NRSA Childcare Cost Payment Procedures

The NRSA childcare costs are eligible to full-time NIH-NRSA-supported fellowship positions. Each fellow is eligible to receive $2,500 per budget period for costs for childcare provided by a licensed childcare provider. For households where both parents are NRSA fellows, each parent is eligible to receive $2,500.

Childcare costs are permitted for dependent children living in the eligible fellow's home from birth under the age of 13, or children who are disabled and under age 18. Childcare costs do not apply to elder or non-child dependent care costs. NOT-OD-21-177: Announcement of Childcare Costs for Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Awards (nih.gov)

Fellowship payments for reimbursement for eligible childcare cost will be made through the Concur business reimbursement application. Even though childcare expense reimbursement is classified as a Fellowship the University's business expense reimbursement application (Concur) will be utilized to allow workflow for supporting documents and system edits to ensure federal compliance.

To process payments through Concur

- Sponsored Class 654032 must be established on the grant master record (contact SPSS)
- Date of report creation or submission to be entered as "Transaction Date" instead of the dates of receipts or payments (this is the only type of expense in Concur where this will be permitted)
- Expense Type selected is "NRSA"
- Supporting documentation is required as an attachment
  - Proof of licensed daycare
  - Copies of childcare payments within the appointed period

NRSA childcare cost is restricted for that purpose and cannot be re-budgeted without prior written approval from the NIH awarding IC.

If childcare cost are issued for a mid-term appointee and cross between budget years the cost can be reported as an unliquidated obligation and used in the following budget period for eligible expenses.

Frequently Asked Questions (FAQs) | grants.nih.gov