

Policy on project accounts

Revised Date: September 8, 2026

The primary principal investigator's home department is responsible for transactional account management, maintaining positive account balances, and payroll accounting allocations throughout the award period. Yearly funding allocation for DIH aligns with a 12-month fiscal year that begins on July 1 and ends on June 30. The following principles support annual state reporting and unique Hub fund account management.

Account setup

DIH staff will request a Workday [program driver worktag](#) with start and end dates as indicated in the RFP (or preceding documentation). DIH staff will notify the primary principal investigator when central campus creates the worktag specific to the research project. Additionally, a one-time onboarding meeting will be scheduled during the fall semester of the first fiscal year of the funding to discuss the uniqueness of Hub specific funding (effective for all awards beginning in FY27). DIH staff will reach out to all actively funded PIs for which this applies.

Spending within budget categories

DIH staff will submit budget allocations at the beginning of each fiscal year. If the research project spans multiple years, funds will be allocated annually. The comprehensive budget submitted within the proposal will be used unless otherwise specified by the Hub. Expenditures should not exceed the approved budget for each spending category (salary/nonsalary). Spending budgets are managed and maintained at department levels; it is the department's responsibility to spend within the budget allowance.

PIs should work with costing allocation specialists (payroll managers or financial specialists) in their home department to ensure salary dollars are allocated appropriately. The use of nonsalary funds for specific purposes does not need DIH approval (i.e., use of travel funds). [Tuition remission](#) for research projects supporting a research assistant (MS or PhD) may only be used for tuition at the rate posted by UW-Madison for the designated fiscal year(s) of the research project.

Rebudgeting between salary and nonsalary categories after fiscal budget allocations is not allowed on Hub funding.

Salary support and program timeline for multi-year trainee research projects

Only one trainee may be supported by a Hub-funded mechanism at a time. If the research project is a personnel-specific type (graduate research assistant or postdoctoral research associate), the full salary allocation must be used for the specific personnel type for the duration of the award. If a situation arises that deviates from the previously specified personnel type, see process to request an exception on page 3.

All funded trainee awards through the competitive RFP process, regardless of trainee type (graduate research assistant or postdoctoral research associate), begin July 1 (of year A) and end June 30 (of year B). If a trainee is not able to begin on July 1, budgeted salary dollars may be used to fund an existing lab member until the intended trainee arrives. If this is not possible, the unspent salary dollars in year A will cross fiscal years as nonsalary dollars for use in year B.

Graduate research assistant salaries should be 50% appointments. Research assistants should be paid the full salary as outlined in the RFP budget per fiscal year; no supplemental funding will be allowed in conjunction with DIH funding unless the department stipend minimum is higher than the posted [UW-Madison stipend rate](#).

Depending upon the trainee's level (MS or PhD), the awarded funding source may only cover a portion of the research assistant's academic program. Hub funding follows the determined calendar dates, not the anticipated timeline of the trainee's program completion or the individual's unique circumstances.

Annual funding for research assistants is supplied for four (4) consecutive semesters and the summer before year B. Students are required to enroll in 990 research credit during the summer term. To qualify for benefits, research assistants must enroll by Jan 1 (of year A).

If a student deposits thesis or dissertation before June 30 (of year B), funds should be: (1) returned to the Hub or (2) repurposed to support a member of the primary PI's lab to continue research project scope and mission. See process to request an exception on page 3.

Postdoctoral research associate salaries may be determined by the primary PI. Fringe must be budgeted in addition to salary.

Carryover budget balances per fiscal year

If an award crosses a fiscal year, regardless of total research project timeline, all unspent budget dollars (both salary and nonsalary) carry over as nonsalary dollars and must be spent in the final year of the grant. Salary dollars must be used between July 1 and June 30. If salary dollars are not used during that time, they will carry over as nonsalary.

Conversion of unspent salary dollars from the previous fiscal year is not allowed.

Process to request an exception

Requests for a no-cost extension (NCE), accommodation for personnel vacancies, and other needs are to be elevated to DIH staff.

A one-time NCE (for nonsalary dollars only) must be requested in advance of the award end date, at least two (2) months before the research project's end date, per [UW-Madison policy recommendation](#). Requests for NCE for project budgets less than \$1,000 will not be considered. The maximum NCE length cannot 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.

If a research project experiences a shift in the project mission due to supply chain issues or difficulty recruiting a researcher for the project, please contact Hub staff immediately (i.e. capacity building equipment grant).

In the case of an abrupt/unplanned personnel vacancy of the grant, the principal investigator is responsible for recruiting another candidate. The PI may use salary dollars in the interim to support a current lab member working on the research project. Approval from Hub staff is required prior to a payroll adjustment in Workday.

Principal and co-investigators should review the DIH-specific policy before contacting DIH staff regarding post-award accommodation. All requests will require submission of justification using the [Qualtrics](#) form available on the CALS-DIH [research funding](#) page.

Award closeout process

DIH administration will email principal investigators approximately 6 months before the award end date, and again at 90-days, 60-days and 30-days prior to the award end date as recommended by [UW-Madison RSP](#).

At the time of the 60-day notification, a NCE is not allowed. A post-award closeout checklist will be included in this communication. Award balances should be verified with department home administrators, and spending plans for the remaining balance should be implemented. The target end date for spending outside of payroll, obligations (incurred expenses), and charges against a PO is **June 1**.

Subsequent communication will follow 30 days before the award end date, which will include a Workday financial report balance.

If there is a surplus of funds that are not obligated by June 15 or a negative balance of less than \$100, the balance will be absorbed by the Hub, and no action is needed by the PI and/or home department. If there is a deficit of funds greater than \$100, the primary principal investigator must repay the balance from an alternative, non-Hub funding source.

Note: *If there is budget available to cover an expense, such as conference travel or a professional opportunity for a trainee, beyond June 15, please contact Hub staff for flexibility.*

If there is a monthly reoccurring internal charge (such as FPM), funding must move to an alternative Worktag to cover such lab fees posted beyond June 30. Contact the Hub for further guidance, if necessary.

Expenses incurred after the official award end date (June 30) will be denied unless a justification have previously been communicated directly with Hub staff and the CALS business services team prior to award end date.

A final communication will be sent after the Worktag has been closed successfully.

The Dairy Innovation Hub aims to provide the best possible experience for awardees despite the complexities of managing Hub funds. Constraints of recent Workday implementation could affect Hub funding. Please contact Hub staff if issues arise to help improve systems and processes.

Your feedback matters to us. To suggest an edit, please contact Elisabeth Berndt (elisabeth.berndt@wisc.edu).