

Childcare Reimbursement Process

- When OSPA receives an award with childcare costs included, the funds will be budgeted into E512251. Each fellow will receive a 'restricted' scope account for this purpose. No childcare charges are to be posted to the prime award account.
- The departmental administrator (DA) kicks off the process for childcare reimbursement by asking the PI/trainee/mentor to complete the Childcare Reimbursement Request and the appropriate Attestation Form.
- Once the forms are completed, the DA reviews for accuracy and appropriate backup documentation is included. The department is responsible for keeping a copy of the documentation as with any other costing process.
- Both the Childcare Credit form and the Attestation form are to be sent to the Research Administrator (RA) for review and approval.
- Once the RA approves the request, the department will enter the payment into SAP HR/Payroll. (IT0015, wage type 2580 using g/l account 512251)
- Once the department enters the payment, they should print a PAR and send to HR with provided supporting documentation of the payment approval. HR will review the PAR and supporting documentation and approve the payment entry.

"When childcare costs are awarded, they are generally restricted and cannot be re-budgeted without prior written approval from the NIH awarding IC. In cases of early termination, recipients may not use any unused portion of the childcare costs. It will remain unobligated and will be adjusted by the agency as part of the closeout process."

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-074.html>

"When childcare costs are awarded, they are restricted. Only eligible full-time predoctoral or postdoctoral NRSA trainees may use the costs and they must be used for childcare expenses; any unused funds cannot be rebudgeted and must be reported as an unobligated balance on the Federal Financial Report (FFR). The awarding IC will offset any unused funds in future years or will adjust the amount as a part of the closeout process."

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-177.html>