

AWARD TERMS AND POLICIES - FERTILIZER RESEARCH PROGRAM

(Effective 08/01/20)

PROGRAM INFORMATION:

The Wisconsin Fertilizer Research Program maintains a fund that disburses awards for research conducted through the UW System in the realm of soil management, soil fertility, plant nutrition problems and for research on surface water and groundwater problems which may be related to fertilizer usage; for dissemination of the results of the research; and for other designated activities tending to promote the correct usage of fertilizer materials. The fund is supported by the tonnage fee generated through the sale of fertilizers in the state. For every ton of fertilizer sold in Wisconsin, the fund receives 17 cents for research.

PROJECT PERIODS/BUDGET PERIODS:

Fertilizer Research Program funded projects may be approved for a project period up to three years. However, funding is provided on an annual basis and may change from year to year. Typically, once a project is accepted, the program funds the project for its duration (up to three years of funding), pending yearly satisfactory performance of the stated objectives of the research. Budget periods run from April 1 to March 31. Awards have end dates that will be enforced. Unused funds from one budget period **may** be carried forward to the next budget period. Unused funds from the final budget period will be re-allocated to the Fertilizer Research Fund.

FISCAL RESPONSIBILITY:

Fertilizer Research Funds must be spent in accordance with the rules and regulations set forth by the University of Wisconsin and by the State of Wisconsin.

Requests to re-budget between hourly labor, supplies, travel, and equipment require approval prior to expenditure. Send requests to the Fertilizer Research Program Coordinator – Geoff Siemering (gsiemering@wisc.edu).

No-cost extensions need to be requested and approved at least 60 days prior to the project end date. Route your written request through your department administrators and campus or college sponsored projects office. Requests will then undergo approval by CALS RSP and WFRC Program Coordinator.

USE OF FUNDS:

The Fertilizer Research Program grants awards to fund specific research. It is the responsibility of the researcher that the award be spent to offset costs associated with the research for which it was assigned. If re-budgeting is necessary to acquire equipment or supplies not planned in the original budget, please follow the re-budgeting procedure above. Expenses outside the realm of the research project must be cleared with the Program Coordinator, DATCP, CALS, and RSP. PI's are encouraged to spend from their accounts in a timely manner, and to follow their budget breakdowns as closely as possible.

EXPENDITURE CATEGORIES:

Labor: Student and staff salaries may be included in the budget. *Faculty salaries are not allowable.*

Travel: Award funds may be used for all domestic travel for consultation and collaboration efforts, and dissemination of research findings. Travel expenses must be included in the annual budget.

Publications: Publication costs that are a direct result of a project can be charged to supplies and expenses. Acknowledgement of the funding for the project must also appear in the published article.

Direct charges: Purchasing card and direct charges for services and supplies are allowed. Be sure to indicate item description and cost, and the relevance of the charge to the research project.

Equipment: The Program Coordinator and an appointed designee of CALS must approve capital items. Send requests by email to Geoff Siemering (gsiemering@wisc.edu). Include a request to re-budget if necessary. Equipment purchases cannot be made in the last year of a project, barring unforeseen malfunction of equipment necessary to conduct research and/or analysis.

Supplies: Supplies and expenses that are directly related to the research are allowed. Please indicate expected costs in your original and annual budget requests. Please use common sense and discretion when purchasing supplies; strive to match or optimize the cost against the utility as it pertains to the funded research project.

Indirect costs: Indirect costs are not allowed.

CONTINUATION OF FUNDING:

Projects are funded for up to three years. Projects are not automatically continued. At the end of each calendar year, a PI or designated project assistant must submit a progress report to the Program Coordinator. Based on progress and satisfactory completion of project objectives, funding is awarded an additional year. A representative of the project must prepare and give a presentation to the Fertilizer Research Council in early January of each year the project is continued (up to three years). This is to support the progress report and help answer any questions the council may have regarding the project. Budget additions for continuing projects are made in April each year.