

Reimbursement Request for Childcare Costs on a NRSA (4.20.23)

Background: The National Institute of Health began providing childcare support to recipients of NRSA fellowships awarded. The NRSA childcare costs apply to full-time NIH-NRSA-supported fellowship and Institutional Research Training Award positions. Each fellow/Post Doc is eligible to receive \$2,500 per budget period for costs for childcare provided by a licensed childcare provider. 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. **Registration and application fees are not eligible for requirement. NRSA childcare reimbursements is tax-reportable by IRS Requirements.**

Required Documentation to email:

Confirmation of Costs *(Required)*

- Acceptable forms of documentation may include an invoice, payment receipt, or an agreement/letter from the provider. Be sure to upload any combination of documentation as needed so that all the criteria listed below are included:
 - Full name(s) of eligible children listed on the invoice, receipt, and/or agreement.
 - Name of the childcare provider
 - Dates of service
 - Amount/cost of childcare

Proof of Childcare Provider Licensure *(Required)*

- Agreement between childcare provider and recipient providing the state licensure number.
- Copy of the licensure certification provided to the childcare provider.

Trainee Information

Trainee Name: _____ Trainee Level: _____

Trainee E-mail: _____ Home Institution: _____

Payment Request Type: _____ Amount Requested: _____

UC Department Administrator Information (To be completed by Administrator)

Department Administrator: _____ Email: _____

SAP Account String:

Fund	Cost Center	FA	Grant #	I/O

NIH Award #: _____ Budget period dates: _____

Trainee Appt Dates: _____

Department Contact: Please send a copy of this form with all required documents in one PDF to A323@ucmail.uc.edu. Please use subject line: Child Care/ SAP Grant #/ Award #/ Trainee or Fellow last name (SRS GA Account #)

SRS Accounting please review and file in SharePoint.