

Fellowship Management for Research Administrators



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Objectives

- Differentiate fellowships from other funding mechanisms
- Understand budget and fellowship terms when submitting a grant for a student/fellow
- Ensure compliance with award terms and institutional policies
- Troubleshoot and adjust budgets when discrepancies occur
- Communicate effectively with departments and students about fellowship terms and expectations

Grant Types

Fellowships

Research grants

Travel grants

Scholarships

Conference grants

Study abroad

Professional development

Multi-year

One-time

Federal

Foundation

Private organizations

Fellowships

A financial award to support a student in the pursuit of advanced research or studies in a specific field without associated teaching or research responsibilities that come with teaching or research assistantship positions. It may include payments to students for training and support related to projects pursued outside the normal curriculum.

Fellowships Funding Support

- Stipend
- Tuition and Fees
- Research/Travel Allowance
- Health Insurance

Fellowships vs Graduate assistantships

Fellowships

- No service appointment
- Support for student's graduate studies or research
- May be eligible for partial tuition waiver
- No taxes withheld from stipend
- Benefit-eligible

Graduate Assistantships

- Service-related income
- May qualify for full tuition remission
- Taxes are deducted from salary
- Benefit-eligible



Cost Breakdown for Graduate Students

Appointment Title

RA, TA, PA, Fellow, Trainee

Stipend

UW Grad School Minimum (2025-26): \$35,636 (base)
NRSA: \$28,788 (FY25 rate)
Differential between grant and program minimum
Departments must supplement stipends below RA rates

Fringe Benefits

\$7,305

Tuition

Non-resident (incl. Seg fees): \$25,714
Tuition remission: \$12,000/year

Not Included

Taxes (if applicable)
Research funds (consumables/equipment)
Travel for meetings/conferences
Extra training/workshops

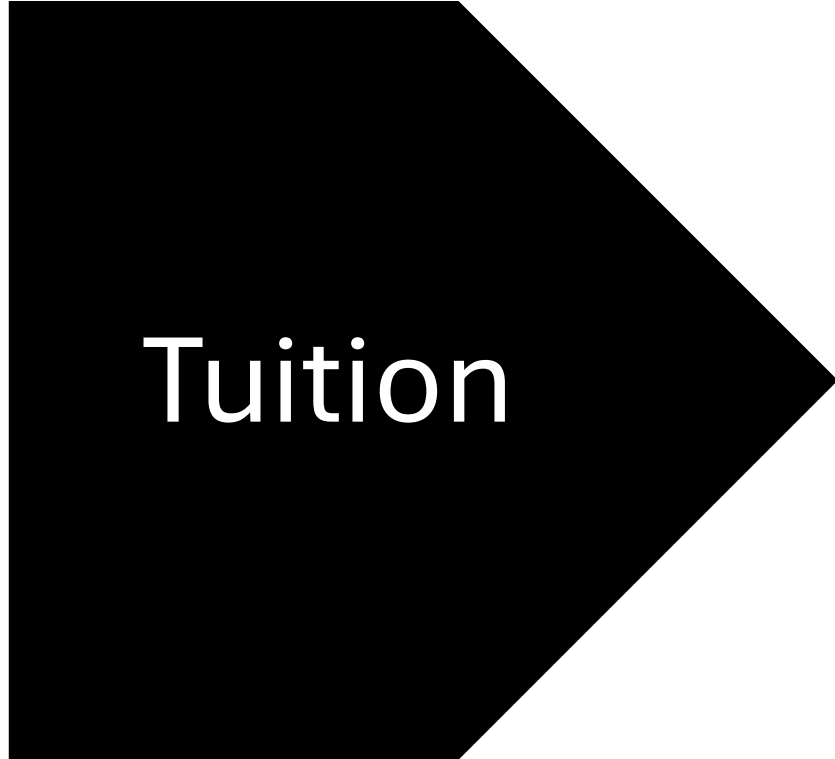
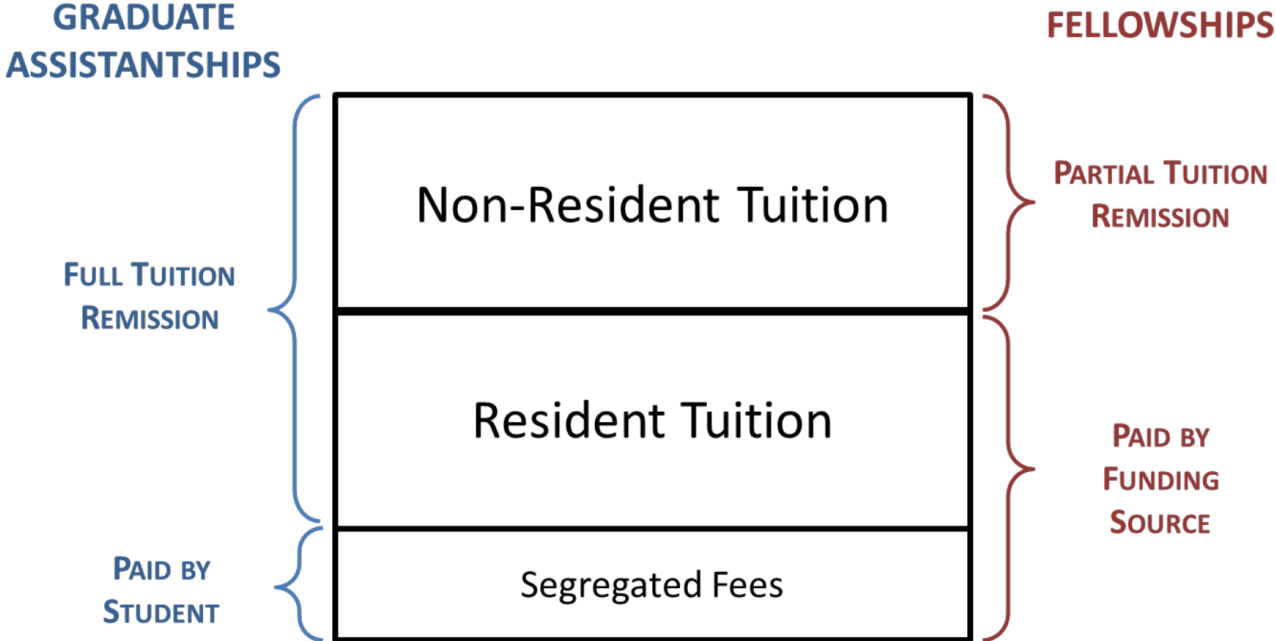


FIGURE 1



Roles and Responsibilities

Graduate School

Department/Division

School/College

PI

RSP

HR

Titles with HR

- **Teaching Assistant (TA)**: Grad students enrolled in a UW System institution who have been assigned teaching responsibilities in an instructional dept under the supervision of an academic staff or faculty member. A collective bargaining agreement between the State and the Teaching Assistants Association exists. **Income and social security taxes withheld**
- **Research Assistant (RA)**: Grad student working towards a Master's or Ph.D. degree. Activity performed by the research assistant is primarily for the benefit of the individual's course of study and research and directly applicable to the individual's thesis or dissertation. Required to register for a full load of graduate courses and research. **Income taxes withheld (but not social security)**
- **Fellow**: Grad student holding a fellowship which provides freedom to devote full-time to obtaining an advanced degree. (student in training, not an employee) **No taxes withheld from monthly stipends. Likely need to pay estimated quarterly taxes This is used for individuals on an F31 or F32**
- **Trainee**: UW-Madison students supported by a traineeship while pursuing a particular course of study. Traineeships are ordinarily sponsored through an extramural training grant. **No Taxes withheld from monthly stipends. Need to pay estimated quarterly taxes This is used for individuals on a T32 or similar**
- **Research Associate (Postdoc)**: salary is based experience and NIH rate. Health insurance costs are % of stipend. **Considered an employee therefore taxes are removed monthly.**

Why Apply – Benefits

FINANCIAL SUPPORT
FOR GRADUATE
STUDIES AND
RESEARCH

GAIN VALUABLE
SKILLS AND
DEMONSTRATE
KNOWLEDGE

ENHANCE ACADEMIC
CREDENTIALS

NETWORKING
OPPORTUNITIES

FLEXIBILITY

REDUCES BURDEN ON
DEPARTMENT AND PI'S
GRANTS

CREATES SOME
AUTONOMY FOR
INDIVIDUAL
DEVELOPMENT PLAN
(IDP)

Pre-Award

Before Applying

**Read the program
announcement**

Is the student eligible?

**Process for
Letters of reference**

**What does the fellowship
cover?**

- Determine Budget
- Assess Cost Share

**Contact your
dept/program
administrator**

- What Department hosts the PI?
- What Department will be managing the HR appointment?

**What does the PI
have to do?**

NSF Graduate Research Fellowship Program (GRFP)

- <http://www.nsfgrfp.org/>
- Competitive, but worth it \$37,000/yr stipend, and pays tuition and fees. 3 yr award
- Eligible applicants are undergraduate students, 1st yr grad students, and be US citizens, nationals or permanent resident
- Proposal deadline based upon discipline

Review criteria:

Intellectual Merit:

- GPA, GRE
- Letters of support
- Training potential
- Community contributions
- Proposed science-do not need finite project/prelim data

Broader Impacts:

- How will you get your results out to the public?
- How will the project benefit society?

NIH Fellowships



Opportunities for grad students and postdocs



Parent RFAs and targeted NOFOs

At the top of the RFA there is a Table of IC to determine institute participation and specific requirements/restrictions



Award Types

F30 – MD/PhD or other Dual Degree Training
F31- Predoctoral Trainee (some Nursing, MD/PhD and PharmD/Phd)
F32 - Postdoctoral Awards



Budget includes

Stipend (set by Congress)
Health Insurance (as part of institutional allowance)
Tuition and Fees
Training Related Expenses or Institutional Allowance



NIH 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
- Additional documentation depending on RFA
- Institutional allowance at UW-Madison

NIH 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

Other Fellowship Options

- National Communities of Practice
 - Specialty specific member organizations
 - Limited instructions*
 - May require a 501c3
- Foundations
- Internal Grant Programs



When to Apply



Applications are can be due 9-12 months before the start date



Start applications early



Read directions



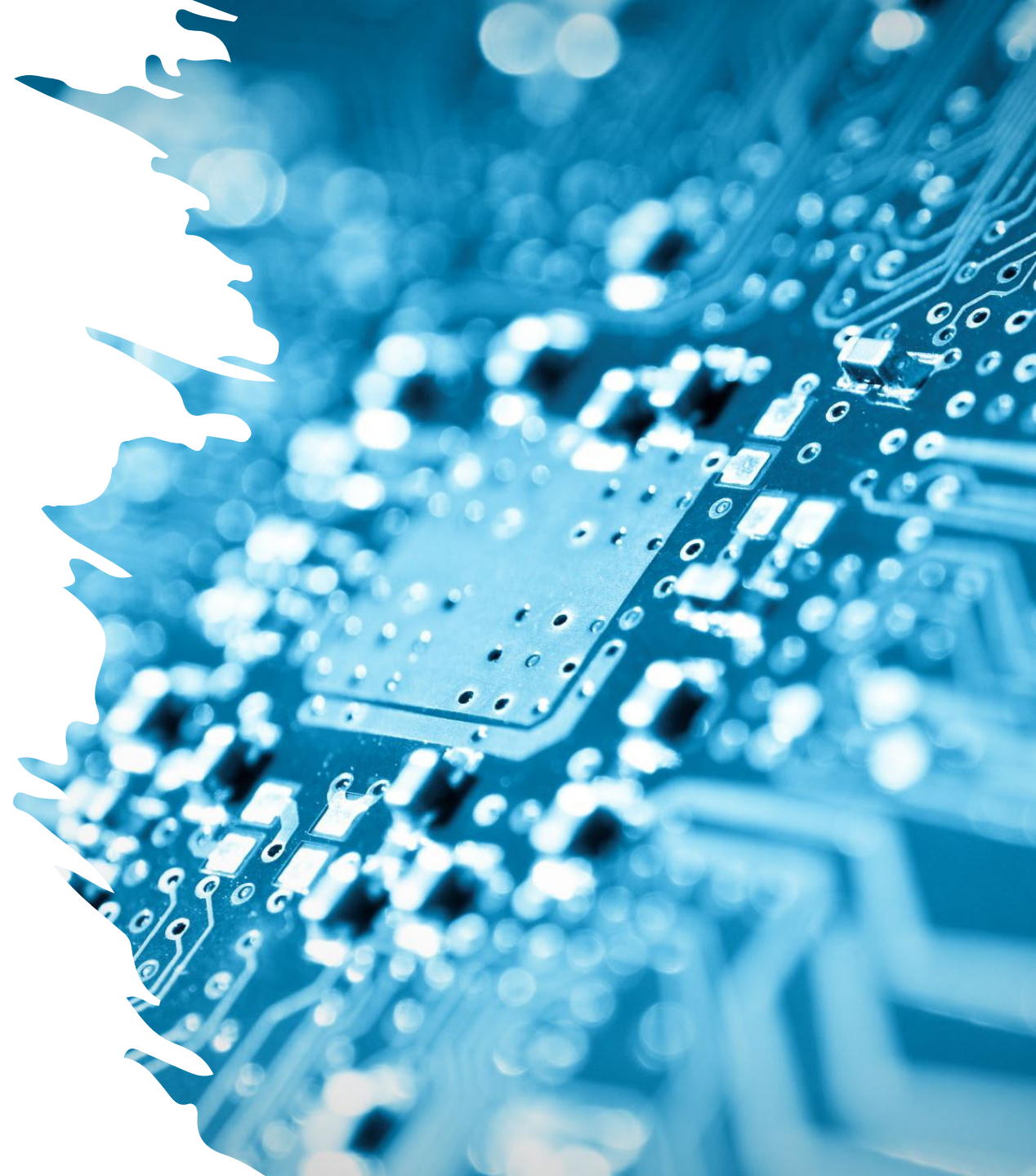
Tips:

Predoc fellows: check if Dissertator eligibility is required, is tuition covered?

Postdocs: check if health insurance is covered

How to Apply

- Electronic applications are most common
- Each agency has a different electronic program
 - NSF: Research.gov
 - NIH: Grants.gov (UW uses System-to-System - RAMP)
 - American Heart uses Grants@Heart
 - ProposalCentral
 - Sponsor-specific independent grant portals
- All systems have quirks so don't wait until the last minute!



Fellowships work differently than Grants

Support the
development of
the individual

Limited
allowable budget
categories

Limited funds

Indirects

Mentor/PI

Effort

Budget

- Necessary
- Reasonable
- Allocable
- Allowable
- Permissible
- Consistently treated
- Transparency with stakeholders



Post-Award

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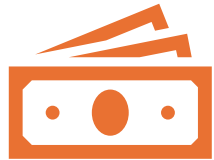
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Setting up Fellowships in Systems

- RAMP/Workday/Payroll Setup
- Period Activity Pay
- HR updates for stipend, title, etc
- Budgeting – allocating funds correctly, handling cost share, post-award administration
- IRB/IACUC protocols
- Tuition deferral

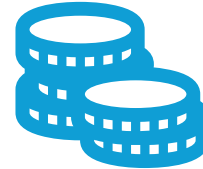
Other Setup Considerations



Award terms – restrictions on employment, reporting obligations, concurrent funding sources



Institutional policies – Enrollment requirements, satisfactory progress

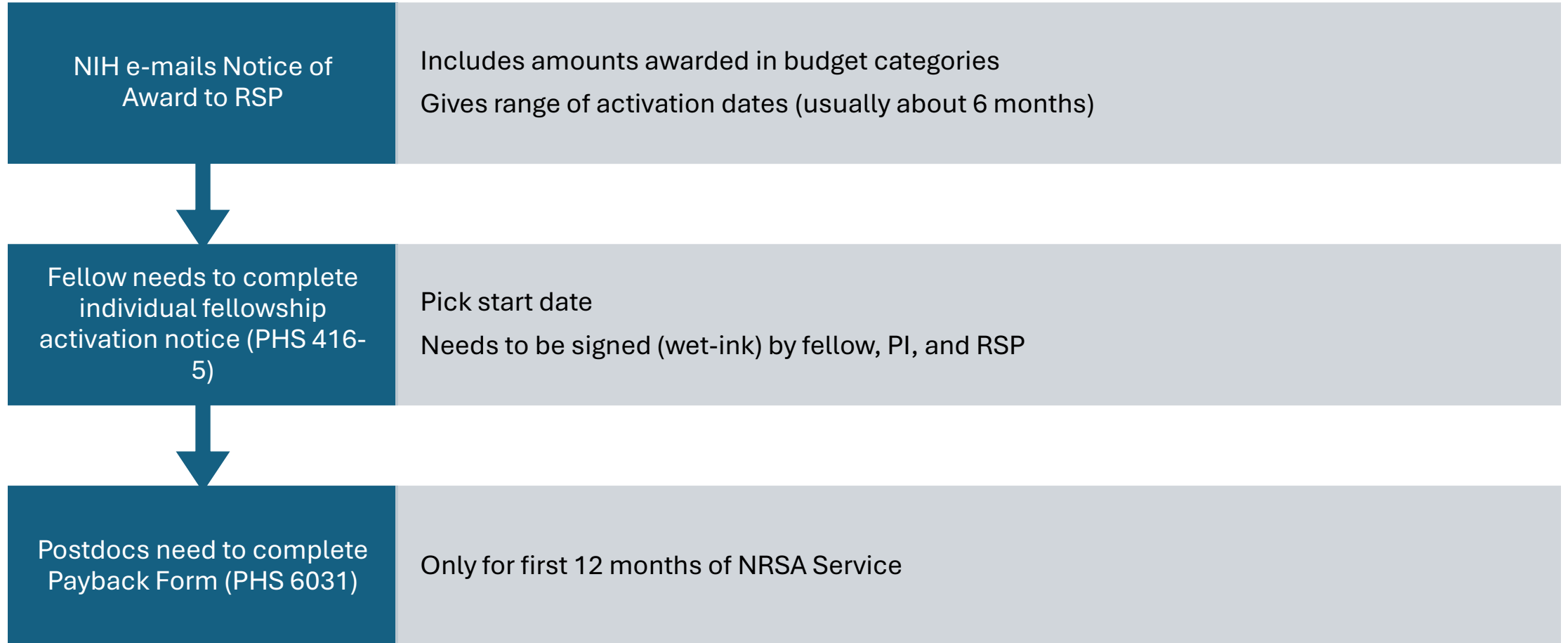


Monitoring payments and fund distribution



Mid-year changes - leaves, extensions, or funding adjustments

NIH – Proposal Approved



NIH Checklist for Activation

Trainee will need to work with mentor to activate protocols

Setup RAMP

Work with HR and RSP to determine transition date. Fellowships have a specific title process

Fill out and submit required forms

Complete Tuition Deferral request for third party payment at UW-Madison

NIH Notice of Award



Notice of Research Fellowship Award

NATIONAL RESEARCH SERVICE AWARD

Department of Health and Human Services

National Institutes of Health

Federal Award Date: 06/29/2017



NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE

Grant Number: 1F31NS100229-01A1

FAIN: F31NS100229

Principal Investigator(s):

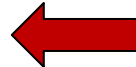
Elizabeth Anne Kiernan, MS

Project Title: The Role of TLR4 signaling and histone modifications in neonatal microglial priming by chronic intermittent hypoxia

Brenda A. Egan
Univ Grants and Contracts Specialist, Senior
21 N Park St
Suite 6401
Madison, WI 537151218

Award e-mailed to: NIH@rsp.wisc.edu

Latest Activation Date: 12/28/2017



Dear Business Official:

The National Institutes of Health hereby awards a grant in the amount of \$32,227 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to UNIVERSITY OF WISCONSIN-MADISON in support of the above referenced project. This award is pursuant to the authority of 42 USC 288 42 CFR 66 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

Each publication, press release, or other document about research supported by an NIH award must include an acknowledgment of NIH award support and a disclaimer such as "Research reported in this publication was supported by the National Institute Of Neurological Disorders And

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 form 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:

NIH Activation Notice

NRSA Payback Agreement

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:			

Conflict of Interest

- Fellow and faculty sponsor will need to complete COI training:
- Both fellow and sponsor(s) need to have a current Outside Activities Report (OAR) on file.
- Both fellow and faculty sponsor are responsible for reporting all travel reimbursed or sponsored within 30 days of the start of travel during the fellowship excluding travel paid by:
 - Federal, state, or local government agency
 - U.S. institution of higher education
 - Academic teaching hospital, a medical center, or a research institute that is affiliated with a U.S. institution of higher education

Effort Reporting

- There is no effort required on the part of the faculty sponsor
- Fellow does not need to certify effort on this fellowship
- If the fellow is supplemented as a research assistant or research associate, effort certification may be required on that supplement-even though it is a non-federal source of support.

Differential Cost Coverage

- Payroll Supplements for NIH Fellows
 - Supplements are only allowed on non-federal unrestricted funds ONLY
 - Follow campus guidelines for NIH Fellows

Predocs- <https://kb.wisc.edu/grad/page.php?id=33321>

- Concurrent appointments as RA/TA/PA are allowed with a maximum dollar earned limited of the graduate program stipend rate.
- Classified or academic staff appointments require Graduate School approval.

Postdocs- <https://kb.wisc.edu/gsadminkb/page.php?id=34827>

- Depending on funding agency, supplementation limits may vary (i.e. NIH limitation is 25% time)
- Campus limitation for Teaching and research appointments are limited up to 33.33% (FTE) time
- Appointments exceeding 33.33% time or other concurrent appointments require OVCRGE approval (see policy)



A dark, high-contrast photograph of a basketball court floor. The floor is marked with white lines and numbers, including a large '0' in the center. The text 'Period Activity Pay' is overlaid in white, centered on the image.

Period Activity Pay

Workday: Period Activity Pay (PAP) to Payroll Fellows

- Each pay period the fellow gets a uniform stipend that aggregates to reach an overall stipend target in a given appointment period.
- Example: NIH Predoc fellow 8/1/2025-7/31/2026 PAP for \$28,788
- Each pay period from Aug A 2025 to July B 2026 fellow will get \$1066.23 per period for 27 pay periods
 - Coming soon: new tool to allow for partial pay period proration-already in use in SMPH
- If the fellow terminates early, the PAP must be adjusted to match the early termination amount expected from the sponsor.
- How to monitor PAP in workday:
 - 1. Using general search, find name of person, click on their profile under "Compensation", then click on "View with Payment Details" to see detailed summary of PAP.
 - 2. Period Activity Pay Details Report, enter in dates, and employee and date range. Time period is not needed but date range is required field.

Tuition and Fees

- Full Amount Paid as third-party deferral
 - ~6 weeks Prior to each semester submit list of authorizations to Bursar's Office secure site (e.g. deadline for Fall is July 15th).
 - This is NOT tuition remission and these fellowships do NOT qualify for out of state remission
 - Use spreadsheet form and upload via secure website
<http://www.bussvc.wisc.edu/bursar/dept3rd.html>
 - Bill sent to department via email

NIH Post Award Budget Management

- Institutional Allowance
 - Fixed amount
 - At UW-Madison, cover health insurance and tuition/fee costs that exceed the NIH budget
 - Remainder (if any) can be spent on **(likely will not be any remaining!)** can be used for Research supplies, Books, Equipment, Travel to Meetings
 - Research supplies can NOT be for human subjects or animal research costs



Shortfall form for Predoc Fellowships

- RSP will fill out a shortfall form for shortfalls covered by the OVCRGE
- Form should be signed by the PI and sent to Nick Novak in OVCRGE
- For predocs, transfer will be facilitated by OVCRGE to allow RSP accountant to zero out the account

Request for Graduate School Supplemental Funds to Cover Tuition Shortfall on NIH Predoctoral (F31) Fellowships

Date of Request _____
NIH Fellowship Number _____
Principal Investigator Name _____
Fellow Name _____
UW Account Number _____
Project Administrator Name _____
Department Name _____
UDDS Code _____

	Budget Amount/Cost
1. Current Year Budget Awarded for:	
A. Stipend	\$
B. Other fellowship expenses	\$
C. Institutional allowance	\$
Sum of A, B and C	\$
2. Actual Costs:	
A. Stipend (should be equal to 1A)	\$
B. Tuition, fees and health insurance	\$
3. Shortfall	\$
(difference between actual costs and budget awarded for stipend, tuition, fees, health insurance and institutional allowance)	

Principal Investigator Signature _____ Date _____



FAQ

What is Stipend vs. Salary?

Salary – Compensation for work performed. Based on merit or output and subject to standard payroll taxes

Stipend – To cover living expenses, training or specific costs. Not considered wages. Recipients are not employee. Fixed amount regardless of hours. Taxable income but taxes not withheld by employer

Can Federal and Non-Federal external funding sources be combined

It depends. Typically, this is allowable. However, review the terms of the award to ensure no clause preventing the use of both.

What is the difference between Fringe and Health Insurance?

Some sponsors restrict allowable costs. The application of Fringe at UW-Madison is universally applied. However, trainees on a T32 or fellows on an F award cannot apply the full fringe rate. These appointments carry a separate “fringe” rate that is only allocated to health insurance. RSP has a document outlining what each “Fringe” rate covers.

Some fellowships do not allow fringe at all and so fringe has to be transferred off.

How to setup a differential payment if fellowship stipend is less than graduate program minimum?

- Federal Fellowships
 - Appointment has to be at 100% for the fellowship portion.
 - Set up a secondary appointment (up to 33% FTE to cover the difference between grad school and program
 - Secondary appt **cannot** be allocated to federal funds
- Non-Federal Fellowships
 - Split the total stipend between the funding strings of the fellowship and secondary funding from mentor/dept, etc



Resources

- Grad School funding: <https://grad.wisc.edu/funding/>
- Research and Sponsored Programs (RSP)
<http://www.rsp.wisc.edu/>
- NIH F-grant Canvas course: Contact traininggrants@wisc.edu to be added to the course
- RSP Tuition Remission:
https://rsp.wisc.edu/policies/tuitionremission_faq.cfm
- Fellowship Resource Guide (UW-Madison):
<https://kb.wisc.edu/grad/99717>
- Student Payment Guides (UW-Madison):
<https://businessservices.wisc.edu/wp-content/uploads/sites/546/2022/02/Student-Payment-Guidelines-02.21.pdf>