

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-TVL-08
SUBJECT:	Childcare on NIH Fellowships and Training Grants
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	6/01/21
DATE OF LAST REVISION:	N/A
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Procurement Services reserves the right to determine on a case-by-case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each situation, nor can it anticipate specific circumstances.
RATIONALE:	To provide NIH Fellowship Recipients a procedure for submitting eligible childcare costs for reimbursement in Chrome River.
PROCEDURES:	<p>NIH Criteria Checklist:</p> <ul style="list-style-type: none"> • Individual is a NIH Fellowship Recipient. • Costs are related to childcare for a dependent child or children under the age of 13 or disabled and under age 18. • Childcare provider is a licensed childcare provider (copy of provider license should be attached to the initial reimbursement from that provider). <p>Indiana University Checklist:</p> <ul style="list-style-type: none"> • Childcare provider license. <ul style="list-style-type: none"> ○ Department is responsible for tracking the provider license in Chrome River and verifying it is valid in the submitted expense report. • Childcare provider invoice marked Paid, or childcare provider invoice + itemized receipt. • Sign up for Reimbursement Direct Deposit, (scroll to “Add a Reimbursement Account” Direct Deposit & Pay-cards Office of the University Controller (iu.edu)). <p>Chrome River Procedure:</p> <ol style="list-style-type: none"> 1. Request access role for permission to use the <i>Childcare on NIH Fellowships</i> tile. <ol style="list-style-type: none"> a. Email a request to travel@iu.edu for the NIHChildcare access role, include your name, IUID, campus and department code. 2. Prepare required documentation for upload into Chrome River. <ol style="list-style-type: none"> a. Scan receipt and print to PDF, or, b. Visit the Chrome River Help Center for tips and techniques for adding images (Add Images (chromeriver.com)) 3. Login to Chrome River via One.iu.edu. 4. Select +New and New Expense Report from the top navigation bar. <ol style="list-style-type: none"> a. Enter a Report Name using the following naming convention: NIH Childcare m/dd/yy – m/dd/yy (date range of childcare). b. Report Type = Out-of-Pocket Reimbursement c. COVID-19 related cost included? (select most appropriate response). d. Business Purpose = Childcare on NIH fellowships & training grants

	<ul style="list-style-type: none"> e. Click Save. 5. Select the Childcare on NIH Fellowships tile. Complete the following: <ul style="list-style-type: none"> a. Date = Reimbursement request date. b. Spent = Amount to be reimbursed in USD. c. Description = Optional, you may enter descriptive detail to aid recall of expense, if audited. d. Allocation (begin typing the grant account funding the reimbursement). e. Add Attachments, i.e., provider license, plus paid invoice, or invoice + itemized receipt (The provider license is only required on the first reimbursement request, or if the fellowship recipient changes childcare providers). f. Click Save. 6. Review report for accuracy. 7. Click Submit. 8. Report routes to Out-of-Pocket Transaction Approver delegated on the grant funding account. 9. Approval status can be tracked by opening the report and clicking on the "Tracking" button.
DEFINITIONS:	Chrome River – Indiana University’s expense management system that is accessible via One.IU.
CROSS REFERENCE:	