



Symposium for Research Administrators

University of Wisconsin-Madison
October 25th, 2022

WARF (fund 135) Funding Initiatives and Fund Administration

Presenting: Russell Schwalbe, Jessica Wipperfurth

Panelists: Vielska Brautigam, Shawo Tashi

Overview

- Source of 135 Funds- Wisconsin Alumni Research Foundation
- OVCRGE Funding Programs
- Award Administration
 - Project Setup
 - Budget Details
 - Rebudget Requests
 - Unallowable expenses
 - Project Closeout
- Website Demo
- Questions

Source of Funds

- Funding is provided by the Wisconsin Alumni Research Foundation through an annual gift that is sustained by a return on investment and revenue WARF generates from UW IP Licensing and Patents.
 - The intention of funding is to support *research* on UW-Madison campus.
 - <https://www.warf.org/about-warf/impact-on-uw-madison/grants/>



OVCRGE Funding Programs

- Research Competitions
 - Fall Research Competition (Results sent December)
 - Research Forward 3
 - Increasing Social and Economic Inclusion
- Conference Travel
- Graduate Student Support
- Faculty Fellowships
- Faculty Recruitment
- Faculty Retention
- Cluster Hire Initiative
- Out of Season
- Matching Grants
- NRSA Admin Support

<https://research.wisc.edu/funding/administration-of-awards/>

Award Set-up Process

- Awards are setup in WISPER and projects are activated in GRANTS. We do not use WISPER routing as WARF funding is and award- not a proposal.
- Awards are typically set up on the fiscal year, July 1-June 30, but some of the non-Fall Competition strategic funding initiatives are run on a non-fiscal year.
- When an award is made the recipient and department administrator are notified.
- Awards must adhere to UW-Madison policies (<https://policy.wisc.edu/>).
- Divisions, School or Colleges may have stricter policies.

Flexible vs Detailed Budgets

- **Flexible**

- Lump sum budget
- Must cover all expenses including associated fringe and tuition expenses.
- Balance to zero at the end.

Account	Budget
REVENUE	
TOTAL	\$0.00
EXPENSES	
Expenses	
Direct Expenses	
[ZDIRECT] All Direct Costs Projbud	\$70,000.00
SUBTOTAL DIRECT AVAILABLE BALANCE	\$70,000.00
TOTAL INDIRECT COSTS (F&A)	\$0.00
TOTAL INCLUDING F&A	\$70,000.00

- **Detailed Budget**

- Must keep spending within budget lines
- OVCRGE covers differences when annual rates change.

Account	Budget
REVENUE	
TOTAL	\$0.00
EXPENSES	
Expenses	
Direct Expenses	
RA Salaries	\$24,816.00
Fringe Benefits	\$4,517.00
Supplies	\$15,000.00
Tuition and Fees	\$12,000.00
SUBTOTAL DIRECT AVAILABLE BALANCE	\$56,333.00
TOTAL INDIRECT COSTS (F&A)	\$0.00
TOTAL INCLUDING F&A	\$56,333.00

Unallowable Costs

- Awards can be made with restrictions. Any restrictions specific to the award will be within award letter.
- If an award is made for a specific purpose, the expenses should be related.
- Items generally viewed as departmental responsibilities
 - Phones and phone line charges
 - Office Furnishings
 - Computers
 - General office supplies
- Program code 9 is only allowable on Grad School funding support, not on OVCRGE support.

Re-budget and Extension Requests

- Awards can be both extended and re-budgeted when necessary
 - Requests made by using the Change Request Form:
<https://research.wisc.edu/change-request-for-vcrge-funds-2/>
 - Must provide explanation of necessity along with revised budget for review to VCRGE Accounting
 - May require Associate Vice Chancellor approval
 - Tuition remission and fringe allocations CANNOT be re-budgeted.
 - Requests should be made in advance of the end date of the award.

Award Closeout

- Awards are monitored on a monthly basis.
 - Expiring End Dates
 - Overspending
 - Zero-balance
- Prior to closing an award expenses are reviewed and any anomalies are addressed with the department.

Year-End Award Closeout

- If awards are within \$100 of zero they can be closed out without follow-up by VCRGE.
- If there is a balance in the project, but VCRGE Accounting does not receive an extension request, the project will be closed.
- Department should update payroll/encumbrances to new funding at this time.

Award close out examples exercise

These projects are ready to be closed out. What needs to happen before the project can be closed. There may be unanswered questions that you would need to follow up on with the PI's department.

QUESTIONS?

Thank You!

Contact Information

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- *Russell Schwalbe, Assistant Vice Chancellor*
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Specific Financial Duties- Quick Reference

Financial Services Categories	Jess	Vielska	Laila	Shawo	Russell	Financial Services Categories	Jess	Vielska	Laila	Shawo	Russell
135 Account Close and Management	Primary	Primary		Secondary	Primary	Cluster Program	Primary				Secondary
JET Transfers	Primary	Primary		Secondary	Primary	Records Retentions (Non-Sponsored Funds)					Primary
Fall Competition	Primary	Primary			Primary	Direct Payments				Primary	
Conference Travel	Secondary	Primary			Secondary	Payments to Individuals (including Non-Resident Aliens)				Primary	
Credit Card Merchant Services/ PCI Compliance	Primary	Secondary			Primary	Procurement/Requisitions				Primary	
Custodian Funds Processing	Primary	Primary			Primary	Travel/e-Reimbursement				Primary	
Department Share/Royalty Funds	Secondary	Secondary			Primary	ShopUW+		Secondary		Primary	Secondary
Incoming Departmental Wires/ACH	Primary	Primary			Primary	Unidentified Deposits					Primary
SFS Edits for Accounting Services	Primary	Primary			Primary	Shaw Scientists Program	Primary	Secondary			
VCRGE 101 and 150 Accounts	Primary	Secondary			Primary	Research Competition Portal Redesign (Survey Monkey Apply)		Secondary	Primary		
VCRGE CapEx Accounts	Primary	Secondary			Primary	Contemporary Social Issues			Primary		Secondary
Data/Query Support	Primary	Secondary			Primary	Data Science Initiative			Primary		Secondary
136 Revenue Producing Activities	Secondary	Primary			Primary	Microbiome Initiative			Primary		Secondary
Audit Assistance	Secondary	Primary		Primary	Primary	Library Collections Enhancement Initiative			Primary		Secondary
VCRGE Centralized Assessments	Primary	Secondary			Primary	Core Facility Revitalization Program			Primary		Secondary
VCRGE Quarterly Fund Balance Reporting	Primary	Secondary			Primary	Promoting Industry Collaboration Initiative (PICl)			Primary		Secondary
Purchasing Card	Secondary	Primary				Understanding and Reducing Inequalities Initiative			Primary		Secondary
Recruitment and Retention	Primary	Secondary			Secondary	Pandemic-Affected Research Continuation Initiative (PARCl)			Primary		Secondary
Wisconsin Distinguished Graduate Fellowships	Primary				Secondary	Planning Grants Initiative			Primary		Secondary
MIR Funds		Primary			Secondary	UW2020: WARF Discovery Initiative			Primary		Secondary
Rate Setting		Primary			Secondary	Research Forward			Primary		Secondary
Outreach Requests	Secondary	Primary			Secondary	Kellet, Named Professorships, Romnes		Primary	Secondary		Secondary
VCRGE Year-End Tax Reporting (Including Deferred Revenue)		Secondary			Primary	Vilas Associates Competitions		Primary	Secondary		Secondary
Accelerator Program	Secondary	Secondary			Primary	WI Crop	Secondary	Primary			
Donor Directed	Secondary	Secondary			Primary	L&S Salary Supplementation	Secondary				Primary
Graduate School	Secondary	Primary			Primary	Property Control/Asset Management					Primary
Lab Share	Secondary	Secondary			Primary	Publishing Subventions for Scholarly Monographs					Primary

Contact Information

- competitions@research.wisc.edu
 - Questions related to research competitions (Shared inbox)
- vcrgeaccounting@research.wisc.edu
 - General accounting questions