



Symposium for Research Administrators

University of Wisconsin-Madison
November 8th, 2023

NIH Fellowships: how to RAMP up your knowledge to submit successful proposals

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Agenda

1. Brief overview of NIH NRSA Fellowship guidance or opportunity updates, including stipends
2. Proposal reminders: HHS assurances form, How to prepare RAMP records for budget items for F awards
3. Award Setup and management reminders, including RPPRs

NIH NRSA Individual Fellowships

National Research Service Awards (NRSA):

Support training of biomedical, behavioral, and clinical researchers through individual fellowships and institutional research training grants

NRSA Fellowship Program:

Provides **graduate students** and **postdoctoral researchers** with individualized, mentored research training opportunities in a scientific health-related fields relevant to the missions of participating NIH Institutes and Centers.

27 NIH Institutes and Centers (ICs)

Individual Fellowship Features to Keep in Mind

Maximum NRSA support allowance by level (includes combination of training (T) and fellowship (F) mechanism):

- Predoctoral level may receive up to 5 years (6 years for MD/PhD or other dual degree) aggregate
- Postdoctoral level may receive up to 3 year aggregate

Fellows must pursue research training on full-time basis based on institution's policies, e.g. 40 hours/week.

Eligibility to receive a Fellowship award requires:

- U.S. Citizenship,
- Non-citizen National status, or
- Permanent Resident with valid Alien Registration Card (Form I-551) status at time of award

Individual Fellowship Features to Keep in Mind

Fellowship funding:

- Stipend
 - One stipend level for all predoctoral fellows
 - Stipend rate/level based on years of experience for postdoctoral fellows
- Tuition & Fees
- Institutional Allowance
- Childcare Costs

Current NRSA stipend, tuition/fees and institutional allowance rates:

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-076.html>

Available NIH NRSA Individual Fellowship Funding Opportunities

Mechanism	Program Description
F30	<p>Predoctoral fellowship for institutions with NIH funded predoctoral dual-degree training programs (Parent 30); PA-23-260</p> <p>*Note: there are two F30 mechanisms. Use PA-23-260 as UW–Madison has a T32 funded MD/PhD program if applying with MD/PhD.</p>
F31	<p>Predoctoral fellowship (Parent 31); PA-23-272</p> <p>Predoctoral fellowship to promote diversity in health-related research (Parent F31-Diversity); PA-23-271. Sponsoring institution must certify applicant eligibility. See the Notice of NIH's Interest in Diversity.</p> <p><u>Dissertator Status</u>: At time of award, NRSA fellow (F31 or F31-Diversity) must be at the dissertation stage of training.</p>
F32	<p>Postdoctoral fellowship (Parent F32); PA-23-262</p>
F99/K00	<p>Predoctoral to postdoctoral transition fellow transition award; PA-23-263</p>

NIH Fellowship Updates

Fellowship application updates:

- Data Management and Sharing Policy does not apply (see [NOT-OD-22-189](#))
- Human Subjects
- Full guidance: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/fellowship-forms-h.pdf>

Getting Started

- Referees submit letters through eRA Commons by due date
- Fellow needs an eRA Commons profile with PI role & ORCID ID
- HHS Assurance Form:
https://rsp.wisc.edu/forms/HHS_Fellowship_Assurance.pdf
- F31-Diversity Additional Documentation
 - Description of Candidate's Contribution to Program Goals: The sponsoring institution must provide a document on institutional letterhead that explains, consistent with applicable law, how the candidate's participation will further the goals of the fellowship program to promote diversity in health-related research.

RAMP: Funding Proposal

The screenshot shows a web form for a funding proposal. On the left is a navigation menu with the following items: **General Proposal Information** (highlighted in orange), Personnel, Submission Information, Funding Opportunity Announcement, Budget Periods and Key Dates, Compliance Review, Additional Proposal Information, and Completion Instructions. At the top of the form are buttons for 'Validate' and 'Compare', and a back arrow. Below these is a search bar. The main content area contains two sections: 'b. If this will be a flow-through, select prime sponsor: ?' with a dropdown menu, and '6. Instrument type:' with radio buttons for Grant (selected), Contract, Cooperative Agreement, and Subaward, plus a 'Clear' link. Below this is section '7. * Primary purpose of this project: ?' with radio buttons for Research, Instruction, Libraries, Physical Plant, Public Service, Student Aid, and Miscellaneous (selected), plus a 'Clear' link. A blue box highlights the '7. * Primary purpose of this project: ?' section, and a blue arrow points from the text on the right towards this section.

Best option is “Miscellaneous” since there isn’t a “training” option.

RAMP: Funding Proposal

Personnel [?](#)

1. Program director / Principal investigator:

SARA SETON

a. If this is a fellowship, select the fellow:

LIAM HURLEY

b. Biosketch:

[None]

c. Other support: [?](#)

[None]

2. * Responsible department / division / institute: [?](#)

MEDICINE*DEPT MED

3. Project personnel:

a. Add other institutional key, non-key or other significant contributor personnel:

<input type="button" value="+ Add"/>				
	Last Name	First Name	Key	Role
<input type="button" value="Update"/>	SETON	SARA	yes	PD/PI
<input type="button" value="Update"/>	HURLEY	LIAM	yes	Other (Specify)

Enter UW PD/PI

Enter fellow

Enter fellow, Sponsor, and any co-sponsors. May also have collaborators, consultants, advisory committee members, and contributors, however they are not typically considered senior/key personnel.

Budget

- Stipends
- Institutional Allowance for Individual Fellows
- Tuition & Fees

[NOT-OD-23-076](#)

Note: Updated annually

[Tuition And Segregated Fees for Academic Programs](#)

Note: Request actual tuition and fees needed for degree program and resident status

[RSP Guidance](#)

- Childcare Costs
- No F&A
- Shortfall

Internal Budget Example

F31 - Example										
Tuition - Non -Resident, Dissertator (3-credits) status by start of award 7/1/2024 https://viz.wisc.edu/views/TuitionandSegregatedFeeRatesforAcademicPrograms/TuitionSchedule?%3Aembed=y&%3Aiid=1&%3AisGuestRedirectFromVizportal=y						Total Federal Funds Requested	NIH Award Estimate	Estimated Short Fall OVRGE	Non-Sponsored Department Funding	
Start date		Year	Summer	Fall	Spring					
7/1/2024	6/30/2025	Year 1	\$ 2,422.87	\$ 2,519.78	\$ 2,519.78	\$ 7,462	\$ 4,477	-\$2,985		
7/1/2025	6/30/2026	Year 2	\$ 2,519.78	\$ 2,620.57	\$ 2,620.57	\$ 7,761	\$ 4,657	-\$3,104		
Stipend & Fringe			Year	NIH Stipend	Fringe (22.7%)					
MET Stipend	\$33,000		Year 1	\$27,144	\$6,161.69	\$33,306	\$ 27,144		-\$5,856	
			Year 2	\$27,144	\$6,161.69	\$33,306	\$ 27,144		-\$5,856	
Institutional Allowance - Institutional allowance awarded at \$4,550 but of that health insurance must be covered. Grants policy statement states that \$2,200 per year is intended for non insurance costs so we ask for this as well as full fringe at predoc fellow rate. We know NIH will award lesser amount.						Year				
			Year 1			\$2,200	\$ 4,550	-\$1,612		
			Year 2			\$2,200	\$ 4,550	-\$1,612		
						TOTAL	\$86,235	\$ 72,522	-\$9,313	-\$11,712

Funding Proposal: Budget

General Cost Definition: Other Direct Costs (no IDC)

Financials	Subawards	Documents	Snapshots	History			
Current All-Period Totals				Period 1	Period 2	Period 3	Cumulative
Personnel:				\$0	\$0	\$0	\$0
Salaries:				\$0	\$0	\$0	\$0
Benefits:				\$0	\$0	\$0	\$0
General:				\$47,694	\$47,694	\$47,694	\$143,082
Travel:				\$0	\$0	\$0	\$0
Animal Costs:				\$0	\$0	\$0	\$0
Animal Ordering:				\$0	\$0	\$0	\$0
Animal Maintenance:				\$0	\$0	\$0	\$0
Trainee:				\$0	\$0	\$0	\$0
Patient Care:				\$0	\$0	\$0	\$0
Inpatient:				\$0	\$0	\$0	\$0
Outpatient:				\$0	\$0	\$0	\$0
Subaward:				\$0	\$0	\$0	\$0
Subaward Direct:				\$0	\$0	\$0	\$0
Subaward F&A:				\$0	\$0	\$0	\$0
Total Direct less Subaward F&A:				\$47,694	\$47,694	\$47,694	\$143,082
Total Direct:				\$47,694	\$47,694	\$47,694	\$143,082
Total F&A:				\$0	\$0	\$0	\$0
Project Total:				\$47,694	\$47,694	\$47,694	\$143,082
F&A Costs (Non-Standard)				Period 1	Period 2	Period 3	Cumulative

RAMP: SF424

- Estimated Project Funding: include stipend amount, actual tuition & fees, and standard institutional allowance
- Change Project Director/Principal Investigator to fellow
- Senior/Key Personnel
 - List fellow as PD/PI
 - Sponsors and co-sponsors list as “Other (Specify)” and then enter the appropriate role
 - Applicant may have collaborators, consultants, advisory committee members, and contributors, however they are not typically considered senior/key personnel unless they are contributing in a substantive way
 - Reference letter writers should **not** be included here

Post-Submission Info; Review and JIT

1 month before review, Fellow can submit Post-submission update Use Grants Status update, “Other” type. Add comments with instructions and upload documentation for specialist processing. Be sure to note deadlines.

- [NOT-OD-19-083](#) describes specific allowable items and formats

GMS specific JIT requests with unique info:

- Does PI accept award, confirmation of no other support
- Tuition amounts (for entire award or annual costs)
- Protocol approvals (IRB or IACUC)--congruence required

NOA Arrives: now what?

NIH required items:

Activation Notice (PHS 416-5) mailed to the NIH after Fellow, Sponsor and RSP sign-ideally before start date of fellowship

Payback agreement (postdocs only) mailed to the NIH. Completed by fellow, save PDF of agreement without full SSN for your records.

Department of Health and Human Services
Public Health Service
Ruth L. Kirschstein National Research Service Award
Individual Fellowship Activation Notice

FELLOWSHIP NUMBER:

DATE FELLOW ENTERED ON DUTY (Month, day, year):

1. All fellows must complete this form for the first year of their fellowship, indicating their start date under the fellowship and other requested information.
2. Send the signed original of the completed form to the awarding agency using the address provided in the Notice of Award. This should be submitted immediately after the fellow enters on duty. Keep a copy; one will not be returned. This form must be completed online, printed, and then signed for submission to PHS.
3. An appropriate statement regarding degrees (certified by degree-granting institution) MUST be attached if such contingency appears on the award notice.
4. For Ruth L. Kirschstein National Research Service Award fellows in their first 12 months of postdoctoral support, a signed payback agreement MUST accompany this form.
5. No funds may be disbursed until the fellow enters on duty and the proper forms are submitted to PHS.
6. As a condition of this activation, all NRSA fellows agree to complete and submit a Termination Notice (PHS 416-7) immediately upon completion of support.

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0001). Do not return the completed for to this address.

RETURN TO: The awarding agency, using the contact information provided on the Notice of Award. Contact the assigned Grants Management Specialist for questions.

NAME OF FELLOW (*Last, first, middle*):

HIGHEST DEGREE(S):

NAME OF SPONSORING INSTITUTION:

REQUIRED SIGNATURES	E-MAIL	PHONE NO.	DATE
FELLOW			
SPONSOR			
INSTITUTIONAL BUSINESS OFFICIAL			

DO NOT WRITE IN THIS BLOCK (For PHS use only)

AWARD PERIOD: From: **Through:**

PROCESSED BY/DATE:

NOTES:

**Ruth L. Kirschstein National Research Service Award
Payback Agreement**

**To be completed by Trainees and Fellows before beginning the first 12 months of postdoctoral support.
COMPLETED FORM SHOULD BE MAILED TO THE AWARDING FEDERAL AGENCY GRANTS
MANAGEMENT OFFICE NAMED IN THE NOTICE OF AWARD.**

THIS AGREEMENT IS A REQUIRED CONDITION OF AWARD.

Introduction - Section 487 of the Public Health Service Act contains service payback requirements for individuals receiving Ruth L. Kirschstein National Research Service Awards (NRSA). Under these requirements:

- Predoctoral Kirschstein-NRSA recipients will not incur a payback obligation;
- Postdoctoral Kirschstein-NRSA recipients will incur a payback obligation only during the initial 12 months of postdoctoral Kirschstein-NRSA support;
- Postdoctoral Kirschstein-NRSA recipients in the 13th or subsequent months of Kirschstein-NRSA support do not incur any additional payback obligation.

Under these requirements, payback obligations stemming from postdoctoral Kirschstein-NRSA support may be discharged in the following ways:

- By receiving an equal period of postdoctoral Kirschstein-NRSA support beginning in the 13th month of such postdoctoral Kirschstein-NRSA support;
- By engaging in an equal period of health-related research, health-related research training, health-related teaching (or any combination thereof) that averages at least 20 hours per week based on a full work year.

Kirschstein-NRSA appointments or individual awards will be governed by the service payback requirements articulated in the National Research Service Award Guidelines. These guidelines can be found in the NRSA portion of the most recent version of the NIH Grants Policy Statement found at: <http://grants.nih.gov/grants/policy/policy.htm>.

I. SERVICE REQUIREMENT

In accepting a Ruth L. Kirschstein National Research Service Award to support my postdoctoral research training, I understand that my first 12 months of Kirschstein-NRSA support for postdoctoral research training carries with it a payback obligation. I hereby agree to engage in a month of health-related research, health-related research training, or health-related teaching (or any combination thereof) for each month I receive Kirschstein-NRSA support for postdoctoral research training up to and including 12

months. If I receive Kirschstein-NRSA support for postdoctoral research training for more than 12 months, I agree that the 13th month and each subsequent month of Kirschstein-NRSA-supported postdoctoral research training will satisfy a month of my payback obligation incurred in the first 12 months, excluding any period of time in which the PHS has deferred my payback obligation (e.g. during concurrent participation in the NIH Loan Repayment Program). This payback service shall be initiated within 2 years after termination of Kirschstein-NRSA support, unless the PHS extends (defers) the date in which I must begin to undertake service, or the PHS waives my obligation. If the date in which I must begin to undertake service has been extended, I have an additional twelve months to initiate service. The health-related research, health-related research training, or health-related teaching (or any combination thereof) undertaken for my service obligation shall be on a continuous basis and shall average at least 20 hours per week of a full work year. For information regarding deferral of the NRSA payback obligation due to concurrent participation in the NIH Loan Repayment Program see: <http://www.lrp.nih.gov>.

II. FINANCIAL PAYBACK PROVISIONS

I understand that if I fail to undertake or perform such service in accordance with Section I, the United States will be entitled to recover from me an amount determined in accordance with the following formula:

$$A = F [(t-s)/t]$$

Where "A" is the amount the United States is entitled to recover; "F" is the sum of the total amount paid to me under the initial 12 months of my postdoctoral Ruth L. Kirschstein National Research Service Award support; "t" is the total number of months in my service obligation; and "s" is the number of months of such obligation served.

Except as provided in Section III below, any amount the United States is entitled to recover from me shall be paid within the 3-year period beginning on the date the United States becomes entitled to recover such amount. The United States becomes entitled to recover such amount 2 years after termination of my Ruth L. Kirschstein National Research Service Award support if I do not engage in acceptable service payback activities in accordance with Section I. If I elect to engage in financial repayment before the end of the 2-year period, the United States becomes

entitled to recover such amount on the date of my election. Interest on the amount begins on the date the United States becomes entitled to recover such amount and is at the rate fixed by the Secretary of the Treasury after taking into consideration private consumer rates prevailing on that date. I understand that I will be allowed an initial 30-day interest-free period in which to fully pay such amount, and that I may prepay any outstanding balance after that period to avoid additional interest. I further understand that I will be subject to authorized debt collection action(s) (including any accrued interest and late fees) should I fail to comply with the payback provisions of this Section II.

III. CONDITIONS FOR BREAK IN SERVICE, WAIVER, AND CANCELLATION

I hereby understand that the Secretary of Health and Human Services:

- A. May extend the period for undertaking service, permit breaks in service, or extend the period for repayment, if it is determine that:
 - 1. Such an extension or break in service is necessary to complete my clinical training or to participate in a NIH Loan Repayment Program;
 - 2. Completion would be impossible because of temporary disability; or
 - 3. Completion would involve a substantial hardship and failure to extend such period would be against equity and good conscience;
- B. May waive my obligation, in whole or in part, if it is determined that:
 - 1. Fulfillment would be impossible because I am permanently and totally disabled; or
 - 2. Fulfillment would involve a substantial hardship and the enforcement of such obligation would be against equity and good conscience;
- C. Will, in the event of my death, cancel any obligation incurred under this payback agreement.

IV. TERMINATION NOTICE – ANNUAL REPORT OF EMPLOYMENT – CHANGE OF ADDRESS AND/OR NAME

I agree to complete and submit a Termination Notice (PHS 416-7) immediately upon completion of Kirschstein-NRSA support. Thereafter, on an annual basis I agree to complete and submit Annual Payback Activities Certification forms sent to me by the awarding Federal Agency concerning post-award activities, and agree to keep the awarding Federal Agency advised of any change of address and/or name until such time as my total obligation is fulfilled.

V. PROGRAM EVALUATION

I understand that I may also be contacted from time to time, but no more frequently than once every 2 years, after the

termination of this award to determine how the training obtained has influenced my career. Any information thus obtained would be used only for statistical purposes and would not identify me individually.

VI. CERTIFICATION

By signing the certification block below, I certify that I have read and understood the requirements and provisions of this assurance and that I will abide by them if an award is made.

For additional questions regarding the Payback Agreement contact:

NRSA Payback Service Center
 Phone: (301) 594-1835 or (866) 298-9371
nrsapaybackcenter@mail.nih.gov

DO NOT RETURN THE COMPLETED FORM TO THIS ADDRESS.

VII. MAILING

The completed form should be mailed to the awarding Federal Agency Grants Management Office named in the Notice of Award.

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0001). Do not return the completed form to this address.

Name (Last, first, middle):		Nine Digit Social Security No. (Required):	
		- -	
Signature:		Date:	
Support received under the awarding Federal agency Award/Grant Number:			
Mailing Address:			
E-mail:			

Privacy Act Statement. The NIH maintains application and grant records as part of a system of records as defined by the Privacy Act: NIH 09-25-0225 <https://era.nih.gov/privacy-act-and-era.htm>.

RAMP Account Setup

- RSP initiates AWD record (linked from FP record)
- Review/complete AWD budget components in RAMP
 - Load total lump sum annual authorized amount
- Fellow and Sponsor need to have completed OAR within 30 days
- Be sure all protocols are updated and linked in Arrow to fellowship funding source record.

- Key Personnel
- Deliverables**
- Compliance Review
- Completed Award

2. * Does this project include activities using live vertebrate animals? [?](#)

Yes No

a. * Have you submitted or do you have an approved IACUC protocol application?

Yes No

Related IACUC Protocols:

Protocol Number	Protocol Title	Status	PI Name	Approval Date	Expiration Date	Congruence
V005396-R02	Gene-environment interactions in craniofacial birth defects	Active	Lipinski, Robert	2021-11-19	2024-11-18	Congruent with variance

IACUC Protocol

R02: Gene-environment

Committee: SVM

ARROW State: Active

Principal Investigator:

Approval Date: 11/19/2021

Expiration Date: 11/18/2024

Department

Primary Funding Sources

Type	Fund/Project ID	PI Name	Title	Start Date	End Date	Sponsor	Agency Award #	RARC Status	Award Setup Possible
Award			R01 March 2017 Piperonyl butoxide developmental toxicity	12/01/2017	11/30/2023	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH	1R01ES026819-01A1		
Award			DNA methylation in orofacial clefting R56	08/03/2022	08/02/2024	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH	1R56DE030917-01A1	Review completed	Yes
Award			DNA methylation in orofacial clefting R01	05/01/2023	01/31/2027	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH	1R01DE032710-01	Review completed	Yes
Award	MSN259928		F31 -Tyler Beames [Redacted]	09/01/2022	08/31/2025	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH	1F31ES034632-01	Review completed	Yes
Award	MSN163137	PRJ68IH	CHAIR, Staff [Redacted] [Redacted]	07/01/2012	06/30/2028	WISCONSIN ALUMNI RESEARCH FOUNDATION			

UW HR and Payroll for Fellowships

Fellow payroll appointment, 100% FTE

- Predoctoral Fellow (SA002)
- Postdoctoral Fellow (PD003)

If receiving supplemental pay, this must occur on a separate appointment (either Research Assistant for grad students or Research Associate for Postdocs)

Example: MET student stipend of \$32,000, fellowship pays \$27,144 difference is paid as Res Assistant across the year (\$4,856 annual amount).

Use the Negative Additional Pay Process for stipend adjustment due to biweekly payroll schedule

What is a negative adjustment and why is it needed?

Our biweekly payroll structure is 26 weeks/year in most years (27 this coming calendar year in 2024!). The NIH requires stipends be an exact amount across 12 months.

To meet NIH stipend expectations, we must adjust the stipend each biweekly pay period to avoid over payments.

See resources online <https://hr.wisc.edu/hr-professionals/payroll/> including [Video and Presentation for Fellow/Trainee Payment adjustments](#)

Award amount

\$27,144

Start date

9/1/2023

1st pay period end date

9/9/2023

End date

8/31/2024

	PP Start Date	PP End Date	PayDate	Period Rate	# days	SGA Adjustment	Adjusted Prnt
1	9/1/2023	9/9/2023	9/21/2023	\$ 626.40	6		\$ 626.40
2	9/10/2023	9/23/2023	10/5/2023	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
3	9/24/2023	10/7/2023	10/19/2023	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
4	10/8/2023	10/21/2023	11/2/2023	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
5	10/22/2023	11/4/2023	11/16/2023	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
6	11/5/2023	11/18/2023	11/30/2023	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
7	11/19/2023	12/2/2023	12/14/2023	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
8	12/3/2023	12/16/2023	12/28/2023	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
9	12/17/2023	12/30/2023	1/11/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
10	12/31/2023	1/13/2024	1/25/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
11	1/14/2024	1/27/2024	2/8/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
12	1/28/2024	2/10/2024	2/22/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
13	2/11/2024	2/24/2024	3/7/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
14	2/25/2024	3/9/2024	3/21/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
15	3/10/2024	3/23/2024	4/4/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
16	3/24/2024	4/6/2024	4/18/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
17	4/7/2024	4/20/2024	5/2/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
18	4/21/2024	5/4/2024	5/16/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
19	5/5/2024	5/18/2024	5/30/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
20	5/19/2024	6/1/2024	6/13/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
21	6/2/2024	6/15/2024	6/27/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
22	6/16/2024	6/29/2024	7/11/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
23	6/30/2024	7/13/2024	7/25/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
24	7/14/2024	7/27/2024	8/8/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
25	7/28/2024	8/10/2024	8/22/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
26	8/11/2024	8/24/2024	9/5/2024	\$ 1,044.00	10	\$ (4.18)	\$ 1,039.82
27	8/25/2024	8/31/2024	9/19/2024	\$ 522.00	5		\$ 522.00
				\$ 27,248.40		\$ (104.40)	\$ 27,144.00
			Balance	\$ (104.40)			\$ -

Neg addl pay adjustment example

Predoc \$27,144 for 12 month appointment

$\$27,144/26=\1044 per biweekly pay period

Appointment dates: 9/1/2023-08/31/2024 (spans 27 total pay periods, first and last being partial periods where no adjustments are made).

Pay period start Sept B (midway through) 09/01/2023-9/9/2023 (no adjustment)

Starting Oct A 9/10/23-9/23/23 $\$-4.18$ neg addl pay adjustment taking biweekly amount to $\$1039.82$

Continues for next 25 pay periods to avoid overpayment after 12 months of $\$104.40$.

Award Management

If tuition is anticipated:

- Submit Third Party Authorization form for full tuition and segregated fees amount in advance of the start of each semester
- **This is NOT tuition remission;** separate process
- Semesterly bill will arrive in 4-6 weeks after authorization (see third party invoice for specific instructions)

Monitor all spending (only allowable items: correct stipend, fringe/health insurance, tuition, and, if applicable, childcare costs)

Annual RPPR

- Complete all normal RPPR items, no budget section is required
- Sponsor comments section required
- Responsible Conduct of Research section required (should match proposal planned activities)
- Sponsor Other Support document should list F award as in kind
- Be sure to note any adjustments, changes or delays in the RPPR
- PMCID compliant publications

New year NOA: note stipend adjustments occur annually by NIH.

Action items: Adjust payroll in JEMS/stipend amount raise to minimum and also make any negative addl pay adjustments updates to avoid overpayments

Mid-award Changes

Change in mentor

Change in major goals

Leave of absence

UW-5088 Postdoc Absence with Pay & Legal Holidays policy

Early terminations

NIH: notify via Xtrain TN form within eRA commons within 30 days

Fellow initiates (enters dates, stipend amount for final year), routes to sponsor, routes to BO, submits to NIH. Eventually revised NOA issued.

UW: calculate exact stipend to match Xtrain TN form (including any negative addl pay amounts)

Termination Processed

UW Payroll termination/adjustments

Tuition/health insurance shortfall for predocs

Calculate revised NOA impact to overall budget for closeout

Fellowship Closeout

Predocctoral F31 and Dual Degree F30 awards:

Working with RSP postaward accountant, determine if any fringe and/or tuition shortfall is applicable and prepare a form by which OVCGRE will cover costs.

Postdoctoral F32 Shortfall and closeout:

Departments are expected to provide shortfall for any costs in excess of NOA amounts.

Request for Supplemental Funds to Cover Fringe/Tuition Shortfall on NIH Predoctoral (F30/F31) Fellowships

Date of Request 8/17/23
NIH Fellowship Number 1F30DK122686
Principal Investigator Name Chad M Vezina
Fellow Name Hannah Ruetten
UW Account Number MSN228685 AAH3115
Project Administrator Name Jenny Dahlberg
Department Name Comparative Biosciences
UDDS Code 874100

Budget Amount/Cost

1. Current Year Budget Awarded for:

A. Stipend	\$ 95,736.00
B. Other fellowship expenses	\$ 43,989.00
C. Institutional allowance	\$ 17,000.00
Sum of A, B and C	\$ 156,725.00

2. Actual Costs:

A. Stipend (should be equal to 1A)	\$ 95,736.00
B. Tuition (Other)	\$ 50,616.89
C. Institutional allowance (fringe and health insurance)	\$ 18,112.03

3. Shortfall
(difference between actual costs and
budget awarded) \$ 7,739.92

The Office of the Vice Chancellor for Research and Graduate Education is allocated funding dedicated to covering shortfall for NIH training grants and NIH pre-doctoral fellowships. This funding can be used only to cover shortfall for pre-doctoral tuition, fees and fringe. No additional costs can be covered, including payment amounts in excess of the NIH stipend level.

Principal Investigator Signature Chad Vezina Date _____

Approved to be covered from _____

N. Novak, Assistant Vice Chancellor

More support? Need help resolving an issue?

Feel free to reach out:

Jenny Dahlberg, Research Administration Director, School of Veterinary Medicine (jenny.dahlberg@wisc.edu)

Sara Seton, Department of Medicine, School of Medicine and Public Health (sseton@medicine.wisc.edu)