



Office of the Vice Chancellor  
for Research and Graduate Education  
UNIVERSITY OF WISCONSIN-MADISON

**MEMO**

TO: NIH Training Grant Directors

FROM: Marsha Mailick, Interim Vice Chancellor for Research and Graduate Education *MM*  
Wendy Crone, Interim Dean of the Graduate School *WC*

DATE: February 6, 2015

RE: Administrative Support for NIH Training Grants

We are writing to inform you of a new program the Office of the Vice Chancellor for Research and Graduate Education (OVCRGE) is offering for NIH Institutional National Research Service Awards (training grants). We recognize the significant administrative and clerical needs associated with these awards, particularly in terms of proposal preparation, but also ongoing data management and coordination of trainee activities. To alleviate some of the costs associated with this work we will provide an allocation of WARF dollars, upon request, to each training grant. The annual allocation will be provided as a flexible fund amounting to 2.5% of the first year direct cost award amount. Although our accounts will be called NIH NRSA Administrative Support, the funding will not be limited to administrative salaries. You may use it for other costs related to the training program.

You may request support by sending an email message to the VCRGE Accounting Office <[NRSARrequest@research.wisc.edu](mailto:NRSARrequest@research.wisc.edu)> and including the following information:

- Principal Investigator name
- Training grant title and NIH award number
- Department administering the training grant (department name and UDDS)
- Dollar amount of first year direct cost award

You may submit your first request at any time. We ask that you submit future requests at the beginning of each grant year. Funding may be carried over from year to year within a funded grant period but will not be accumulated from one award cycle to the next. You may wish to discuss this commitment with the Associate Vice Chancellor for the Biological Sciences prior to renewal applications to determine how to describe the commitment in the OVCRGE letter of support.

As you know, the UW-Madison also supports training grants that include graduate students by providing funding for the tuition, fee and fringe costs that are not covered by the grants. This policy is described here:

<https://kb.wisc.edu/gsadminkb/page.php?id=33330>

We hope that the two programs supplementing training grant costs are helpful not just in ensuring competitive applications, but in recognizing the work you do for these training programs and the University. We are very proud that the University of Wisconsin-Madison has been so successful in attracting and maintaining NRSA funding for our programs and recognize that this goes hand-in-hand with our research preeminence. We thank you for your contributions of time and leadership for these training programs.