

To: UW–Madison Dairy Innovation Hub principal and co-investigators

From: Heather White, Faculty Director

Date: May 25, 2022

Subject: Policies regarding Dairy Innovation Hub project accounts

The purpose of this memo is to advise on the updated policies (effective as of initial issue date noted above) on Dairy Innovation Hub 101 project accounts. In the first three years of Hub funding, we were able to exercise flexibility to approve no-cost extensions (NCE) and personnel accommodations which were helpful, especially considering COVID-19 pandemic related challenges. Due to the policies associated with 101-funding and that the Hub has grown into the budget, the ability to grant these flexibilities must be adjusted. These policies are being implemented to meet the requirements and restrictions of 101-funding.

Project account format

Upon selection for funding, Hub staff will request that a project account (aka, child account) be set up for your project with the start/end date indicated in the RFP or proposed budget. If the project is a multi-year project, each year's funding will be allocated at the start of the fiscal year.

No-cost extensions

Requests for NCE that include salary dollars will not be approved if they extend into the next fiscal year. Requests for NCE for non-salary dollars will be considered but must be submitted at least two months prior to the project end date. Please take note of your project end date. Requests for NCE that are made within two months of the project end date will not be considered. Requests for NCE for project budgets less than \$1,000 will not be considered. The maximum NCE length will not exceed half of the original project length (ex. 6 month maximum on a 1-year project). Decisions to approve NCE will be based on progress, outcomes reporting, and submitted justification.

You must use all funds prior to the end date, and you cannot have expenses posted or pending after the end date. To allow all non-salary charges to appropriately post through the financial systems, all charges should be made 30-days prior to the end date. Any funds remaining in the project account after the end date will be relinquished to the Hub.

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Spending within budget categories

If you need to reallocate funds between salary and non-salary (supplies, travel, publications, etc.) budget categories, you can request a re-budget at least 2 months prior to the project end date. Use of funds for specific purposes within the “non-salary” categories do not need approval (i.e.. use of travel funds for supplies). If the project is a personnel specific project type (graduate student or postdoctoral fellow), salary must be used for that personnel type. If a situation arises preventing this, please contact Hub staff immediately.

Process to make requests

All requests are made via a Qualtrics form available on the “[research funding](#)” page of the Dairy Innovation Hub website. Direct questions to the Hub administrative specialist (Elisabeth Berndt, elisabeth.berndt@wisc.edu) or program manager (Maria Woldt, maria.woldt@wisc.edu). Final decisions reside with the Hub faculty director.