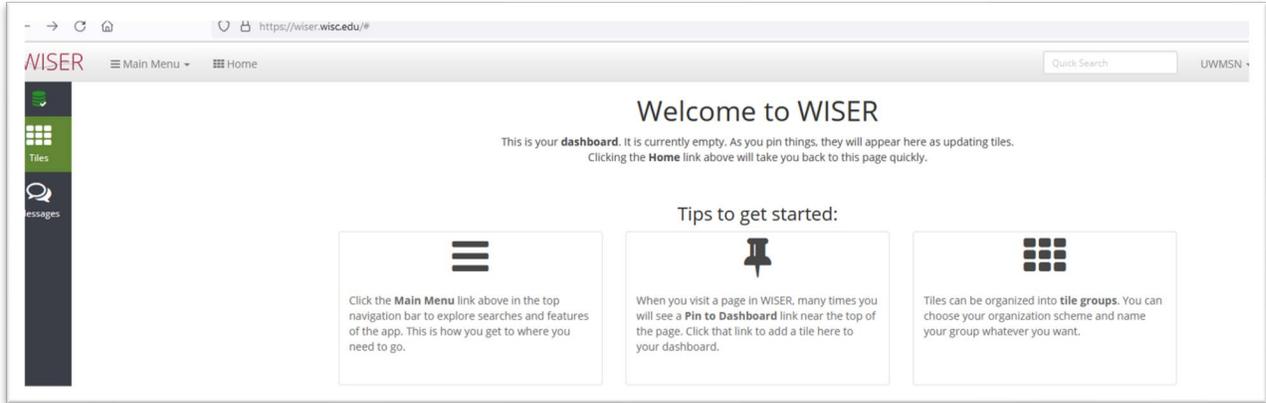
Under the Main Menu, Projects, select Find Award/Projects. Enter the MSN/award or the project identifier for the award with childcare costs, then click on Search.
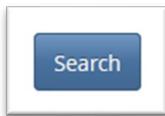
Click on the Award ID (MSN_____). Once the award appears, adjust the Period to the calendar year so that data for January to December is displayed. In the example below, January to December 2020 is shown. Also, slide box on the detail bar all the way to the right so that the most detail is displayed. Though the "Least Detail" header will not change, if the gray square is as far right as possible on the bar, then the most detail is being displayed.
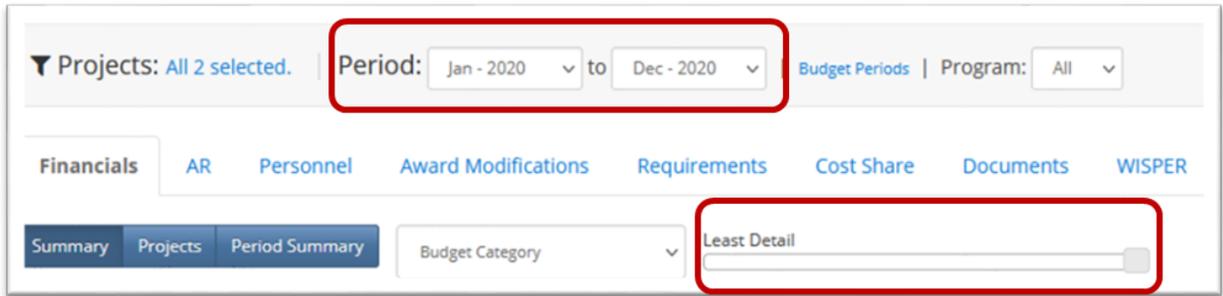
Once the Period and Detail settings are in place, look at the Account column, under the Expenses subheading. Go to the row that displays the Account Code 5715 Scholarship/Fellowship. Look at the amount in the Actuals column for the 5715 Scholarship/Fellowship row.

| Account	Budget	MTD	Actuals	Encumbrances	Balance
EXPENSES					
[5715] Scholarship/Fellowship Res Alien	$2,500.00	$0.00	$2,319.41	$0.00	$-180.59

The amount in the Actuals column is the "Amount" that the department must enter in supplemental letter.

Note: Although the Account Code 5715 displays "Scholarship/Fellowship – Res Alien" in WISER, the Account Code 5715 is used for all NIH NRSA-supported childcare costs, regardless of the status of the individual receiving payments. NIH fellows may be either U.S. citizens or permanent residents, and childcare costs are available to both.

If questions arise about the amount, please reach out to the RSP accountant for the award.

Trainees: Instructions for Amount Field in Supplemental Letter for Individuals on NIH NRSA T32, TL1, TU2, and T90 Awards

Sign into WISER.
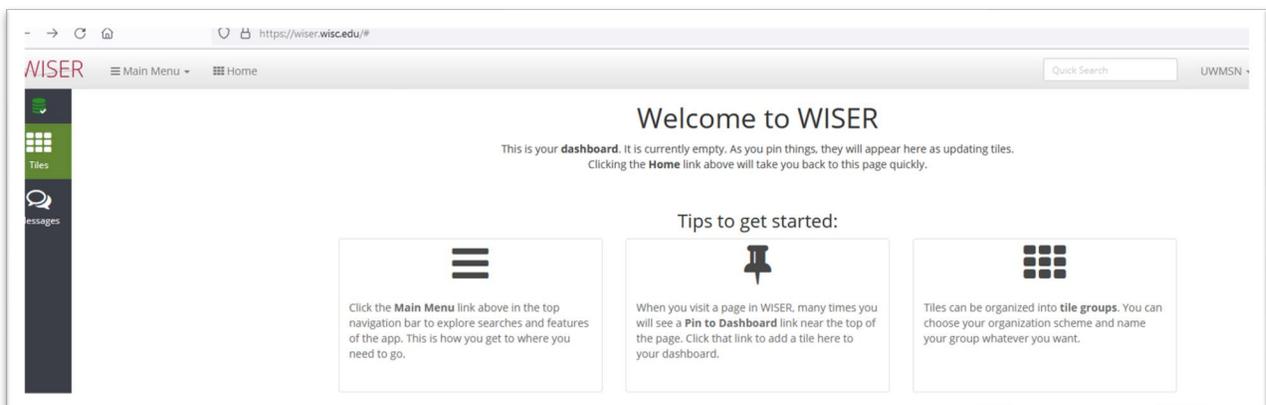
Under the Main Menu, Projects, select Find Award/Projects. Enter the MSN/award or the project identifier for the award with childcare costs, then click on Search.
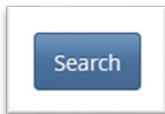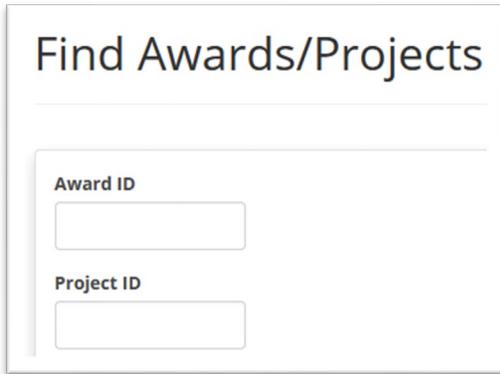
Click on the Award ID (MSN_____). Once the award appears, adjust the Period to the calendar year so that data for January to December is displayed. In the example below, January to December 2021 is shown. Also, slide box on the detail bar all the way to the right so that the most detail is displayed. Though the "Least Detail" header will not change, if the gray square is as far right as possible on the bar, then the most detail is being displayed.
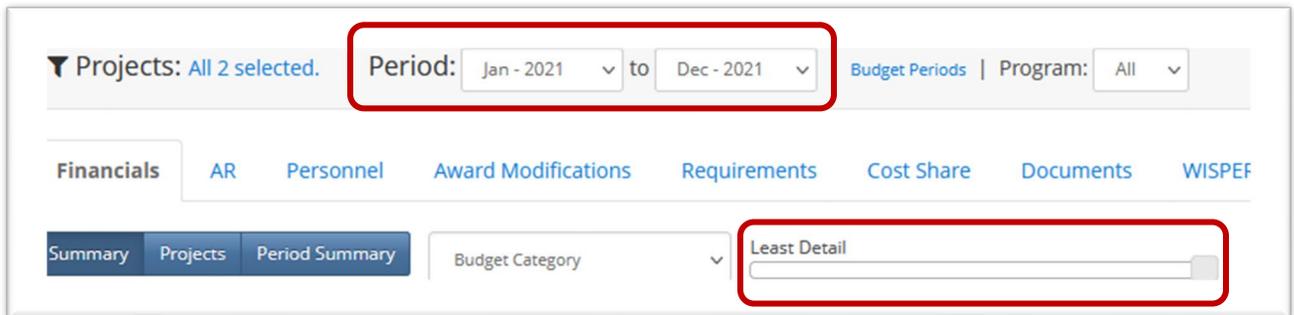
Once the Period and Detail settings are in place, there are two options for obtaining detailed payment information for a specific individual. For whichever option you choose, please be sure to check and see if there are multiple rows listing payments for the individual. It may be helpful to export data to Excel and filter by name.

Option 1: Personnel tab

After ensuring that the appropriate calendar year period and most detail are being displayed, go to the Personnel tab and look for the row(s) for a given individual with the account code 5715. As a reminder, there may be more than one row for this individual with a payment associated with account code 5715. If there is more than one row for the individual with a payment associated with account code 5715, the amounts will need to be added together prior to entry on the Supplemental Letter.

Unit	Project	Employee Name	Account	Account Description	Fund	Dept	Program	Class	Amount
UWMSN	AAA1234	Smith, John	5712	Fellows&Scholars-Annual	144	535000	9		$12,660.00
UWMSN	AAA1234	Smith, John	5715	Scholarship/Fellow – Res Alien	144	535000	4		$2,500.00
UWMSN	AAA1234	Doe, Jane	5712	Fellows&Scholars-Annual	144	535000	9		$12,660.00
UWMSN	AAA1234	Doe, Jane	5715	Scholarship/Fellow – Res Alien	144	535000	4		$2,500.00
UWMSN	AAA1234	Doe, Jane	5715	Scholarship/Fellow – Res Alien	144	535000	4		$2,500.00
UWMSN	AAA1234	James, John	2720	Post Fellow/Schol/Trn-Annual	144	535000	4		$57,432.55
UWMSN	AAA1234	James, John	5715	Scholarship/Fellow – Res Alien	144	535000	4		$2,500.00
UWMSN	AAA1234	James, John	5715	Scholarship/Fellow – Res Alien	144	535000	4		$2,500.00

For this example, a Supplemental Letter for John Smith would list a total amount of $2,500.00. A Supplemental Letter for Jane Doe would list a total amount of $5,000.00. A Supplemental Letter for John James would list a total amount of $5,000.00.

Option 2: Transaction Detail

After ensuring that the appropriate calendar year period and most detail are being displayed, scroll down so that the row displaying the account code 5715 is visible.

Account	Budget	MTD	Actuals	Encumbrances	Balance
EXPENSES					
[5715] Scholarship/Fellow - Res Alien	$0.00	$2,500.00	$5,000.00	$0.00	$-5,000.00

Click on the amount in the Actuals column:

[5715] Scholarship/Fellow - Res Alien	$0.00	$2,500.00	$5,000.00	$0.00	$-5,000.00

A new section will pop up entitled, "Transaction Detail."

Amount	Posted Date	Line Descr	Jrnl Ln Ref	Jrnl ID	Jrnl Date	Fund	Dept	Project	Program	Account	Class	
$2,500.00	12/10/2021			PJ00000486	12/09/2021	144	348700	AAJ1696	4	5715		🔍
$2,500.00	11/25/2021			PJ00000485	11/24/2021	144	348700	AAJ1696	4	5715		🔍

The top right of this section has a drop-down menu. Switch the option from "Standard" to "Salary/Fringe", as illustrated in the following.

From:
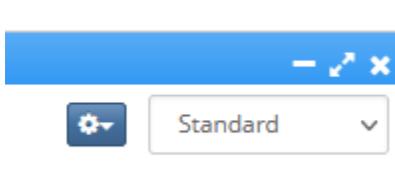
To:
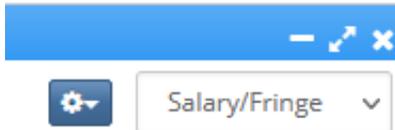
The Salary/Fringe option will show each individual who has received a childcare payment and in what amount(s). As a reminder, there may be more than one row for an individual with a payment associated with account code 5715. If there is more than one row for an individual with a payment associated with account code 5715, the amounts will need to be added together prior to entry on the Supplemental Letter.

For example, during the 2021 calendar year, the individual below received two childcare payments, one for an appointment period that ended 06/30/2021 and one for an appointment ending on 06/30/2022.

Amount	Employee	Account	Acct Descr	Posted Date	Empl ID	Empl Rec Nbr	Pay Run ID	Pay Run Descr	Pay Period	Check Date
$2,500.00	SMITH, JANE	5715	Scholarship/Fellow – Res Alien	12/10/2021	12345678	0	2021BW12A	20211121-202112042021 Biweekly Dec A	202112A	12/16/2021
$2,500.00	SMITH, JANE	5715	Scholarship/Fellow – Res Alien	11/25/2021	12345678	0	2021BW11B	20211107-202111202021 Biweekly Nov B	202111B	12/02/2021

Thus, a total amount of $5,000.00 would be entered for Jane Smith on the Supplemental Letter.

Note: Although the Account Code 5715 displays "Scholarship/Fellowship – Res Alien" in WISER, the Account Code 5715 is used for all NIH NRSA-supported childcare costs, regardless of the status of the individual receiving payments. NIH fellows may be either U.S. citizens or permanent residents, and childcare costs are available to both.

If questions arise about the amount, please reach out to the RSP accountant for the award.