

## Procedures regarding “bench fees”

Occasionally, visitors (e.g., students, academics, scientists) come to UW under a visiting or exchange opportunity. Such an arrangement carries with it the general purpose of educating the person and is with an educational or higher education institution.

Some institutions (often international institutions) provide “bench fees” or support in the form of a check payable to UW-Madison. This is provided without application by the UW and is provided to support costs such as consumable materials, travel, and related costs associated with the visitor’s opportunity at the UW.

Unrestricted grant arrangements (arrangements with **institutions**) will:

- be established as a 133 unrestricted grant account
- include a project title as: “Bench Fees for *visitor name*”
- include a begin date as the date of check issue unless otherwise indicated by sponsor
- include an end date dependent upon date of visiting arrangement ending unless otherwise indicated by sponsor
- be defined as fixed price
- indirect costs will not be assessed

Grant/contractual (restricted) arrangements (arrangements with **for-profit sponsors**) will:

- be established as a 133 restricted grant account
- include a project title as: “Bench Fees for *visitor name*”
- include begin date/end dates dependent upon application/agreement
- be defined as grant/contract/etc. dependent upon grant/contract
- indirect costs will be assessed dependent upon grant/contract

Note: Any support deemed as bench fees which are provided by industry/for-profit-sponsors will be handled as a grant/contract (restricted) arrangement, terms dependent upon application and negotiated agreement with the sponsor.

All such arrangements should route through WISPER. Associated paperwork should route to CALS Research Division for determination as to whether the arrangement will be as an unrestricted grant or a grant/contractual arrangement. As with any application/proposed arrangement, the proposal must route through the PI, Department/Center, CALS, and RSP prior to submission.

FYI: For information regarding visitor or volunteer arrangements, please contact:

CALS Research Division      <http://www.cals.wisc.edu/research>  
CALS Human Resources      <http://www.cals.wisc.edu/HR>

08/01/2008