This handbook was created for SoHE faculty and staff. It was designed to provide a “road map” to help navigate the most common business, administrative and other operational policies and procedures encountered at UW Madison. The handbook references more detailed campus policies and other resources if needed; however, we encourage you to contact the SoHE staff referenced in the handbook if you need more information or assistance.
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RESEARCH

PRE-AWARD PLANNING AND PROCESSES
RESEARCH-RELATED REPORTING AND POST-AWARD RESOURCES AND PROCESSES

RESEARCH PARTICIPANT STIPENDS
SOHE RESOURCES

Building, Infrastructure & Technology Services (BITS)

Bruce Hellmich, Assistant Dean
John Hilgers, Director of BITS
Justin Vorel, Assistant Director of BITS

Location: 1116 Nancy Nicholas Hall
Contact by Email: BITS@sohe.wisc.edu

Contact for:
• Desktop computer support
• Data storage and backup
• Technology purchasing
• Instructional technology
• Room technology (Powerpoints, videoconferencing)
• Facilities management
• Facilities remodeling
• Building security
• After hours building access
• Room Reservations

Please note that BITS does NOT provide the following: room set-up or breakdown, furniture moving, or off-hours event support.

Business Office

The Business Office is responsible for managing SoHE’s financial resources through the annual budget process, monitoring budgets, and preparing long-term financial forecasts. It also oversees the primary business processes including payroll, accounts payable, accounts receivable, and expense reimbursement. In addition, we are available to assist with navigating UW policies related to procurement, travel, research participant payments, cash advances, and events. The Business Office can also assist with interdepartmental account setup for Shop@UW, DoIT, fleet services, transportation services and physical plant.

Location: 2134 Nancy Nicholas Hall

Natalie Feggestad, Assistant Dean
• SoHE Budget and Financial Reporting
• Competitive or Sole Source Purchasing
• Pre-award grant administration including budget preparation, Cayuse entry, and WISPER records
• Approval for Out-of-State Travel on GPR Funds
• Approval for Alcohol/Meal Overages
• Employee Parking
Tammy O’Brien, Accountant
- Departmental budgets: reports distributed quarterly
- Gift accounting: includes payments from Foundation accounts
- Scholarship accounting
- WISDM assistance
- Business Office website
- DoIT Account Setup (D number)
- Fleet Account Setup (T number)
- Physical Plant Account Setup (B number)
- Salary or non-salary cost transfers

Ethel Herbrand, Payroll & Benefits Specialist
- Payroll: hire forms, employee changes, appointment letters
- Position Vacancy Listings (PVL forms)
- I-9 Verification
- Employee Benefits
- Salary Cost Transfers

Gloria McCord, Senior Financial Specialist
- E-reimbursement: includes reimbursement for non-employees
- Payments to Individuals
- Direct Payments to Vendors
- Research Participant Payments
- DoIT Account Setup (D number)
- MDS (Shop@UW) Setup
- Postage meter codes
- Check deposits
- Purchasing card: application, purchases, procedures
- Cash advances
- Gift card accounting
- Non-salary cost transfers

Michael Kukula, Financial Specialist
- Purchasing assistance (purchasing card)
- Requisition preparation and processing
- Purchasing policies
- Payments to Individuals
- Direct Payments to Vendors
- Travel policies
- Assistance with Concur
- E-reimbursement
- Events policies

COORDINATORS OF ACADEMIC PROGRAM SERVICES (CAPS)
SoHE provides administrative support for departmental matters (i.e. graduate program coordination matters, tenure processes, departmental hires, departmental purchases, course listings and arrangements, etc.) through the “CAPS” (Coordinators of Academic Program Services) team, led by Sue Bruns, Dean’s Chief of Staff. Please see your Departmental Chair or Sue regarding questions pertaining to academic departmental administration. Find us at caps@sohe.wisc.edu
Sue Bruns, Dean’s Chief of Staff
- Facilitating faculty affairs and expectations per FP&P and SoHE Governance
- Administer Academic Program Committee
- Point of contact for Dean’s Office requests from SoHE and Campus
- Facilitate SoHE-wide academic program operations

Deb Olson, Dean’s Administrative Assistant
- Dean’s Office calendar, travel, meetings
- Point of contact for internal and external people
- Member of Dean’s Advancement Team

Mary Mead, Academic Program Specialist
- Facilitate the smooth functioning of academic departments – triage general requests
- Expertise in academic program hiring processes and expectations
- Expertise in academic program purchasing
- CAPS student-hourly supervision

Allison Murray, Undergraduate Program Coordinator
- Academic planning, data coordination, program reviews, curricular revisions, enrollment management
- Timetable coordination and planning
- Administer SoHE Undergraduate Program Committee
- Academic Advisor to small cohort of SoHE students

Vacant, Graduate Program Coordinator
- Graduate admissions
- GPC staff/member- future planning
- Student climate (retention, diversity, graduate student organization) and safe place
- Graduate academic processing

CENTERS, OUTREACH, RESEARCH AND ENGAGEMENT (CORE) SUPPORT TEAM

The SoHE Centers, Outreach, Research, and Engagement (CORE) Support Team is led by Assistant Dean of Finance and Administration Natalie Feggestad and Director of Centers Research and Public Affairs Mary Beth Collins. As referenced in other sections of this handbook, each of these individuals work within their respective units; however, the CORE Support Team represents a conscious collaboration to support SoHE faculty, staff, and graduate students on matters pertaining to Centers, Outreach, Research, and Engagement.

The CORE Support Team strives to meet SoHE needs with regard to sponsored program activity, including research, purchasing, outreach and community-facing activities, events associated with sponsored programs and Centers, etc.
Requests for assistance on individual sponsored programs or events usually begin in the Center within which a project is housed; however, requests for support may be made directly to CORE Support Team members as well.

The CORE Support Team also hosts monthly “Open House” gatherings for SoHE faculty and staff prior to each month’s all-SoHE faculty and staff meeting. Open House discussion or guest speaker topics are chosen and featured to address questions related to processes or issues that arise with sponsored program activity (i.e. UW Research and Sponsored Programs roles and functions, Institutional Review Board Processes, etc).

**CENTERS OF EXCELLENCE**

The SoHE Centers of Excellence serve as creative, nimble convening and operational hubs for community-engaged, outreach-focused, and multidisciplinary sponsored programs and collaborative work aligned with the School of Human Ecology strategic plan, in exploration of the many integrated disciplines and key themes related to Human Ecology, and in furtherance of the Wisconsin Idea.

The Centers area of SoHE is located on the 4th Floor, opposite the “Wall of Women”. Director of Centers Research and Public Affairs Mary Beth Collins, along with student hourly help, and working closely with both Associate Dean of Research Connie Flanagan and Assistant Dean of Finance and Administration Natalie Feggstad, provides support to all SoHE Centers on strategic, research-related, and operational matters.

**Kohl's Center for Retailing Excellence**

The Kohl’s Center for Retailing Excellence strives to nurture a synergistic relationship between the retail industry, their partners, and the world-class faculty, staff, and students at the University of Wisconsin-Madison. This relationship is to be built on the highest ethical standards and dedicated to improving the lives of consumers, productivity of the industry, and elevating the status of retail by fueling innovation and competition in the marketplace.

**Center for Child and Family Well-Being**

The Center for Child and Family Well-Being seeks to respond to critical issues faced by family members and those who serve them. It is a vehicle through which the University is able to create and share knowledge as well as capitalize on expertise found outside the University to promote healthy human development and family life. This multidisciplinary Center works with researchers and policymakers in state and federal government, foundations and community-based nonprofit organizations to help achieve its goals.

**Center for Financial Security**

The Center for Financial Security (CFS) supports applied research on household finance and financial capability. CFS research examines the role that specific programs, policies, and products can play in helping individuals navigate the increasingly complex financial marketplace CFS faculty and staff have extensive experience in program development,
evaluation, and applied research in partnership with organizations ranging from community-based nonprofits to large public agencies.

**Center for Community and Nonprofit Studies**

The Center for Community and Nonprofit Studies (the CommNS) builds capacity and knowledge in community and nonprofit studies through the integration of action and applied research, education, outreach and engagement. It provides an inspiring place for UW faculty and Center affiliates to conduct groundbreaking applied research examining key issues in communities, create outstanding informational exchanges that promote best practices, and encourage innovative thinking that develops new strategies through participatory research and community engagement.

**Center for Design**

The Center for Design is home to The Helen Louise Allen Textile Collection, the Ruth Davis Design Gallery, the Ruth Ketterer Harris Library, and the Lynn Mecklenburg Reading Room, which collectively form a laboratory for investigation and discovery. Using designed objects as primary sources for research and exhibitions, this Center invites faculty, students and the community-at-large to explore art, design, and the built environment within the context of society and community, culture and commerce, and the natural environment.

**GALLERY AND COLLECTIONS, PRESCHOOL, AND LABS**

*The School of Human Ecology is home to several unique resources that enhance Human Ecology Departmental and Centers of Excellence research, scholarship, and teaching, including a fine arts/design gallery and collections, research facilities focusing on children and families, and consumer and social science research facilities.*

**The Ruth Davis Design Gallery, Helen Louise Allen Textile Collection, and Ruth Ketterer Harris Library**

The Ruth Davis Design Gallery holds exhibitions that relate to the processes and results of design. Regular exhibits showcase this work and are open to the general public. Design research, education and outreach are promoted under the leadership of the Design Center which brings together the Design Gallery with Helen Louise Allen Textile Collection, and Ruth Ketterer Harris Library, as well as undergraduate and graduate programs in Design Studies. With the completion of Nancy Nicholas Hall in June 2012, came improvements resulting in the enlarged, climate-controlled Design Gallery and Helen Louise Allen Textile Collection, which enhances the visibility of creative works from both students and professional artists.
**Preschool Lab**
The School of Human Ecology’s, Preschool Laboratory (PSL) is a child development and early learning program for community children and a teaching and research laboratory for University students, faculty and staff. The PSL offers year round programs for children ages 6 weeks-5 years.

Jill Riley, Preschool Director
Email: jill.riley@wisc.edu

Using the Lab:
- Research: [https://sohe.wisc.edu/research-development/preschool-home/using-lab/research](https://sohe.wisc.edu/research-development/preschool-home/using-lab/research)
- Student Internships/Practicums: [https://sohe.wisc.edu/research-development/preschool-home/using-lab/college-students/internship-opportunities](https://sohe.wisc.edu/research-development/preschool-home/using-lab/college-students/internship-opportunities)
- Student Employment: [https://sohe.wisc.edu/research-development/preschool-home/using-lab/college-students/employment](https://sohe.wisc.edu/research-development/preschool-home/using-lab/college-students/employment)
- Student Volunteering: [https://sohe.wisc.edu/research-development/preschool-home/using-lab/college-students/volunteering](https://sohe.wisc.edu/research-development/preschool-home/using-lab/college-students/volunteering)
- Student Observation: [https://sohe.wisc.edu/research-development/preschool-home/using-lab/college-students/observing](https://sohe.wisc.edu/research-development/preschool-home/using-lab/college-students/observing)

**Brite Lab**
Established in 2012, the Behavioral Research Insights Through Experiments (BRITE) Lab is a state-of-the-art facility for laboratory data collection for business, consumer science, and other social sciences. The lab is located in room 2117 in the University of Wisconsin-Madison School of Human Ecology in Nancy Nicholas Hall.

The BRITE lab is used by faculty and graduate students in a variety of research areas. For more information on people, publications and working papers, lab affiliates, and researcher guidelines for BRITE Lab use, use the following link [https://sohe.wisc.edu/research-development/research-engaged-scholarship/research-descriptions-links-labs-centers-included](https://sohe.wisc.edu/research-development/research-engaged-scholarship/research-descriptions-links-labs-centers-included).

**Lehman Lab**
The Lehman Research Lab promotes research combining behavioral observations with indices of individual and family well-being and development across the lifespan including physical, cognitive, emotional, relational, cultural, and economic well-being.

The Lab has two research rooms, one for families and one designed for infants and children. Each research room has a 1-way mirror and an adjoining observation room (including computers and desks).

The two research rooms in the Lehman Lab each contain two cameras and ceiling microphones. The recording system has two modes, normal (single standard definition video signal of 720 x 480 resolution, camera controlled through a 7” touchscreen panel, 1 camera recording) and
quadview (720 x 480 signal divided into quadrants, 2 cameras recording simultaneously). Faculty hoping to use the Lehman Lab should request arrangements at familycenter@mail.sohe.wisc.edu

COMMUNICATIONS, THINK TANK TEAM AND BRANDING

SoHE’s Communications and Advancement Department strategically develops and disseminates messaging that connects the school to students, alumni and media. We determine big goals and use tactics that move SoHE forward in key objectives supported by the OneSoHE21 Vision Pillars.

Day-to-day we work to promote SoHE’s vibrant academic majors, build strong relationships with students and alumni in a “one to many” capacity, define human ecology, increase our social media and website audience, and coordinate with the student-supported Think Tank Team, or T3, on a variety of traditional and new-media projects.

If you have questions regarding how the Communications and Advancement team can help you with communications or publicity related to your work, contact Linda Zwicker, Assistant Dean of Advancement, lazwicker@wisc.edu, or Cathy Jackson, Director of Strategic Communications, cathy.jackson@wisc.edu.

Think Tank Team (T3)

SoHE’s Think Tank Team, or T3, is composed of student employees who support targeted school communications. They gain valuable experience by completing real-world projects that promote and advance SoHE, including social media and website updates, story writing, analytics, design, promotional plans, software training, electronic communications, and webmaster duties.

Need help? T3 can be reached directly at T3@sohe.wisc.edu for the following. Please allow at least 24 hours for a response.

- WordPress training
- Website bio uploads
- Welcome screen requests
- Social media posts

When creating print or electronic materials representing SoHE, or any Department, Center, or initiative thereof, please be sure to follow SoHE’s Branding and Visual Identity specifications (including specific information about color palette, use of logo, etc), which can be found in the guidelines available through this link: https://sohe.wisc.edu/brand-visual-identity-guidelines.

WEBSITE

The SoHE website is accessible to all users to update and maintain content. If you have a role with a SoHE department, lab, or Center and need to update website content, please follow the guidance that can be found in the following user guide: https://sohe.wisc.edu/wordpress/wp-content/uploads/CMS-User-Guide.pdf
**DoIT Print Center**

**Note:** Prior approval is required to use an external vendor for print jobs that are $50 or more.

For small copy/print jobs, please use your assigned departmental printer or the DoIT print center on the 2nd floor. Due to the cost, it is recommended that you limit the number of color copies from the print center. A color copy costs $0.50 per page, and these charges can add up quickly.

For larger jobs, you will need to send in an order through DoIT Print Center, which can be found online at: [https://www.doit.wisc.edu/services/printing-publishing/](https://www.doit.wisc.edu/services/printing-publishing/). Please note that DoIT requires 24 hours to complete larger print jobs.

**Copy Codes**

Each department, center and faculty/staff member should have a copy code number which can be used to make black and white or color copies in the DoIT printing center on the 2nd floor. If you do not have a copy code, stop by the DoIT printing center and fill out a form to obtain one. Graduate students do not need to obtain copy codes. They can use their advisor’s code for appropriate use. If you will be making copies for an externally-funded project, obtain a separate copy code for the project so that the costs are charged to the appropriate project.

**Fund Types and Account Codes (Funding Strings)**

All funding sources at the University of Wisconsin are identified with a series of numeric codes. Separate fund codes are used to identify gift funds, federal projects, state and non-profit project, Graduate School funds, etc.

**Funding String:**

Fund – School – Department – Program (Activity) – Project

XXX – 27 – XXXX – X – PRJXXX

Note: The combination of school and department represents the UDDS code.

**Types of Funds**

101—GPR Funds: Departmental/SoHE funds
133 – State, non-profit, and private foundation projects
135 – Graduate school funding (start-up funds, fall competition, travel awards, etc.)
136 – Revenue producing activities (Preschool Lab, Center conferences, fixed price contracts)
144 – Federally-funded projects
233 – Gift funds

**School**

SoHE is 27, combine with departmental codes for the UDDS

**Departments**

2100 – Consumer Science
3100 – Design Studies
5100 – Civil Society & Community Studies
6100 – Human Development & Family Studies
9920 – Center for Child & Family Wellbeing
9930 – Center for Retailing Excellence
9940 – Center for Community and Nonprofit Studies
9960 – Center for Financial Security

**Program/Activity Numbers** (the following are the codes used for most expenditures):
2 – Instruction
4 – Research
5 – Outreach
6 – Administration

**Project**
Specific to project (these numbers all start with PRJ or AAA, and are assigned upon set up of project by Research and Sponsored Programs or Accounting Services).
**Purchasing Matrix**

**Tax exempt Status:** Individuals conducting official UW–Madison business may be exempt from payment of tax depending on their location and the circumstances of the purchase. Any personal use of university's tax exempt status is prohibited and is grounds for discipline. Please use the tax exempt certificate when making business-related purchases. The University may deny reimbursement to individuals for sales tax expenses.

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<th>Category</th>
<th>Purchasing Information</th>
<th>Payment Method/Procedure</th>
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| Office/Classroom Supplies             | • Shop@UW [http://mds.bussvc.wisc.edu/order/shopper_lookup.asp](http://mds.bussvc.wisc.edu/order/shopper_lookup.asp)  
  • UW Bookstore  
  • Other vendors                      | • MDS Number for Shop@UW & Bookstore  
  • Purchasing card for other vendors  
  • E-reimbursement for other vendors  |
| Computer, laptops, printers, technology | BITS@sohe.wisc.edu                                   | Provide funding string to BITS                                 |
| Furniture                             | BITS@sohe.wisc.edu                                   | Provide funding string to BITS                                 |
| Copying                               | Off-campus copying services of $50 or more must be competitively bid. It is recommended that you use the the DoIT Print Center on the 2nd floor for copying. | • Obtain a copy code by completing the Print Center’s User Code Request Form  
  • The Print Center will verify the funding string with the SoHE Business Office.  
  • DoIT will notify you of the assigned copy code.                                        |
<p>| Printing                              | Off-campus printing services of $50 or more must be competitively bid. It is recommended that you work with the DoIT Print Center on the 2nd floor for special print needs. | Provide a funding string to the DoIT Print Center             |
| Postage                               | SoHE has a postage meter in the receiving/mailroom.   | Contact Gloria McCord (<a href="mailto:gjmccord@wisc.edu">gjmccord@wisc.edu</a>) in the SoHE Business Office for a postage meter code. Provide Gloria with the funding string. |</p>
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| Memberships | Individual memberships are not allowable on GPR funding unless a justification is provided as to how the membership benefits the school and students. | • Purchasing card  
• E-reimbursement |
| Subscriptions | Individual subscriptions are not allowable on GPR funding unless a justification is provided as to how the membership benefits the school and students. | • Purchasing card  
• E-reimbursement |
| Services provided by an individual (non-employee) < $5,000 (including honorariums) | • Competeive procurement is not required.  
• Recommend searching UW and State Contracts: [http://wneta.bussvc.wisc.edu/puct/main_menu.aspx](http://wneta.bussvc.wisc.edu/puct/main_menu.aspx)  
• Recommend contacting 2-3 vendors for quotes if no UW or State contract is available. | Payment to Individual, send Gloria McCord [gjmccord@wisc.edu](mailto:gjmccord@wisc.edu):  
• Completed W-9 for individual  
• Dates of service  
• Description of services provided  
• Amount to pay  
• Address (if different than W-9)  
• Funding string |
| Goods or services < $5,000 | • Competitive procurement is not required.  
• Shop@UW [http://mds.bussvc.wisc.edu/order/shopper_lookup.asp](http://mds.bussvc.wisc.edu/order/shopper_lookup.asp)  
• UW and State Contracts: [http://wneta.bussvc.wisc.edu/puct/main_menu.aspx](http://wneta.bussvc.wisc.edu/puct/main_menu.aspx)  
• Contact three (3) vendors for quotes if no UW or State contract is available. | Pay with purchasing card if possible.  
Direct Payment, send Gloria McCord [gjmccord@wisc.edu](mailto:gjmccord@wisc.edu):  
• Completed W-9 for business  
• Invoice that includes dates of service, Description of services provided, amount and address  
• Funding string |
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<td>Goods or services, $5,000-$49,999</td>
<td>• Competitive procurement is required.</td>
<td>• Once a vendor is selected, a requisition must be created using the External Requisition</td>
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<td>• Shop@UW:</td>
<td>Generator: <a href="https://delta.bussvc.wisc.edu/ReqGen/MainMenu.aspx">https://delta.bussvc.wisc.edu/ReqGen/MainMenu.aspx</a></td>
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<td><a href="http://mds.bussvc.wisc.edu/order/shopper_lo">http://mds.bussvc.wisc.edu/order/shopper_lo</a> okup.asp</td>
<td>• Enter the UW/State contract number on the requisition or attach all supporting</td>
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<td>• UW and State Contracts:</td>
<td>procurement documentation to the requisition. If you need assistance, contact Michael</td>
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<td>• If no contract is available, a simplified bid process must be completed to select a</td>
<td>• If there is only one qualified vendor available, follow the sole source procurement</td>
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<td>vendor. Contact Michael Kukula in the SoHE Business Office.</td>
<td>procedures noted below.</td>
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</tr>
</tbody>
</table>
| Sole Source Procurement between $5,000 to $24,999: Goods or non-academic services. | **Non-Competitive Purchase Request Form** will need the following information:  
• A written price quotation from the vendor  
• A statement justifying how the procurement is in the best interests of the state and that the price is reasonable either on a fair market value or on a cost basis  
• Create a requisition using the External Requisition Generator: [https://delta.bussvc.wisc.edu/ReqGen/MainMenu.aspx](https://delta.bussvc.wisc.edu/ReqGen/MainMenu.aspx). Indicate that the requisition is being requested as non-competitive procurement. If you need assistance, contact Michael Kukula in the SoHE Business Office.  
• Attach the Non-Competitive Purchase Request Form and supporting documentation to the requisition and submit to Michael Kukula in the SoHE Business Office for processing. |
| Sole Source Procurement between $5,000 to $24,999 for Academic Services, defined as providers directly serving the University’s mission of academic instruction or research. This does not include sub-awards for grants. | **Purchase of Services Justification Form** AND **Contract Details Form**, will need the following information:  
• A description of services to be provided including dates of service.  
• Name and address of provider.  
• Amount of contract, payment terms.  
• A statement regarding how it was determined that no other qualified vendors are available and what makes this provider unique. | • Obtain a completed and signed W-9 form from the provider: [http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3](http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3)  
• Create a requisition using the External Requisition Generator: [https://delta.bussvc.wisc.edu/ReqGen/MainMenu.aspx](https://delta.bussvc.wisc.edu/ReqGen/MainMenu.aspx). Indicate that the requisition is being requested as non-competitive procurement. If you need assistance, contact Michael Kukula in the SoHE Business Office.  
• Attach the Purchase of Services Justification Form, Contract Details Form, W-9 and other supporting documentation to the requisition and submit to Michael Kukula in the SoHE Business Office for processing. |
### Sole Source Procurement over $25,000.

<table>
<thead>
<tr>
<th>Category</th>
<th>Purchasing Information</th>
<th>Payment Method/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Source Procurement over $25,000.</td>
<td>Sole source procurements over $25,000 require approval from the State of Wisconsin Governor’s Office.</td>
<td>Contact Natalie Feggestad in the SoHE Business Office for assistance.</td>
</tr>
</tbody>
</table>

The following topics are covered in other areas of the CORE Handbook:

- Travel purchasing
- Events purchasing
- Gift cards for research participants
- Participant stipend payments
- Campus Parking
- Rental of a Fleet Vehicle
- DoIT Media or Computing Service
TRAVEL

Please note that the below table is intended to address the most common travel costs and policies. A more complete guide to UW Travel policies may be found at http://www.bussvc.wisc.edu/acct/policy/ppindex.html.

Receipts: If receipts are required, they must provide detailed information regarding what was purchased. The credit card payment slip is not sufficient documentation. In addition, the receipt must document payment, i.e. reservation confirmations are not sufficient unless it also documents the payment made. See below for receipt requirements:

<table>
<thead>
<tr>
<th>Receipt ALWAYS Required</th>
<th>Receipt Required When Claimed Expenses Exceed $25</th>
<th>Receipts Not Required for Expenses Included in the Meals &amp; Incidental Expenses (M&amp;IE) Per Diem Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Airfare</td>
<td>• Baggage and seat fees</td>
<td>• Bottled water</td>
</tr>
<tr>
<td>• Books and miscellaneous supplies/purchases</td>
<td>• Bus fare</td>
<td>• Fees and tips given to restaurant staff, porters, baggage handlers, hotel housekeeping or other service staff, valets, train or ship service staff, etc.</td>
</tr>
<tr>
<td>• Currency processing/foreign transaction fees</td>
<td>• Limos</td>
<td>• Laundry, dry cleaning and pressing of clothing</td>
</tr>
<tr>
<td>• Fleet vehicle rentals</td>
<td>• Parking</td>
<td>• Mailing and other expenses associated with filing expense reports</td>
</tr>
<tr>
<td>• Gasoline for rental vehicles</td>
<td>• Shuttles</td>
<td>• Personal meals</td>
</tr>
<tr>
<td>• Hosted meals/events</td>
<td>• Subway fare</td>
<td>• Phone calls (business and personal)</td>
</tr>
<tr>
<td>• Internet connectivity for business use while in travel status</td>
<td>• Taxis</td>
<td>• Transportation between places of lodging or business to obtain meals</td>
</tr>
<tr>
<td>• Lodging</td>
<td>• Tolls</td>
<td></td>
</tr>
<tr>
<td>• Registration fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Train fare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Travel visa fees and inoculations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Vehicle rentals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tax exempt Status: Individuals conducting official UW–Madison business may be exempt from payment of tax depending on their location and the circumstances of the purchase. Any personal use of university’s tax exempt status is prohibited and is grounds for discipline. Please use the tax exempt certificate when making business-related travel arrangements. The University may deny reimbursement to individuals for sales tax expenses.

If you have a question on an item not listed in the following travel matrix, please refer to http://www.bussvc.wisc.edu/acct/policy/ppindex.html or contact Michael Kukula in the SoHE Business Office.

Please refer to the E-reimbursement section of the CORE Handbook for information on how to request reimbursement for travel expenses.
<table>
<thead>
<tr>
<th>Category</th>
<th>Reimbursement Rates</th>
<th>Documentation</th>
<th>Reservations/ Purchases</th>
</tr>
</thead>
</table>
| Meals & Incidentals      | Rates vary by location and dates of travel. Location determined by the city of lodging. Please use the travel calculator for preparing budgets and travel estimates: [https://uw.foxworldtravel.com/rate-calculator/](https://uw.foxworldtravel.com/rate-calculator/)  
Reimbursement on day of departure and day of return is 75% of daily rate.  
If a meal is offered as part of a hotel reservation or conference registration, the reimbursement rate will be reduced depending on which meal is included. | No receipts required                                                                                | N/A                                                  |
| Mileage for Use of Personal Vehicle | Round-trip less than 300 miles: $0.575/mile (IRS rate)                                                                                                                                                               | Mappoint (or similar) documenting mileage. If leave from home, mileage is lesser of mileage from home or UW business location. | N/A                     |
|                          | Round-trip 300 miles or more: If a fleet vehicle was available, $0.352/mile                                                                                                                                             |                                                    |                         |
| Fleet Rental             | Small Sedan: $20/day, includes 40 miles, $0.27/mile over 40 miles                                                                                                                                                     | Document miles travelled for Transportation Services | 1. Must complete the Faculty and Staff Vehicle Use Agreement: [http://www.bussvc.wisc.edu/risk_mgt/vehuse.pdf](http://www.bussvc.wisc.edu/risk_mgt/vehuse.pdf)  
2. Contact Tammy O’Brien in the Business office to obtain a Fleet Billing number.  
3. Reserve a fleet vehicle at: [https://www2.fpm.wisc.edu/ppnew/fleet/motorpool_reserve.htm](https://www2.fpm.wisc.edu/ppnew/fleet/motorpool_reserve.htm) |
<table>
<thead>
<tr>
<th>Category</th>
<th>Reimbursement Rates</th>
<th>Documentation</th>
<th>Reservations/ Purchases</th>
</tr>
</thead>
</table>
| Lodging       | Rates vary by location and dates of travel. Location determined by the city of lodging. Please use the travel calculator for preparing budgets and travel estimates: [https://uw.foxworldtravel.com/rate-calculator/](https://uw.foxworldtravel.com/rate-calculator/) | Detailed, paid receipts required.                                         | • **Employees must use Concur** (aka Fox World Travel) [https://uw.foxworldtravel.com/](https://uw.foxworldtravel.com/) to book hotels; however, *rates on Concur may exceed allowable rates and employees will only be reimbursed up to the allowable rates.*  
• Employees may use a UW purchasing card, Corporate Card or personal funds for lodging.  
• If you need assistance, please contact Michael Kukula in the SoHE Business Office. |
| Airfare        | Actual cost of airfare.  
* If a traveler opts to extend their stay for personal reasons, or fly out of or into a city other than Madison, the traveler will be reimbursed the lower of actual costs, or what the cost would have been if travel was only for business dates or out of or into Madison. | Detailed, paid receipt                                                                                                      | **Employees must use Concur** (aka Fox World Travel) [https://uw.foxworldtravel.com/](https://uw.foxworldtravel.com/) to book air travel. If you do not have a UW Purchasing Card or Corporate Card, please contact Michael Kukula in the SoHE Business Office so that he can enter payment information. |
| Baggage Fees   | Actual cost of baggage fees.                                                                                                                                                                                                                                                                                                                        | Paid receipts for fees exceeding $25, or if paid with UW purchasing card.  
Business justification required if claiming baggage fees for more than one bag.                                                                                                                                    | N/A                                                                                                                                     |
<table>
<thead>
<tr>
<th>Category</th>
<th>Reimbursement Rates</th>
<th>Documentation</th>
<th>Reservations/ Purchases</th>
</tr>
</thead>
</table>
| Vehicle rental    | Actual cost for vehicle rental. *UW has two vehicle rental contracts travelers are required to use whenever possible. | Employees must attempt to use Concur (https://uw.foxworldtravel.com/) to book a vehicle rental.  
If the UW does not have a contract available in the city of travel, or the contractor does not have a vehicle available, a non-contract vendor may be used. Detailed, paid receipts are required. | 1.  Must complete the Faculty and Staff Vehicle Use Agreement: http://www.bussvc.wisc.edu/risk_mgt/vehuse.pdf  
2. Employees must attempt to use Concur (https://uw.foxworldtravel.com/) to book a vehicle rental. If you do not have a UW Purchasing Card or Corporate Card, please contact Michael Kukula in the SoHE Business Office so that he can enter payment information.  
3. If it is necessary to use a non-contract vendor, please note that use of Orbitz is not allowed. It is recommended that employees use a UW Purchasing Card or Corporate card for vehicle rental expenses. |
| Taxi/Airline Shuttlles | Actual cost for necessary and reasonable travel with documented business purpose. | Paid receipts for one-way trips in excess of $25 (including tip), or if paid with UW purchasing card. Must document trip origin, destination and business purpose. | N/A |
| Internet Connection Fees | Actual cost if business purpose is documented. | Paid receipt required. | N/A |
| Phone calls       | Personal phone calls while traveling in the U.S. are not reimbursable. Personal phone calls while traveling internationally are reimbursable up to $10/day. | Paid receipt required. | N/A |
EVENTS AND MEETINGS AT SOHE

Room Reservations
Most spaces available for meeting or event use in Nancy Nicholas Hall can be reserved by SoHE employees through the online Room Reservation system, found at: https://sohe.wisc.edu/getting-things-done-at-sohe/room-reservations. In order to use this system, SoHE employees may need to request access from BITS staff by emailing bits@sohe.wisc.edu. Plenary Hall and Room 2235 (the Collaborative Learning Hall) must be reserved by emailing Sue Bruns at bruns2@wisc.edu and will require key access (keys can be obtained from BITS staff).

Room Set-Up and Take Down
Please note that when any room is reserved or used for any purpose in Nancy Nicholas Hall, it is required that the individual who has reserved the room will return the room to its standard configuration (charts for exact configuration and set up of tables and chairs can be found in the larger conference and event spaces; other conference rooms should be returned to the original set-up).

Catering
Most SoHE events are catered by Union Catering: https://www.union.wisc.edu/eventservices-catering.htm. Union Catering is a trusted campus partner, is familiar with meal cost limitations associated with campus policy, and is familiar with the usual set-up and take-down arrangements that work well in SoHE spaces. Menus can usually be arranged and discussed with Union Catering in advance of an event, and per-person cost estimated. Final head count for events can usually be provided a week or so before the actual event. P-Cards can be used for purchase of Union Catering orders; note that all purchasing rules (as referenced in more detail herein) apply. Please also note that Union Catering will dispose of any leftover food that cannot be retained by SoHE staff in separate containers. It’s always worth considering before your event what you might store leftovers in, to avoid wasting leftover food!

Audio/Visual/Tech
Please note that for any SoHE event that has specific technology needs, it’s advisable to confer with BITS regarding your specific technology needs in advance of the event. Many rooms are equipped with the ability to project presentations and/or conduct Skype or conference calls, but each room is different and ancillary equipment such as cords or a specific laptop may need to be requested.

Registration, RSVP, and Event Sign-In Processes
Please note that for any event or which refreshment purchases are made it is important to conduct certain processes to appropriately estimate or calculate the number of attendees and then obtain a listing of actual attendees on the day of event (see also purchasing guidelines provided in more detail herein). SoHE staff and units have previously used various methods for obtaining RSVPs, including Qualtrics surveys, Evites, simple e-mail responses, etc. Even if all respondents do not actually attend the event, the anticipated number of attendees (based on responses) can help to justify the amount of refreshments purchased. At the actual meeting or event, be sure to have some sort of a sign-in sheet or way of tracking actual attendees and their campus affiliations or whether they are a non-UW-employee visitor.
The UW-Madison policy on Alcohol Beverage Regulations can be found at: http://students.wisc.edu/alcoholinfo/additionaldocs/AlcoholPolicyFinal.pdf
This document following is intended to highlight a few key policy and procedural issues related to providing alcohol at events or purchasing at meals.

Alcohol is **not** an allowable UW Madison expense. Alcohol must be paid directly by UW Foundation; therefore:

- Obtain approval from the Dean’s Office **prior** to the event at which alcohol will be purchased. Contact Assistant Dean, Natalie Feggestad, to request approval.
- Do **not** pay for alcohol with a UW purchasing card. A UW corporate card may be used or personal funds, which will then be paid through e-reimbursement.
- If possible, reimbursements and payments are simplified if alcohol is billed separately from the food purchase.

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosted Meal</td>
<td>These are typically conducted for faculty and staff recruitments, for visiting scholars, or for development purposes. UW-Foundation has a limit of $40/bottle for wine. Do <strong>not</strong> pay for the alcohol with a UW Purchasing Card.</td>
</tr>
</tbody>
</table>
| On-campus Event  | - Recommended to contract with the Wisconsin Union.  
- If not, alcohol servers must obtain an Alcohol Beverage Service permit and take required training. Information on permits can be found at: http://students.wisc.edu/alcoholinfo/alcoholbevpermit.html |
| Off-campus Event | It is recommended that you request that the vendor provide a separate invoice for the alcohol expenses. It is not necessary but it will simplify the payment process. Do **not** pay for the alcohol with a UW Purchasing Card. |

**E-REIMBURSEMENT**

E-reimbursement processes can be used for both UW employees and non-UW employees when appropriate work-related expenses are incurred by individuals in the course of carrying out UW business. E-reimbursement is most commonly used for travel-related expenses; however, it can be used for reimbursement of other business-related expenses as well. Prior to incurring expenses, employees and non-employees should obtain funding approval, verify whether expenses are allowable and identify any relevant limits on expenses.
To complete the e-reimbursement process, UW employees may use the online system found through this link: http://www.bussvc.wisc.edu/acct/e-Re/. UW employees log in with their NetID and are led through the process to complete and online report to submit for their expenses. Original receipts must be submitted to the Business Office upon submission of the e-reimbursement claim.

Payments to the individual UW employee are deposited directly to the bank account on file for payroll direct deposit.

For non-UW employees who seek e-reimbursement for appropriate expenses, a UW employee must create and approve a non-employee profile. To create a profile for a non-UW-employee, please see Gloria McCord in the Business Office. Once a profile is created for a non-UW-employee, the UW employee designee may then the online e-reimbursement request. Original receipts must also be provided to the Business Office.

**HIRING, APPOINTMENTS, AND VISITING SCHOLARS**

*It is recommended that you submit all hiring forms to the Business Office a minimum of two weeks prior to the employee start date to allow sufficient time for entry into the payroll system, issuance of an appointment letter, completion of the background check, and completion of the I-9 verification process. Please note that ALL hires must complete their I-9 documentation within 3 days of the employee start date or we will be in violation of federal regulations.*

**Hiring**

Faculty and academic staff hires must adhere to campus hiring policies and procedures. In the event that you are working on a grant, initiative, or other process that requires a faculty or academic staff hire, please contact your Department or Centers of Excellence support (Mary Beth Collins). Assistant Dean Bruce Hellmich will provide support to ensure this is handled appropriately. Be prepared that a position vacancy listing may need to be posted for particular posting periods before any hire can be made.

**Graduate Student Hires**

When conducting graduate student hires, we encourage you to seek support from Mary Beth Collins, Director of Centers Research and Public Affairs (Marybeth.collins@wisc.edu) for Project Assistant/project-based/extramurally-funded hires, and/or the Graduate Program Coordinator (currently vacant) for Teaching Assistant/departmental hires. Information needed will be the full name, date of birth, and mailing address of proposed graduate student hire; as well as funding source and nature and duration of hire will be needed. Ultimately, a graduate student hire form, found at: [http://sohe.wisc.edu/getting-things-done-at-sohe/](http://sohe.wisc.edu/getting-things-done-at-sohe/), will need to be completed and sent to Ethel Herbrand, who will then complete an appointment letter that is provided to the graduate student hire and applicable supervisor.

**Student Hourly Hires**

Student hourly hires are conducted through completion of the Student Hourly Hire form, found at: [http://sohe.wisc.edu/getting-things-done-at-sohe/](http://sohe.wisc.edu/getting-things-done-at-sohe/). Information needed will be the full name, date of birth, and mailing address of proposed graduate student hire; as well as funding source and nature and duration of hire will be needed. Completed student hourly hire forms are then
sent to Ethel Herbrand, who will set the student hourly and supervisor up with access to the time-reporting system through the MyUW portal. For project-funded or Centers-based student hourly hires, Mary Beth Collins can provide assistance and help with any questions.

**Zero-Dollar Appointments**

For any scenario in which a zero-dollar appointment is needed (Steering Committee seat, affiliation with SoHE that is not a paid position, etc), please complete sections A and B of the SoHE Academic Staff Hiring Form (see: [https://sohe.wisc.edu/getting-things-done-at-sohe](https://sohe.wisc.edu/getting-things-done-at-sohe)) and submit to Ethel Herbrand in the Business Office at: efherbra@wisc.edu. An appointment letter will be issued to the applicable individual.

**Non-U.S. Citizen/visiting scholar/etc**

SoHE Centers and Units sometimes receive requests regarding visiting scholar opportunities and foreign visitors or speakers. In the event that any extended stay or appointment for a foreign visitor to SoHE is planned, or any stipend payment contemplated, please be sure to confer with Assistant Dean Bruce Hellmich at bruce.hellmich@wisc.edu regarding arrangements.

**On-Boarding**

Bruce Hellmich, Assistant Dean, helps to organize and conduct certain SoHE-wide onboarding processes associated with new staff hires. Technical questions related to wage and hour, time off, and benefits, should be directed to him, at bruce.hellmich@wisc.edu. Additionally, the Centers of Excellence have devised certain onboarding checklists that are continually under revision and improvement, but may – especially in conjunction with this Handbook— provide a useful tool for any new staff or faculty onboarding process within SoHE. Please contact Mary Beth Collins, Director of Centers Research and Public Affairs, at Marybeth.collins@wisc.edu, for a copy of the current onboarding checklist.

**PARKING**

If you are interested in an individual parking pass, email Assistant Dean Natalie Feggestad at feggestad@wisc.edu to be entered into the parking application system. Cost varies by lot and can be paid for through a payroll deduction.

If your unit or center wishes to secure a parking pass for shared use, please contact Mary Beth Collins or Natalie Feggestad regarding the process.

If you are planning an event for which guest parking is needed, parking passes can be ordered from transportation services (please visit [http://transportation.wisc.edu/parking/visitor.aspx](http://transportation.wisc.edu/parking/visitor.aspx) for details about how to apply for passes). Please note:

- Temporary parking options ranging from hourly to monthly are available for purchase on a space available basis for anyone who would like to park on campus.
- Passes can be picked up at a **drive-through location** at 21 North Park Street. At this location, guests or event hosts can also obtain up-to-date parking availability.
• An online form will need to be completed through the transportation website or can be requested by calling the Special Events Office at (608) 262-8683. Inquiries about visitor parking can also be sent to visitor-parking@fpm.wisc.edu.
• Parking passes may take up to two weeks for processing, so be sure to plan ahead!
• Maps showing various lots on campus are also available on the transportation services website.

RESEARCH

RESEARCH: PRE-AWARD PLANNING AND PROCESSES

For all pre-award processes, we encourage you to seek support from one of the SoHE Centers of Excellence. Feel free to contact Mary Beth Collins, Director of Centers Research and Public Affairs, at marybeth.collins@wisc.edu.

Depending on the nature of your proposal, your/your team’s needs for support, and the Center you are working with, Mary Beth may provide support directly, connect you with an individual Center staff member who may provide pre-award support, and ensure that you obtain the help you need from the CORE Support Team and/or UW’s Research and Sponsored Programs (“RSP”) Office or other campus units for your proposal.

Support provided includes:
• Budget and budget narrative drafting and review
• Facilities and capabilities statement
• Coordination of letters of support
• Proofreading, formatting and grant requirements checks
• Support on IRB or other regulatory aspects of your proposal
• Coordination with RSP
• Submission processes
• Other custom support as requested by PIs

For any and all pre-award processes (including contracts and a variety of grants) a WISPER record must be established (see: https://www.rsp.wisc.edu/wisper/). WISPER is the electronic routing system through which all proposals are vetted and “signed” by SoHE and campus authorities. It’s expected that before proposals go to potential funders, they are routed through this system. Center staff and/or CORE support team members can assist with establishing WISPER records as a part of pre-award submission preparation. Campus-wide trainings are offered on WISPER and WISDM systems on a periodic basis.

Each potential funding source may have its own system or requirements for submissions for funding. All RFAs or grant applications should be carefully reviewed to confirm submission requirements. Please note that any federal grants submission and many other types of proposals will need approval from RSP, and as such, WISPER records should be established
early and contact made with RSP to alert them to the process and ensure that smooth coordination occurs with ample time.

When a UW researcher or Center acts as a contractor to an entity for work on a project or other engagement, coordination with the Office of Industrial Partnerships or the SoHE Business Office may be required. Please inquire about these scenarios with your Center contact, Mary Beth Collins, or Natalie Feggestad.

Finally, there are a variety of internal UW research and scholarship award opportunities, which are summarized in the SoHE Centers’ Annual Internal Grant Calendar, found at the Centers of Excellence webpage: sohe.wis.edu/research-development/centers-of-excellence

**Research-Related Reporting and Post-Award Resources and Processes**

If and when notification is received that funding will be awarded on a grant proposal, formal notification will need to be provided to the UW Research and Sponsored Programs office, which often occurs directly from the sponsor. Once the Principal Investigator is aware of an award, it’s a good idea to contact your Center contact who assisted with the application, as well as the SoHE Business office, to ensure that post-award processes are facilitated. For any awarded funding, a “WISDM” record (UW’s post-award accounting system – see https://wisdm2.doit.wisc.edu/wisdm2/Main.aspx) will be established, based on the type of funding and the WISPER record created in the pre-award phase.

Additional post-award considerations and processes include the following:

- **Effort Reporting** – Each Principal Investigator (“PI”) is required to conduct effort reporting on a periodic basis. This process ensures that the percentage time committed by a PI on sponsored programs is actually applied appropriately. RSP will send automatic prompt emails to all PIs, asking them to verify their effort through an online system. If you have questions about Effort Reporting, or an unusual scenario arises that requires additional support, please contact Mary Beth Collins.

- **Outside Activities Reports** – Each PI is also required to conduct Outside Activities Reporting each year. Again, an automatic prompt email will invite the PI to enter an online system and provide information about any activities outside of UW employment that may need to be monitored as potential conflicts of interest. The online form guides the PI through this process. In the event that there is an outside activity reported that requires follow-up such as establishing an action plan for protecting research endeavors from potential conflicts, Mary Beth Collins will provide support in completing these steps.

- **Identifying Research Space** – SoHE offers research space whenever possible to its researchers and affiliates but must also consider and balance a variety of needs of faculty throughout the School and its Centers. If you believe you have a research project that is likely to require space in addition to any space that has been assigned to you already, please contact Mary Beth Collins or Connie Flanagan, Associate Dean of Research, regarding your needs, and a suitable space will be identified for your use whenever possible.
• Storing Data and the SSCC – To ensure safe and secure storage of data, SoHE Centers and Researchers are encouraged to take advantage of the services offered by Social Science Computing Cooperative: https://www.ssc.wisc.edu/sscc/ SoHE maintains a membership with this on-campus provider to allow SoHE researchers support in data collection and storage, as well as for secure data storage offerings. We ask that all funding proposals include a small amount for an individual PI’s share of the school-wide membership. Please see Mary Beth Collins with questions. Additionally, if you intend to conduct data collection or storage in a different way, or have questions about data destruction, please confer with Mary Beth and/or John Hilgers of BITS staff to confirm that your data storage or destruction needs are addressed in a compliant way.

• IRB Protocols – All SoHE researchers and research staff are required to take “CITI” Training to ensure that research protocols and human subjects protection are well understood: https://kb.wisc.edu/gradsch/page.php?id=32559 Additionally, SoHE’s research involving human subjects is supported by Lil Larson and her staff at UW IRB: http://www.irb.wisc.edu/contactus-irboffice.htm

For any questions about information needed at the pre-award stage related to how to characterize the human subject protocol process or for assistance with human subjects protocols in the post-award phase, please contact Mary Beth Collins.
**Research Participants Payments**

Please note that the below table is intended to provide a basic overview of research participant payment methods and policies. A more complete guide to the Payments to Research Participants policies related to Custodian Funds/Cash Advance, Gift Cards & PIR research payments may be found at the following links under the Policy and Procedure Index:


**Important Note:** The below procedure outlines payments to Research Participants only. For other program purposes, please see the Payments via Custodian Funds & Gift Cards Matrix.

**Methods of Payment:** Depending on the amount of the payment, the Custodian (Principal Investigator/Researcher) can make payments to research participants via cash (Custodian Funds/Cash Advance), gift cards (purchased via Custodian Funds or P-Card), or check (Payment to Individual Report).

<table>
<thead>
<tr>
<th>Method of Payment</th>
<th>Policy Notes</th>
<th>Forms &amp; Documentation Needed</th>
<th>Processing Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian Funds/Cash Advance</td>
<td>• Researcher pays participants directly by cash or gift card (anything other than a check), using Custodian Funds</td>
<td>• Documentation of IRB approval or exemption, which includes: IRB approval #, research study title, time period, and description.</td>
<td>• A check will be sent direct to the address indicated on the Custodian Fund Request form, no sooner than 10 business days before the beginning date of the Custodian Fund Request.</td>
</tr>
<tr>
<td></td>
<td>• Cash Advance is for 3 months or less. If payments are required for a longer period, another Cash Advance may be set up for another 3 month period.</td>
<td>• Funding to charge&lt;br&gt;• Amount of Cash Advance&lt;br&gt;Provide the following signed forms to SoHE Business Office:</td>
<td>• Keep in mind it takes 7-15 business days before issuing a check, after leaving SoHE Business Office.</td>
</tr>
<tr>
<td></td>
<td>• $249 or less - de minimis payment per participant</td>
<td>• Custodian Fund Request Form&lt;br&gt;• Custodian Fund Agreement Form&lt;br&gt;• Custodian Fund Budget Form</td>
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<td>• Funds can be used to purchase gift cards in lieu of cash ($249 or less)</td>
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<td>Forms &amp; Documentation Needed</td>
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| Custodian Funds/Cash Advance (cont.) | (continued)
| • If 133 or 144 funds are used to purchase gift cards, e-mail approval from RSP is required and must be attached to the Custodian Fund Request Form. | (continued)
| • Encouraged, but not required, to obtain a Taxpayer ID Number (TIN) from each participant, to the extent that collection of this information is consistent with the confidentiality protections provided to the participant by the IRB. | Return the below log (completed by Custodian & participants) to SoHE Business Office after all payments have been made:
| • If aware that the research participant will be getting multiple payments of under $250 that will cause them to exceed the IRS limit of $600, then the researcher must obtain a TIN and a W-9 from the participant. | • Research Participant Log (or an equivalent log or slip containing the same information)
<p>| • U.S. Persons Only (Citizens, Permanent Residents-Both Employees and Non-Employees). UW employees are treated the same as non-UW employees. | |
| • If Non-Resident Alien (NRA’s), then must be processed via Payment to Individual Report (PIR), regardless of the amount (i.e., international students who are not U.S. citizens) | | |</p>
<table>
<thead>
<tr>
<th>Method of Payment</th>
<th>Policy Notes</th>
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<td></td>
<td>● The Custodian/PI is personally responsible for determining the amount of the Cash Advance and complying with Taxation and Identification Requirements.</td>
<td>● Number of gift cards to be ordered, and in what dollar increment &lt;br&gt;● Documentation of IRB approval or exemption, which includes: IRB approval #, research study title, time period, and description. &lt;br&gt;● Funding to charge</td>
<td>Varies, depending on vendor</td>
</tr>
<tr>
<td>Gift Cards</td>
<td>● Can be purchased via P-Card or in lieu of cash with Cash Advance/Custodian Funds &lt;br&gt;● Gift Card increments may only be <strong>$25 or less</strong> when purchased via P-Card (for gift cards of $26 - $249, follow Cash Advance/Custodian Funds process) &lt;br&gt;● Cannot be awarded to UW employees &lt;br&gt;● Cannot be awarded to Non-Resident Aliens (NRA’s), regardless of the dollar amount (i.e., international students who are not U.S. citizens) &lt;br&gt;● Only for 3 months or less. If payments are required for a longer period, forms should be completed again and another purchase may be necessary. Provide the following signed forms to the SoHE Business Office for approval prior to purchase: &lt;br&gt;  ● Custodian Fund Request Form &lt;br&gt;  ● Custodian Fund Agreement Form &lt;br&gt;  ● Custodian Fund Budget Form &lt;br&gt;  ● Gift Card Approval Form</td>
<td>Return the below log (completed by Custodian &amp; participants) to SoHE</td>
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<td>then be made for another 3 month period.</td>
<td>Business Office after all payments have been made:</td>
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<td>• If 133 or 144 funds are used to purchase gift cards, e-mail approval from RSP is required and must be attached to the Custodian Fund Request Form.</td>
<td>• Gift Card Recipient Log</td>
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<td></td>
<td>• Any gift cards purchased that are not used become the property of the Custodian/PI, who must then reimburse the UW for the cost of the unused gift cards.</td>
<td>• Forms are attached to P-Card Log of the Purchaser (if purchased via P-Card)</td>
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<tr>
<td>Payment to Individual Report (PIR)</td>
<td>• All payments of $250 or more must be processed via a PIR</td>
<td>Provide the following to SoHE Business Office:</td>
<td>14-19 business days before issuing a check, after leaving SoHE Business Office</td>
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<td></td>
<td>• Only for 3 months or less</td>
<td>• Name (Last, First, Initial) – no nicknames</td>
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<td>• A check is issued directly to the research participant</td>
<td>• W-9 form (Required - completed by the participant)</td>
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<td>• A <a href="https://www.irs.gov/pub/irs-pdf/f1040.pdf">W-9</a> form (including Taxpayer ID Number - TIN), is required for all U.S. Persons when using this payment method</td>
<td>• Funding to charge</td>
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<td></td>
<td>• All payments to Non-Resident Aliens (NRA’s) must be processed through a Payment to Individual Report (PIR) regardless of the dollar amount</td>
<td>• Address where the check should be mailed (if different than address listed on the participant’s W-9)</td>
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<td>• IRB approval #, research study title,</td>
<td>• Is the individual an employee of the University?</td>
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<td>• Date(s) of service</td>
<td>• Purpose of payment – Description of services rendered</td>
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<td>• Amount to pay</td>
<td>• Amount to pay</td>
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<td>• For Non-Resident Aliens (NRA’s), see the Non-Payroll Payments Flowchart for the required tax documentation under Policy 601: Tax Compliance</td>
<td>time period, and description.</td>
<td></td>
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</tbody>
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If you have a question on an item not listed above, please refer to [http://www.bussvc.wisc.edu/acct/policy/ppindex.html](http://www.bussvc.wisc.edu/acct/policy/ppindex.html) or contact the SoHE Business Office.