NIH NRSA Training Grants 101

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NCURA Regional Meeting
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Overview

- Audience goals/questions/concerns?
- Purpose of Training Grants
- How to apply (pre-award processes)
- If awarded, now what?
  - Xtrain appointments/terminations
  - Payroll
  - Allowable charges
  - Closing out awards

T32 grants:
What do they support?

- research <u>training</u> experiences

- predoctoral, postdoctoral, and short-term trainees

- specified areas of biomedical, behavioral and clinical research

T32 grants:
Whom do they support?

- U.S. citizens

- Permanent residents of the U.S.
  - Green card required as of appointment start date on the grant

T32 grants:
How do they operate?

- Institutional awards *(not individual fellowships)*

- Program director applies on behalf of group of faculty trainers.

- Internal review process to award "slots" to individual trainees

T32 grants:
How do you know if you should apply?

- <u>All Applicants (new and renewal)</u>:
  - PI: Call the Program Officer of your current or prospective Institute.
  - Discuss: your grant + mission of the NIH institute = good fit?
  - Does the Institute have unique policies, requirements, application tables/forms?

T32 grants:
How do you know if you should apply?

- <u>New</u> <u>T32 applicants</u>:
  - ◦ Your trainers must be unique group of faculty representing area not covered by any other T32 on your campus.
  - ◦ Review your campus T32s and contact colleagues with questions

T32 Resources:

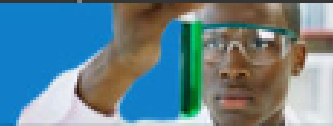**Ruth L. Kirschstein National Research Service Award (NRSA) Website**

http://grants.nih.gov/training/nrsa.htm

- Program Announcement
- Application Kit: SF424 (R&R) **"ADOBE-FORMS-B1"**

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Glossary & Acronyms

| HOME | ABOUT GRANTS | FUNDING | FORMS & DEADLINES | GRANTS POLICY | NEWS & EVENTS | ABOUT OER | NIH HOME |

Grants & Funding

Funding Opportunities

Funding Opportunities (RFAs, PAs) & Notices

Unsolicited Applications (Parent Announcements)

Research Training & Career Development

   Extramural Training Mechanisms

   Intramural

   News

   Career Resources

   Q&A and FAQs

Small Business (SBIR/STTR)

Contract Opportunities

NIH-Wide Initiatives

New and Early Stage Investigators

Stem Cell Information

NIH Common Fund

OppNet (Behavioral & Social Sciences)

Award Data

NIH Reports (RePORT)

Search NIH Awards (RePORTER)

Ruth L. Kirschstein National Research Service Award (NRSA)

Dr. Ruth L. Kirschstein, for whom the awards below were named, passed away on October 6, 2009. Aside from Dr. Kirschstein's scientific accomplishments in polio vaccine development, and becoming the first woman director of an NIH Institute, she was a champion of research training and a strong advocate for the inclusion of underrepresented individuals in the scientific workforce. More on Dr. Kirschstein's life can be found at: http://www.nigms.nih.gov/Training/RuthKirschstein or in the complimentary e-book, Always There: The Remarkable Life of Ruth Lillian Kirschstein, M.D.

- **Guide to Kirschstein - NRSA Programs** (graphical guide for funding opportunities at specific training stages)
- For individuals with or working on a research doctorate
- For individuals with or working on a health-professional doctorate

- **Institutional Research Training Grants**
  - T Kiosk - Information about NRSA Training Grants Funding Opportunities
  - NIH Forms and Applications Page (Including SF424 (R&R) and PHS 2590 application and other Training Forms)
  - Fillable Institutional Research Training Grant Application Forms and Data Tables
  - Institute contacts and institute-specific instructions

- **Individual Fellowships**
  - F Kiosk - Information about NRSA Fellowship Funding Opportunities
  - NIH Forms and Applications Page (Including SF424 (R&R), and PHS 416-9 application and other Training Forms)

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Search | Glossary & Acronyms

HOME | ABOUT GRANTS | FUNDING | FORMS & DEADLINES | GRANTS POLICY | NEWS & EVENTS | ABOUT OER | NIH HOME

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Funding Opportunities

Funding Opportunities (RFAs, PAs) & Notices

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   News

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   Q&A and FAQs

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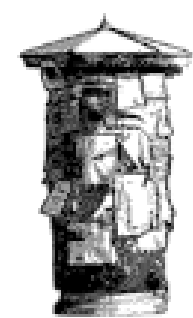**NIH-Wide Initiatives**

New and Early Stage Investigators

Stem Cell Information

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OppNet (Behavioral & Social Sciences)

Award Data

NIH Reports (RePORT)

Search NIH Awards (RePORTER)

T Kiosk - Information about Ruth L. Kirschstein NRSA Institutional Training Grant Funding Opportunities

- **Visual Guide to Kirschstein-NRSA Programs**
  - For individuals with or working on a research doctorate
  - For individuals with or working on a health-professional doctorate

- **Training Grant Data and Administrative Information**
  - Funded Kirschstein-NRSA Institutional Research Training Grants
  - Data and Statistics on the Kirschstein-NRSA Program

Mechanism	Program Description
Policies and Notices	NRSA Policy Issues
T32	NIH: Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Grants (T32) (PA-11-184) (See NOT-OD-11-060) NIH: Jointly Sponsored Ruth L. Kirschstein National Research Service Award Institutional Predoctoral Training Program in the Neurosciences (T32) (PAR-12-084) (see also Jointly Sponsored Predoctoral Training Program in the Neuroscience).

Edit View Favorites Tools Help

PA-11-184

Department of Health and Human Services

Part 1. Overview Information

Participating Organization(s)	National Institutes of Health (NIH)
Components of Participating Organizations	National Cancer Institute (NCI)
	National Eye Institute (NEI)
	National Heart, Lung, and Blood Institute (NHLBI)
	National Human Genome Research Institute (NHGRI)
	National Institute on Aging (NIA)
	National Institute on Alcohol Abuse and Alcoholism (NIAAA)
	National Institute of Allergy and Infectious Diseases (NIAID)
	National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)
	National Institute of Biomedical Imaging and Bioengineering (NIBIB)
	Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)
	National Institute on Deafness and Other Communication Disorders (NIDCD)
	National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)
	National Institute on Drug Abuse (NIDA)
	National Institute of Environmental Health Sciences (NIEHS)
	National Institute of General Medical Sciences (NIGMS)
	National Institute of Mental Health (NIMH)
	National Institute of Neurological Disorders and Stroke (NINDS)
	National Institute of Nursing Research (NINR)
	National Center for Complementary and Alternative Medicine (NCCAM)
	National Center for Research Resources (NCRR)(No Longer participating per NOT-OD-12-085)
	Office of Dietary Supplements (ODS)
	Division of Program Coordination, Planning and Strategic Initiatives, Office of Research Infrastructure Programs (ORIP)
	Special Note: Because of the differences in individual Institute and Center (IC) program requirements for this FOA, prospective applican
	Table of IC-Specific Information, Requirements and Staff Contacts, to make sure that their application is appropriate for one of the par
	Prior consultation with NIH staff is strongly encouraged.
Funding Opportunity Title	**Ruth L. Kirschstein National Research Service Award (NRSA) Institu Research Training Grants (Parent T32)**
Activity Code	T32 Institutional National Research Service Award (NRSA)
Announcement Type	Reissue of PA-10-036

U.S. Department of Health & Human Services

grants.nih.gov/grants/guide/contacts/parent_T32.html

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Grants & Funding

Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Grants (Parent T32) (PA-11

Table of IC-Specific Information, Requirements and Staff Contacts

Release Date: March 25, 2011
Expiration Date: September 8, 2014

• NIH Institute or Center	• Institute or Center Specific Information
• Scientific/Research Contact	• See also: Application Submission Dates Schedule AIDS and AIDS-Related Applications

Dissecting the T32…what's in the application??

Core components

- Faculty mentors
- Training plan
- Prospective trainees
- Success of past trainees
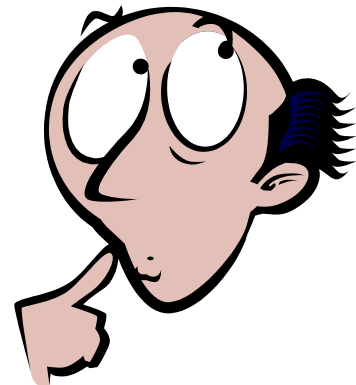
Required Sections

- Program abstract
- Training Budget
- Training Program Plan
  - Program Administration (director(s) and administrator)
  - Faculty (biosketches)
  - Proposed Training (Curricula, seminars, career guidance, mentorship)
  - Program Evaluation
  - Trainee Candidates
  - Institutional environment and commitment to the Program

Required Sections, cont.

- Recruitment and retention plan to enhance diversity
- Responsible Conduct of Research
- Tables (1-10 for new applications; 1-12 for renewals)
  - **Tables are the most closely reviewed section of the application!**
  - Data needs to be as complete as possible.
  - **NIH T32 Data Tables Instructions**
  http://grants.nih.gov/grants/funding/424/index.htm#data

Recommended Timeline

- **5 months prior to deadline**: determine faculty trainer list & review what data needs to be collected.

  (Tip: for every additional 10-15 trainers, add ~1 month of prep time)

- For <u>renewal</u> applications, at least **3 months prior to deadline** request current trainee research descriptions, publications and update historical data.

- For interdepartmental training grants, at least **2 months prior to deadline** request departmental data (information on applicant pool, current positions of past trainees).

Budget Components

- Stipends
- Training related expenses
  - Health insurance
- Tuition and fees
  - Justify differences in rates for tuition
- Travel
- Indirect costs of 8%

Creating a Budget - Stipends

Current rates posted on NIH website

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-033.html

Predoctoral		$22,032
Postdoctoral	Years of Experience	
	0	$39,264
	1	$41,364
	2	$44,340
	3	$46,092
	4	$47,820
	5	$49,884
	6	$51,582
	7 or more	$54,180

Creating a Budget

- **Trainee Travel** – Check with your awarding component for their policy on this category
- **Tuition-**Request full amount of your campus rate for anticipated trainees. Estimate annual increases per your campus policy. Watch for differential tuition rates based on residency, preliminary exam status, dual-degree programs, etc.
- **Training Related Expenses (includes Health Insurance)** Funds are to help defray expenses including staff salaries, equipment, and supplies
  - NIH will award $7850/postdoc and $4400/predoc trainee
  - Request $2,200 per predoc and $3,850 per postdoc for TRE and health insurance costs per below
  - **Health Insurance:**
    - **Request actual costs and budget future year increases. NIH will limit the amount awarded to $2,000 per predoctoral trainee and $4,000 per postdoctoral trainee**

Training Related Expenses (Example)

Calculation Per Year		
Predocs		
Health Insurance	(($22,032 x 29%) x 25 slots) =	$ 153,555.00
Trainee Related Expenses	$2,200 x 25 slots =	$ 55,000.00
TOTAL		**$ 208,555.00**
Postdocs		
Health Insurance	[(($39,264 x 18.8%) x 2 slots) + (($41,364 x 18.8%) x 2 slots)] =	$ 30,316.00
Trainee Related Expenses	$3,850 x 4 slots =	$ 15,400.00
TOTAL		**$ 45,716.00**
GRAND TOTAL		**$ 254,271.00**

Creating a Budget

- **Facilities and Administrative Costs** (also called indirect costs or overhead) should be requested at a rate of 8% of total direct costs less tuition, fees, and equipment.

Category	Cost
Stipends	$ 712,056
Travel	$ 29,000
Training Related Expenses	$ 254,271
Tuition and Fees	$ 716,809
Total Direct Costs (TDC)	$ 1,712,136
Modified Total Direct Costs (MTDC = TDC less Tuition)	$ 995,327
Indirect Costs (8% of MTDC)	$ 79,626

Table 1. Membership of Participating Departments/Programs

- **Purpose:**
  - Gives overall picture of training environment
- **Special Instructions:**
  - Renewals begin revising table from previous submission
  - Include current trainee info for renewals only
  - A=underrepresented minorities; B=individuals with disabilities; C=Individuals with disadvantaged background
  - Requires summary data

Table 1.

Table 1. Membership of Participating Departments/Programs (Alphabetically)

Participating Department / Program	Faculty Members in Department / Program	Faculty Members Participating in This Application	Predoctoral Trainees in Department / Program (Supported by Any NIH Training Grant)	Predoctoral Trainees With Participating Faculty (TGE) A/B/C	For Renewal Applications, Predoctoral Trainees Supported by This Training Grant (TGE) A/B/C	Postdoctoral Trainees in Department / Program (Supported by Any NIH Training Grant)	Postdoctoral Trainees With Participating Faculty (TGE) A/B/C	For Renewal Applications, Postdoctoral Trainees Supported by This Training Grant (TGE) A/B/C
Dept. of Biology	45	14	38 (15)	12 (6) 1/1/0	2 (2) 1/0/0	50 (5)	15 (7) 1/0/0	2 (2) 0/0/0
Neuroscience Program	32	20	31 (20)	14 (7) 2/0/1	4 (4) 0/1/0	40 (7)	23 (10) 0/0/1	2(2) 1/0/0
Dept. of Pharmacology (Medical School)	25	5	30 (10)	5 (3) 1/0/0	3 (3) 0/0/0	28 (0)	12 (6) 0/0/1	0 (0) 0/0/0
				31 (16)	9 (9)			4 (4)

For Renewals: Arrows indicate information you might already have.
Column 2. Department contact or website
Columns 4 & 7. Department contact or website
Columns 5 & 8. Department/Faculty contact

Table 2. Participating Faculty Members

- **Purpose:**
  - Distribution of faculty (sr vs jr; clinical vs basic, etc.)
- **Special Instructions:**
  - Renewals begin revising table from previous submission

Table 2.

Table 2. Participating Faculty Members
(Alphabetically by Faculty Member)

Name/Degree(s)	Rank	Primary (& Secondary) Appointment(s)	Role in Program	Research Interest
Abrams-Johnson, Jane, PhD	Asst. Prof.	Pharmacology; (Biochemistry-Medical School)	Mentor	Regulation of Synthesis of Biogenic Amines
Jones, Lisa S., MD	Res. Asst. Prof.	Microbiology and Immunology (Neuroscience Program)	Mentor Exec Com	Protein Structure, Folding, and Immunogenicity
Sandoz, J. Miguel, MD, PhD	Assoc. Prof.	Neuroscience Program	Mentor	Developmental Genetics in Drosophila
Thomas, C. James, III, PhD	Prof. & Chr.	Biochemistry and Molecular Biophysics	Program Director	Molecular and Genetic

Arrows indicate information you may already have.
Column 2. Department contact or website; Campus Directory
Column 5. Faculty contact or department website

Table 3. Institutional Training Grant Support Available to Participating Faculty Members, Departments or Programs

- **Purpose:**
  - Overlap of proposed grant with existing Ts.

- **Special Instructions:**
  - Number of Pre/Post Trainees separated into separate columns
  - Includes short-term trainees
  - Renewals begin revising table from previous submission
  - Requires summary data

Table 3.

Table 3. Institutional Training Grant Support Available to Participating Faculty Members, Department(s), or Program(s)

Title of Training Grant	Funding Source Including Identifying Number	Active or Pending Project Period	Program Director (Department)	Predoctoral Trainees Supported This Year	Postdoctoral Trainees Supported This Year	Short-Term Trainees Supported This Year	Total No. of Participating Faculty	Names of Overlapping Faculty
Bioimmunotherapy Training Grant	T32 CA05964-11	06/02-07/07	Baker, A. (Pathology)	12			25	Abelson Brown Fields Johnson Sung Watson
Pharmacological Sciences	T32 GM04823-01	Pending	James, C. (Pharmacology)	10			19	Jones Jenson Watson
Genetic Basis of Mental Illness	T32 MH02708-07	06/03-07/08	Johnson, A. (Psychiatry)	4	4		7	Johnson Watson
Totals	N/A	N/A	N/A	26	4	0	51	N/A

Table 4. Grant and Contract Support of the Participating Faculty Members

Purpose:

- Strength of research environment; availability of funds to support research

Instructions:

- List faculty member name by each grant
- * to indicate pending support
- List total direct costs when years have substantial changes
- List faculty member role explicitly for each grant

Table 4.

Table 4. Grant and Contract Support of the Participating Faculty Members
(Alphabetically by Faculty Member)

Faculty Member	Source of Support, Grant Number and Status	Faculty Member Role on Project and Grant Title	Project Period Active	Current Year Direct Costs Awarded (Total Direct Costs for Awards With Substantial Future Changes)
Jones, J.	NIH 1 R01 CA76259-01 *	PI - Structure and Function of Acetylcholine Receptors	05/09-05/014 *	$190,000
Jones, J.	NIH 5 K08 AI00091-03	PI - Purification & Identification of Receptors	11/03-11/08	$140,000
Mack, T.	American Heart Assoc.	PI - Control of Angiogenesis	03/05-03/08	$185,000
Mack, T.	NSF PCM 80-12935 (D. Stockton, PD/PI)	Co-PI - Cell Culture Center	12/06-12/09	$180,000
Mack, T.	NIH 1 P01 CA71802-02 (D. Stockton, PD/PI)	Project Leader of Subproject 4: "Genetic Control of Cell Division"	10/05-10/09	$165,000
Smith, J.	None			
Zachary, A.	NIH 1 U01 AI-28507-01 *	PI – Human Monoclonal Antibodies as a Therapy for Staphyloccal Enterotoxin	07/09-07/14 *	$200,000 ($3 million)

Arrows indicate information you may already have.
All Columns. Campus financial system or Department/Faculty Contact

Table 5. Pre- and Postdoctoral Trainees of Participating Faculty Members

Purpose:

- Success proposed faculty have in training

Instructions:

- List each faculty member's past and current trainees
- Renewals begin revising table from previous submission
- ** for trainees currently or previously supported on grant
- 10 years of data

Table 5.

Table 5. Pre- and Postdoctoral Trainees of Participating Faculty Members
(Alphabetically by Faculty Member for the Past Ten Years)

Faculty Member	Past / Current Trainee	Trainee Name (Where Training Occurred)	Pre / Post Level	Training Period	Prior Academic Degree(s)	Prior Academic Degree Year(s)	Prior Academic Degree Institution(s)	Title of Research Project	Current Position of Past Trainees / Source of Support of Current Trainees
Abbott-Miller, Jane	Past	Schwartz, A. (Cornell)	Pre	94-99	BA	94	U. of WI	Role of Transcription Factor X in Synaptic Plasticity	Asst. Scientist, Scripps Research Foundation
Abbott-Miller, Jane	Past	**Jones, J. (Cornell)	Pre	95-00	AB	93	Grinnell	Protein kinase signaling cascades in C elegans	Res. Assoc. Prof. Microbiol., U CA, Berkeley
Abbott-Miller, Jane	Past	Howard, R.	Post	98-01	PhD	98	Purdue	Excision Repair in Multiple Myeloma Cells	Postdoc, Pathology, Yale, lab of I.M. Sickly
Abbott-Miller, Jane	Current	**Baker, A.	Pre	04-	BS	04	Cornell	Gene Expression in Drosophila	NIH 2 T32 GM05984-06
Abbott-Miller, Jane	Current	Smith, D.	Post	05-	PhD	05	U. of CT	DNA Repair and Chemical Carcinogenesis	NIH 1 F32 ES06942-01
Abbott-Miller, Jane	Current	Haggerty, D.	Post	06-	PhD	05	U. of MI	Cell Cycle Control in Yeast	NIH 1 R01 CA76259-01
Zyskind, J. Quincy	Past	None							
Zyskind, J. Quincy	Current	Bunting, C.	Pre	05-	BA	05	Vanderbilt	Title not yet determined	NIH 1 T32 GM05086-05

Arrows indicate information you may already have.
All Columns. Faculty Contact
Columns 4 , 5 & 10. Payroll data
Columns 5-8. Campus graduate programs
Column 10. Internet search, Linked In

Table 6. Publications of Research Completed by Trainees (or Potential Trainees)

Purpose:
- Trainee productivity, authorship, etc.

Instructions:
- Renewals begin revising table from previous submission
- * for TGE
- ** for trainees currently or previously supported on grant
- 10 years of data
- Abstracts <u>can</u> be listed <u>only</u> if more complete publication hasn't appeared
- Need to follow NIH Publication Guidelines and list PMC numbers, etc.
- Bold trainee in authors list
- Pre/Post and Past/Current separately in each group.

Table 6.

Table 6. Publications of Research Completed by Trainees (or Potential Trainees)
(List Pre/Postdoctoral and Past/Current Trainees Separately in Each Group)

Pre / Post	Past / Current	Name of Trainee (Years in Program)	Mentor(s)	Publication (Authors, Year, Title, Journal, PMCID)
Pre	Past	Brown, B.** (1996-2001)	Jones	**Brown, B.** and Jones J., 2001, "Repeated Sequences in Drosophila," J. Mol. Biol., 242:503-510. Corman, T., Walker, J.D., and **Brown, B.**, 1999, "Ontogeny of Tolerance to Alloantigens," Am. J. Anat., 146:156 (abstract).
Pre	Past	Thompson, P.** (1995-2000)	Berg	Miter, M.H., Owens, R., **Thompson, P.**, and Berg, L., 1998, "Insulin Treatment of Diabetic Rats," J. Comp. Neurol., 373:350-378.
Pre	Past	Wand, D. (1998-2003)	Layback	No Publications
Pre	Current	Samuels, J.* (2004-)	Peters	**Samuels, J.** and Peters M., 2007, "Molecular Analysis of RNA Viruses," Molecular Biology of the Cell, Vol. 11, 12-18.
Pre	Current	Greenstein, M.** (2004-)	Chu	**Greenstein, M.**, and Chu, J., 2006, "Sympathetic Noradrenergic Innervation of Drosophila," Genetics (In press).
Pre	Current	Smith, B.** (2006-)	Neustaff	No Publications
Post	Past	Green, V.** (1999-2001)	Smith	**Green, V.** and Smith, S., 2001, "Repeated Sequences in Xenopus," J. Mol. Biol., 244:103-110. Smith, S., Watkins, J.D., and **Green, V.**, 2000, "Tolerance to Alloantigens in Frogs," Am. J. Anat., 146:156 (abstract).
Post	Past	Thomas, P.** (2000-2002)	Berg	Miter, M.H., Owens, R., **Thomas, P.**, and Berg, L., 2002, "Insulin Deficiency in Diabetic Rats," J. Nutrition, 373:350-378.
Post	Past	Schultz, H. (2001-2003)	Easygai	No Publications
Post	Current	Samuels, J.* (2006-)	Peters	**Samuels, J.** and Peters M., 2007, "Molecular Analysis of DNA Viruses," Molecular Biology of the Cell, Vol. 11, 12-18.
Post	Current	Greenstuff, M.** (2005-)	Chew	**Greenstuff, M.**, and Chew, J., 2006, "Non-digestible fibre influences bioavailability of vitamins", J. Pharm Sci. (In press).
Post	Current	Jones, W.** (2007-)	Newpeeye	No Publications

Arrows indicate information you may already have.
Column 5. PubMed; prof. society abstracts, trainee contact

Table 7A. Admissions and Completion Records for the Participating Departments & Programs during the Past Five Years (Pre)

Purpose:

◦ Recruitment and retention of trainees, URM and disability recruitment and retention

Instructions:

◦ List by department/program and by years
◦ A=underrepresented minorities; B=individuals with disabilities; C=Individuals with disadvantaged background

Table 7A.

Table 7A. Admissions and Completion Records for the Participating Departments and Programs During the Past Five Years (Predoctoral Applicants)

Department / Program	Entering Year	Applicants Applied (TGE) A	Applicants Accepted (TGE) A	Applicants Enrolled (TGE) A/B/C	Trainees Still in Program (TGE) A/B/C	Trainees Completed Program Earned PhD or MD/PhD (TGE) A/B/C	Trainees Completed Program Earned Other Degree (TGE) A/B/C	Trainees Left Program (TGE) A/B/C	Reason for Leaving Program (if training was not completed)
Department of Biochemistry	2003	8 (5) 0	6 (4) 0	4 (3) 0/3/1	2 (1) 0/0/0	1 (1) 0/0/0	0 (0) 0/0/0	1 (1) 0/0/0	Changed career interests
Department of Biochemistry	2004	9 (7) 1	6 (4) 10	5 (3) 0/0/0	4 (3) 0/0/0	1 (1) 0/0/0	0(0) 0/0/0	0 (0) 0/0/0	
Department of Biochemistry	2005	10 (6) 2	8 (5) 1	5 (3) 1/0/0	4 (3) 0/0/0	0 (0) 0/0/0	MS 1 1/0/0	0 (0) 0/0/0	Went to medical school
Department of Biochemistry	2006	12 (9) 3	10 (6) 1	8 (5) 1/0/0	6 (4) 0/0/0	0 (0) 0/0/0	0 (0) 0/0/0	2 (1) 0/0/0	1 left for a job in industry; 1 left for reasons unknown
Department of Biochemistry	2007	15 (12) 4	10 (8) 2	8 (6) 2/1/0	8 (6) 2/1/0	0 (0) 0/0/0	0 (0) 0/0/0	0 (0) 0/0/0	
Interdepartmental Graduate Program in Genetics	2003	125 (9) 5	24 (18) 0	18 (15) 0/0/0	5 (4) 00/0	12 (11) 0/0/0	0 (0) 0/0/0	1 (0) 0/0/0	Transferred to Bioengineering PhD program
Interdepartmental Graduate Program in Genetics	2004	123 (91) 3	22 (17 1	16 (16) 1/0/0	10 (10) 0/0/0	4 (4) 0/0/0	0 (0) 0/0/0	2 (2) 1/0/0	1 transferred to another institution; 1 enrolled in medical

All Columns. Department/Program Contact Explain any trainees who have left without completing in final column

Table 7B. Admissions and Completion Records for the Participating Departments and Programs during the Past Five Years (Post)

Purpose:
◦ Recruitment and retention of trainees, URM and disability recruitment and retention

Instructions:
◦ Explain in final column when trainees leave before completing training
◦ A=underrepresented minorities; B=individuals with disabilities; C=Individuals with disadvantaged background
◦ Indicate system of recruitment as footnote

Table 7B.

Department / Program	Entering Year	Degree Type	Applicants Applied (TGE) A	Applicants Accepted (TGE) A	Applicants Entered Program (TGE) A/B/C	Trainees Still in Program (TGE) A/B/C	Trainees Completed Program (TGE) A/B/C	Trainees Left Program (TGE) A/B/C	Reason for Leaving Program (if training was not completed)
Department of Pathology	2006	PhD	6(4) 0	3 (3) 0	1 (1) 0/1/0	1 (1) 0/1/0	0 (0) 0/0/0	0 (0) 0/0/0	
Department of Pathology	2006	MD	4 (3) 1	3 (2) 1	2 (1) 1/0/0	2 (1) 1/0/0	0 (0) 0/0/0	0 (0) 0/0/0	
Department of Pathology	2006	MD/PhD	4 (4) 0	3 (2) 0	3 (2) 0/1/0	2 (1) 0/1/0	0 (0) 0/0/0	1 (1) 0/0/0	1 career change – law school
Department of Pathology	2006	List Other Relevant	1 (1) 0	0 (0) 0	0 (0) 0/0/0	0 (0) 0/0/0	0 (0) 0/0/0	0 (0) 0/0/0	
Department of Pathology	2006	Total	15 (12) 2	9 (7) 1	6 (4) 1/2/0	5 (3) 1/2/0	0 (0) 0/0/0	1 (1) 0/0/0	
Department of Pathology	2007	PhD	8 (6) 2	7 (6) 1	6 (5) 1/0/0	5 (4) 1/0/0	0 (0) 0/0/0	1 (1) 0/0/0	1 left for industry
Department of Pathology	2007	MD	3 (3) 1	2 (2) 1	1 (1) 1/0/0	1 (1) 1/0/0	0 (0) 0/0/0	0 (0) 0/0/0	
Department of Pathology	2007	MD/PhD	2 (2) 0	2 (2) 0	2 (2) 0/1/0	2 (2) 0/1/0	0 (0) 0/0/0	0 (0) 0/0/0	
Department of Pathology	2007	DDS	3 (2) 0	2 (2) 0	2 (1) 0/0/1	2 (1) 0/0/1	0 (0) 0/0/0	0 (0) 0/0/0	
Department of Pathology	2007	Total	16 (13) 3	13 (12) 2	11 (9) 2/1/1	10 (8) 2/1/1	0 (0) 0/0/0	1 (1) 0/0/0	

All Columns. Department/Faculty Contact

Table 8A. Qualifications of Recent Predoctoral Applicants

Purpose:
◦ Quality and depth of applicant pool

Instructions:
◦ Column for department/program
◦ Column for year
◦ * indicates Training Grant Eligible (TGE)
◦ 1 year of data
◦ GPA on 4.0 scale
◦ Specific sequence of applicants
◦ Requires summary data

Table 8A.

Table 8A. Qualifications of Recent Predoctoral Applicants

Year	Department / Program	Applicant (List by Number)	Previous Institution(s)	Degree(s) & Year(s)	GRE Scores V, Q, Adv (Percentiles) and/or MCAT Scores	Undergrad GPA	Interviewed (Y/N)	Accepted (Y/N)	Enrolled (Y/N)	Support from this Grant (Y/N)
2007	Medical Scientist Training Program	1*	U. of WI	BSN '06	12, 11, Q, 10	3.63	Y	Y	Y	Y
2007	Medical Scientist Training Program	2*	Stanford	BS '06	11, 13, N, 11	3.72	Y	Y	N JHU	N
2007	Medical Scientist Training Program	3	Yale U. Wash. U.	BA '05 MS '06	10, 9, O, 11 660 680 740	3.78	Y	N	N	N
2007	Molecular Biophysics Program	1*	U. of IL	BS '06	700 730 720	4.0	Y	Y	Y	Y
2007	Molecular Biophysics Program	2*	Rutgers	BS '07	710 690 680	3.36	Y	Y	Y	Y
2007	Molecular Biophysics Program	3	Berkeley	BS '07	680 710 720	3.68	Y	Y	N UCSF	N
2007	Molecular Biophysics Program	4*	U. of TX	BS '07	720 690 750 (97%) (79%) (85%)	3.73	Y	Y	N JHU	N
2007	Molecular Biophysics Program	5*	Tufts U.	BS '06	650 670 630	3.32	N	N	N	N
2007	Molecular Biophysics Program	6	U. of Kyoto	BS '05	480 710 720	N/A	N	N	N	N

Arrows indicate information you may already have.
Columns 4–7, 10. Department Contact, GWIS, ISIS
Column 8–10. Department Contact

Table 8B. Qualifications of Recent Postdoctoral Applicants

Purpose:
- Quality and depth of applicant pool

Instructions:
- Column for department/program
- Column for year
- * indicates TGE
- 1 year of data
- Specific sequence of applicants
- Indicate system of recruitment as footnote

Table 8B.

Table 8B. Qualifications of Recent Postdoctoral Applicants

Year	Department/ Program	Applicant (List by Number)	Previous Institution	Degree(s) & Year(s)	Doctoral Thesis or Other Research Experience & Research Advisor (if relevant)	Residency Training Institution PGY	Offered Position (Y/N)	Entered Program (Y/N)	Support from this Grant (Y/N)
2007	Pathology	1*	U. of WI	DVM '05	Inhibitors of Nitric Oxide Synthase; James, L.	Pathology Cornell Vet PGY2	Y	Y	Y
2007	Pathology	2*	Stanford	MD '06	Pharmacogenetics of anesthetics in wound healing; Jones, J.	Anesthesiology UCSF PGY1	Y	N UNC	N
2007	Pathology	3	Yale U.	MD '06	G Protein Coupled Receptors; Wilson, G.	Pediatrics Harvard PGY1	Y	N	N
2007	Molecular Biophysics Program	1*	U. of IL	PhD '06	Developmental Genetics in Drosophila Smith, J	N/A	Y	Y	Y
2007	Molecular Biophysics Program	2*	Rutgers	PhD '06	Regulation of NF-kB; Felman, R.	N/A	Y	Y	Y
2007	Molecular Biophysics Program	3	Berkeley	PhD '06	Molecular and Genetic Analysis of RNA Viruses; Thomas, JC	N/A	Y	Y	N
2007	Molecular Biophysics Program	4*	Baylor	MD '06	P53 mutations; Johns, L	Oncology Mount Sinai PGY2	Y	N UCSD	N
2007	Molecular Biophysics Program	5*	Tufts U.	PhD. '05 MD '07	Genetics of Neuronal Cell Division; Crocker, S	Neurology MGH PGY1	N	N	N
2007	Molecular Biophysics Program	6	U. of Kyoto	DPhil'07	Regulation of Gene Expression; Roberston	N/A	N	N	N

Arrows indicate information you may already have.
Columns 4–9. Department /Faculty Contact

Table 9A. Qualifications of Current Predoctoral Trainees Associated with Training Program

Purpose:

- Quality and number of trainees currently enrolled and their distribution by mentor and department

Instructions:

- List trainees by number
- * indicates TGE
- Specific sequence of trainees
- Requires summary data

Table 9A.

Table 9A. Qualifications of the Current Predoctoral Trainees Clearly Associated with the Training Program

Department / Program	Trainee (List by Number)	Previous Institution(s)	Degree(s) & Year(s)	GRE Scores / (Percentiles) V, Q, Adv and/or MCAT Scores	Undergraduate GPA	Current Research Mentor	Years in Program	Calendar Years Appointed to This Grant
Biochem	1*	U. of WI	BSN '06	680 720 750	3.63	Jones, J.	'07-present	None
Genetics	2*	MIT	BS '06	12, 12, R, 14	3.72	Huerta, X.	'05-present	'06-'07
Genetics	3*	U. Penn. Wash. U.	BA '05 MS '07	700 710 640 (96% 82% 84%)	3.75	Felman, R.	'07-present	'06-present
Genetics	4	U. Mich.	BA '07	650 710 630 (80% 92% 83%)	3.34	TBN	'07-present	None

Program Statistics

Total Number of Trainees	Number of TGE Trainees	Average GRE / MCAT Scores	Average GPA
4	3	690, 705, 695 12, 12, R, 14	3.61

Arrows indicate information you may already have.

Table 9B. Qualifications of Current Postdoctoral Trainees Associated with Training Program

Purpose:

- Quality and number of trainees currently enrolled and their distribution by mentor and department

Instructions:

- Trainees listed by number
- * indicates TGE
- Specific sequence of trainees
- Requires summary data

Table 9B.

Table 9B. Qualifications of the Current Postdoctoral Trainees Clearly Associated with the Training Program

Department / Program	Trainee (List by Number)	Previous Institution(s)	Degree(s) & Year(s)	Doctoral Thesis or Other Previous Research Experience & Research Advisor (If Relevant)	Residency Training Institution	Current Research Mentor	Years in Program	Calendar Years Appointed to This Grant
Clin Pharm	1*	U. Penn	DVM '05	Pharmacogenetics of anesthetics in wound healing. Jones, J.	Anesthesiology U. Penn	Smith	'07-present	None
Neurosci	2*	Vanderbilt University	MD. '03	G Protein Coupled Receptors Wilson, G.	Neurology U. Michigan	Green	'06-present	'06-07
Neurosci	3*	U. of Michigan	MD '06	Physiology of CCK Evans, K.	Internal Medicine U. Washington	Jones	'06-present	'06-present
Biochemistry	4*	Washington U.	PhD '02 MD '04	Inhibitors of Nitric Oxide Synthatase James, L.	Cardiology UTSW	Johnson	'05-06	'05-07
Medicine	5*	Duke University	PhD '05	Regulation of NF-kB Felman, R.		Diaz	'05-present	None
Pathology	6	Emory University	MD '05	None	Hematology UAZ	Valentino	'06-present	None

Program Statistics

Total Number of Trainees	Number of TGE Trainees
6	5

Arrows indicate information you may already have.

Table 10. Admissions and Completion Records for for URM Trainees, Trainees with Disabilities, and Trainees from Disadvantaged Backgrounds Clearly Associated with the Training Program

Purpose:

◦ Recruitment and retention of different diversity groups and their support.

Instructions:

◦ Column for diversity recruitment group

◦ * indicates TGE

◦ Specific sequence of trainees

◦ Bold T32 number if current grant

◦ 5 years of data

Table 10.

Table 10: Admissions and Completion Records for Underrepresented Minority (URM) Trainees, Trainees with Disabilities, and Trainees from Disadvantaged Backgrounds Clearly Associated With the Training Program

Diversity Recruitment Group	Trainee (List by Number)	Entering Year (Pre/Post)	Department / Program	Source of Support and if Support by NRSA Grant	In Training	Completed Training	Left Without Completing Training	Current Status Career or Employment
URM Trainees	1*	2006 (Pre)	Genetics	T32 GM001122 F31		Y		Postdoctoral Trainee UCSF
URM Trainees	1*	2007 (Post)	Cell Biology	University Fellowship Research			Y	Mentor and student both moved to another institution
URM Trainees	1*	2007 (Post)	Chemistry	Lectureship	Y			
Trainees With Disabilities	1*	2004 (Pre)	Pharmacology	T32 GM001144 F31		Y		Postdoctoral Trainee NYU
Trainees With Disabilities	2*	2006 (Post)	Cell Biology	R01			Y	Career Change
Trainees With Disabilities	3	2007 (Post)	Medicine	Research Associate	Y			
Trainees From Disadvantaged Backgrounds	1*	2005 (Pre)	Genetics	T32 GM001155 F31		Y		Postdoctoral Trainee U. Chicago

Arrows indicate information you may already have.
Column 5. Payroll data or financial data

Table 11. Appointments to the Training Grant for Each Year of the Past Award (renewals only)

Purpose:

- Analysis of utilization of awarded slots

Instructions:

- Delete rows not relevant to grant.
- Each type of data has its own row
- Explain unfilled slots in the footnote

Table 11.

Table 11. Appointments to the Training Grant For Each Year of the Past Award (Renewal Applications Only)

Grant Year	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Predoctoral Positions Awarded (Months of Support)	10 (120)	12 (144)	14 (168)	14 (168)	14 (168)
Predoctoral Trainees Appointed (Months of Support Used)	10 (120)	131 (144)	14 (168)	132 (156)	14 (168)
Predoctoral URM Trainees Appointed (Months of Support)	1 (12)	2 (24)	(0)	1 (12)	1 (12)
Predoctoral Trainees with Disabilities Appointed (Months of Support)	1 (12)	0 (0)	1 (12)	2 (12)	0 (0)
Predoctoral Trainees from Disadvantaged Background Appointed (Months of Support)	0 (0)	0 (0)	0 (0)	0 (0)	1 (12)
Postdoctoral Positions Awarded (Months of Support)	4 (48)	4 (48)	4 (48)	4 (48)	4 (48)
Postdoctoral Trainees With MD Appointed	1	1	2	1	2
Postdoctoral Trainees With MD/PhD Appointed	2	1	1	0	0
Postdoctoral Trainees With PhD Appointed	1	1	0	1	2
Postdoctoral Trainees With Other Degree Appointed	0	DrPH	DrPH	PharmD	0
Postdoctoral Trainees Appointed (Months of Support Used)	4 (48)	4 (48)	4 (48)	3 (38)3	4 (48)
Postdoctoral URM Trainees Appointed (Months of Support)	1 (12)	2 (24)	0 (0)	1 (12)	1 (12)
Postdoctoral Trainees with Disabilities Appointed (Months of Support)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Postdoctoral Trainees from Disadvantaged Background Appointed (Months of Support)	0 (0)	0 (0	0 (0)	0 (0)	1 (12)

[1] One trainee left after 6 months and a second trainee was appointed for the remainder of the year.
[2] One position was not filled.

Arrows indicate information you may already have.

Table 12A. Predoctoral Trainees Supported by This Training Grant (renewals only)

Purpose:

- Evaluation of success of program and utilization of slots

Instructions:

- Explain coding of source of support in footnote
- Renewals begin revising table from previous submission
- Requires summary data

Table 12A.

Table 12A. Predoctoral Trainees Supported by This Training Grant (Renewal Applications Only)

Predoctoral (and MSTP) Trainees (Listed Sequentially by Entering Class)
Enter Source(s) of Support and Academic Year for Each Grant Year

Trainee, Year of Entry Prior Degree & Institution (Mentor – Department / Program)	Grant Year -01 95-99	Grant Year -02 99-00	Grant Year -03 00-01	Grant Year -04 01-02	Grant Year -05 02-03	Grant Year -06 03-04	Grant Year -07 04-05	Grant Year -08 05-06	Grant Year -09 06-07	Grant Year -10 07-08	Title of Research Project or Research Topic	Degree(s) Received (Year)	Current Position and Institution (Grant Support Obtained)
Cox, C., 1994 BA, Cornell Univ. (Jones-Biochem.)	TG	TG	RG	RG/ TG3							Cloning of Human Globin Genes	MD, PhD (2002)	Asst. Prof. Hematology, Rutgers (50% clinical, 50% research, NIH K11)
Smith, J. G., 1995 BS, Iowa State U. (Gordon-MCB)	TG	TG	RG								Structural Studies of Membrane-Bound Proteins	M.S. (2001)	Parke-Davis (Lab. Technician)
Johnson, J., 2002 BPharm, Duquesne (Jacobs-Virology)					TG2	TG	TG	RG	RG		Regulation of EBV Gene Expression	PhD (2007)	Postdoctoral Trainee w/C. Chen, Univ. of CA, Davis
Smolock, Y., 2005 BS, UCLA (Rifkind-Genetics)								UF	UF	TG	Purine Synthesis Mutants in Mammalian Cells		In Training
Thomas, G., 2007 DVM, U. Penn (unassigned)										TG			In Training

Arrows indicate information you may already have.
Columns 2–11. Payroll data
Column 14. NIH RePORT; NSF Award Search;
Alumni Contact

Table 12B. Postdoctoral Trainees Supported by This Training Grant (renewals only)

Purpose:

- Evaluation of success of program and utilization of slots

Instructions:

- Explain coding of source of support in footnote
- Renewals begin revising table from previous submission

Table 12B.

Table 12B. Postdoctoral Trainees Supported by This Training Grant (Renewal Applications Only)

Postdoctoral Trainees (Listed Sequentially by Year of Entry)
Enter Source(s) of Support and Academic Year for Each Grant Year

Trainee, Year of Entry Prior Degree & Institution (Mentor – Department / Program)	Grant Year -01 98-99	Grant Year -02 99-00	Grant Year -03 00-01	Grant Year -04 01-02	Grant Year -05 02-03	Grant Year -06 03-04	Grant Year -07 04-05	Grant Year -08 05-06	Grant Year -09 06-07	Grant Year -10 07-08	Title of Research Project or Research Topic	Degree or Certification (Year) or Other Relevant Outcome	Current Position and Institution (Grant Support Obtained)
Jones, C., 2001 MD, CWRU (Wu-Pharmacology)				PGY 1	PGY 2	TG	TG	PGY 5			Membrane Structures	N/A	Assistant Professor (Dept. Pharmacology) (R01 NIMH)
Rivera, M., 2002 MD-PhD, Yale (Frank-Pharmacology)					PGY 1	PGY 2	TG	TG	CCF	PGY 6	Transdermal Pharmacodynamics	Certificate of Clinical Investigation 2004	Pediatric Resident
Stone, V. 2004 PhD, Harvard (Hahn-Medicine)							TG	TG	RG	RG	Genetic Variation in Fruit Fly Nymphs	N/A	In Training

Arrows indicate information you may already have.
Columns 2–11. Payroll data
Column 14. NIH RePORT; NSF Award Search; Alumni Contact

Submission-Grants.gov

- Compile and upload materials early
  - Biosketches, tables and training plans can run in the hundreds of pages!
- Create a checklist to ensure nothing is missed
- Prepare appendices and bookmark PDF sections

Completed the submission, then what?

- Make sure it uploads into eRA commons completely
- Await reviews
- Possible site visit

Preparing for the Site Visit

Site Visits

- One-day visit
- May ask for additional information during the visit
- Will ask to re-pay you for lunch/breakfast expenses
- Schedule will include visits with senior administration, faculty, students

Just in Time

- NIH is now asking for Just In Time Information for Training Grants
  - Provide updated protocol list for
    - Human Subjects
    - Vertebrate Animals

Essential NIH Websites

NIH Grants Policy Statement
(Revised October 2011)
http://grants.nih.gov/grants/policy/nihgps_2011/index.htm

Especially look at the following parts:

Subpart A, General Terms & Conditions

http://grants.nih.gov/grants/policy/nihgps_2011/nihgps_ch3.htm

Subpart B, Specific Types of Grants (including Training Grants)

http://grants.nih.gov/grants/policy/nihgps_2011/nihgps_ch9.htm

The NIH Grants Policy Statement includes information on trainee period of support, allowable and unallowable costs, stipend levels, and many other policy issues.

Essential NIH Websites

eRA Commons:

https://commons.era.nih.gov/commons/index.jsp

(If you don't have an eRA Commons login ID and password, request this from your Dean's Research Office.)

 Log in to eRA Commons to access your
Notice of Grant Award (NGA).

Your NGA gives the terms and conditions of your unique training grant and provides contact information for your grant's Program Official and Grants Specialist.

Notice of Grant Award

Examples of statements from Notice of Grant Award (NGA):

- This award includes funds to support 12 trainees (144 Trainee Months). The maximum number of trainees that may be appointed without the prior written approval of NIGMS staff is 12 (144 Trainee Months).

- The next non-competing progress report for this grant is due on December 1.

- INFORMATION: This award utilizes as an offset the unobligated balance from the -28 year financial status report in the amount of $110,307.

- Unless this award specifically provides for short-term appointments, it is not the practice of NICHD to accept appointments of less than 12 months duration.

- Postdoctoral trainees with no clinical responsibilities (e.g. Ph.D. degree, M.D. degree with no U.S. board certification) and more than 5 years of postdoctoral research experience (i.e. stipend level 6 or higher) must receive prior approval from the NIDDK before being appointed to an NIDDK training grant. Only in unusual cases will such approval be given.

Trainee Appointments

- An appointment must be no longer than 12 months for the initial period, and no shorter than 9 months.

- Generally at NIH, 1 slot equals 1 person.

- Appointments can start on any date, e.g. August 15, July 1, March 1, but *AVOID END-OF-MONTH START DATES!*

- Use dates that make it easy to remember.

- Trainee and TG Director electronically approve appointment each year via xTrain.

Trainee Terminations

- Trainee, TG Director, and RSP electronically approve Term Form in xTrain only when trainee is NOT immediately reappointed.

- When a trainee is appointed multiple, non-consecutive years *(e.g., 7/1/08-6/30/09, 7/1/09-**6/30/10**, [break], 7/1/11-**6/30/12**):*

  Trainee signs Term Form at end of each <u>non-renewed</u> appointment period *(e.g., Term Form signed on **6/30/10** and on **6/30/12**).*

Trainee Payback Agreement

- Only <u>Postdoc</u> trainees sign the Payback Agreement.

- Payback Agreement is the ONLY trainee form processed on paper. *(Set up the trainee appointment in xTrain, print out the Payback Agreement, get signatures from trainee and director, mail in to NIH.)*

- Keep a copy of the signed Payback Agreement for your own files.

xTrain Basics

- Electronic submission and storage of NRSA appointment forms (PHS 2271), NRSA payback agreement (PHS 6031) and NRSA terminations forms (PHS 416-7).
- Part of eRA Commons
- Required as of January 1, 2011 for
  - T34 (only appt forms)
  - Other Ts (appt, payback, and term forms)
  - Fs (only term forms)
  - R25 and R90 (mostly appt forms)
  - K12, KL2 and KM1 (mostly appt forms)

Getting Started

- Need eRA Commons Account
- Need ASST role in eRA Commons
- PI needs to delegate xTrain authority to you
- xTrain website with information/training, etc.
  http://era.nih.gov/services_for_applicants/other/xTrain.cfm

NIH Appointments

- Pay 100% of stipend authorized by NIH
- For postdocs, stipend is set by number of <u>complete</u> years of postdoc experience
- Stipends are not subject to employment taxes
- Trainees may be need to file taxes quarterly
- Supplementation is allowed
  - Cannot be on federal funds

Training Related Expenses (TRE)

- **What's allowed? (in general)**

  Administrative Salaries Speakers

  Supplies and Equipment Printing Costs

  Allowance for Trainees Expenses

- **NOT ALLOWED (in general)**

  Individual memberships   Individual subscriptions

  Recruiting individuals   Food for meetings

  Computers

- **Documentation is important!**

  Need to have documentation of how money was spent

Rebudgeting of Funds

- **Stipends**

    Can be rebudgeted within tuition and fees

- **Tuition and Fees**

    Can be rebudgeted within stipends

- **Travel**

    Can be rebudgeted anywhere

- **Training Related Expenses including Health Insurance**

    ◦ Can be rebudgeted anywhere

Effort Reporting

- PIs of training grants do need to report effort
- Trainees and trainers typically do NOT need to report effort (exception: trainers who have percent effort listed on the competitive renewal should report that effort)
- Administrators or other employees, who are paid by the training grant, will also need to report their effort.

Annual Progress Reports

- Due 2-6 months prior to next grant year

- Submitted via paper form NIH 2590

- Update human/vertebrate animal protocols

- Update trainer list

- Budget should use amounts anticipated for the next budget year (tuition, health insurance rates, etc.). Stipend rates should be the most current rates announced by NIH.
  *For most awards, the amounts awarded will not be increased from amount awarded in Year 1 except for stipend increases

Annual Progress Reports

- Budget Justification: "Explain any rebudgeting from trainee positions (stipends) into tuition and fees that has occurred in the current budget period, including the number of trainee positions (predoctoral and postdoctoral) and the estimated dollar figure that was rebudgeted during the budget period being reported."

- Narrative on responsible conduct of research training

- Narrative on diversity recruitment activities

- Paragraph on each trainee explaining research and coursework

- New publications includes those by former trainees still in training (Remember PMCID numbers)

- Requires Trainee Diversity Report

- Data Table 12A or 12B

- All Personnel Report is not applicable

Year-End Close Out Procedures for Training Grants

- NIH requires that a FSR (financial status report) be submitted by the awarding institution prior to 90 days after the end of the grant year.

- There will be a shortfall due to tuition charges that will need to be covered by flexible, non-sponsored funds.

- Unliquidated obligations will be calculated

Unliquidated Obligations-Stipends, Tuition, and Indirect Costs

- Grant period: July 1, 2012 -June 30, 2013 (Yr 3 of the grant).

- Trainee appointed on January 1, 2013 for 12 months.

- The whole 12 months of stipend costs are charged to Year 3 of the grant.

- Therefore, the $ for 6 months of stipend plus fringes and tuition (July 1, 2013-December 31, 2013) will be carried over to Year 4 as an unliquidated obligation from Year 3.

GRANT YEAR 3

GRANT YEAR 4
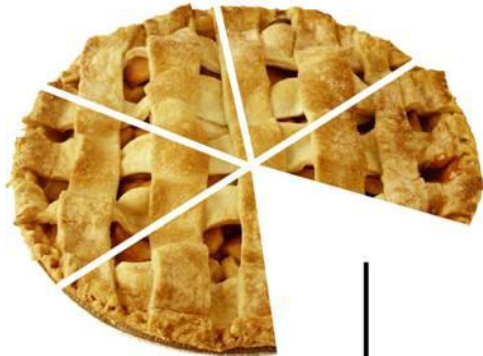
from Year 4

Trainee appointed
6 months into
Grant Year 3

6 months of stipend,
tuition/fees and health
insurance is carried
over into Grant Year 4

50%
Year 4

each slice = 1 slot
(includes tuition/fees, stipend and
health insurance)

50%
Year 3

Questions?

- Jenny Dahlberg (jmdahlberg@wisc.edu)

- Heather Daniels (hdaniels@grad.wisc.edu)

Additional Xtrain slides

- Note these were not discussed due to time restraints, however we have included them for reference.

eRA Commons Navigation

Using xTrain - ASST

- PD/PI Delegates (ASSTs) are brought to the *My Grants* screen when the *xTrain* Tab is selected

If multiple PD/PIs have Delegated xTrain Authority to the same ASST, the ASST must select a specific PD/PI and click Select Profile.

Grant Summary

My Grants

Number	Project Start Date	Project End Date	Program Director	Project Title	Action
T32 GM 0087 5	07/01/2000	06/30/2010	Money, Cher D	BIOTECHNOLOGY TRAINING PROGRAM	View Trainee Roster
T32 MH 31 2008	07/01/2003				View Trainee
T 2 DK 0 5517	07/01/200				

1 - 3 of 3   1

Grant Summary

Project: T32 MH 312008
Title: XTRAIN DEMO TRAINING GRANT
Project Start/End Dates: 07/01/2003 - 06/30/2008

1 - 4 of 4   1

Grant Number	Budget Start Date	Budget End Date	FY	Program Director	Short Term Num Slots	Short Term Num Accepted	Pre Docs Num Slots	Pre Docs Num Accepted	Post Docs Num Slots	Post Docs Num Accepted
1T32MH312008-01A1	07/01/2003	06/30/2004	2003	Money, Cher M.	0	0	1	1	1	1
5T32MH312008-02	07/01/2004	06/30/2005	2004	Money, Cher M.	0	0	2	1	0	1
5T32MH312008-03	07/01/2005	06/30/2006	2005	Money, Cher M.	0	0	2	1	2	1
5T32MH312008-04	07/01/2006	06/30/2007	2006	Money, Cher M.	0	0	2	2	1	2

View Trainee Roster   Back

Numbers displayed reflect paper/electronic actions accepted by NIH AND entered in eRA database. Data entry for paper actions still in progress.

Trainee Roster

Trainee Roster

Appointment/Termination Source:
Paper or Electronic

Action:
2271 Form
Amend 2271
Initiate TN
Term Notice

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	Current Reviewer	View	Action
5T32MH312008-04 (Budget Period: 07/01/2006-06/30/2007) Create New Appointment														
Beaker, Kim Estry	New	2006	07/01/2006	06/30/2007		Yes	PRE-DOC	Pending Agency Review	Electronic			2271: AGENCY	View 2271	- 2271 Form
Beauty, Sleeping	Reappointment	2006	07/01/2006	06/30/2007	06/30/2007	Yes	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	View 2271 View TN View Payback	- 2271 Form - Term Notice
Boys, Beagle		2006	07/01/2006	06/30/2007		Yes	PRE-DOC	Accepted	Paper				View 2271	- Amend 2271 - Initiate TN

Appointment Type:
New
Reappointment
Amendment

Appointment Status:
In Progress PI
In Progress Trainee
Pending Agency Review
Accepted
Terminated

Termination Status:
In Progress BO
In Progress PI
In Progress Trainee
Pending Agency Review
Accepted

View:
View 2271
View TN
View
Payback

Entering Trainees

- Trainees without an eRA Commons account can get an account by:
  - Using registration process through xTrain
  - Those on campus (typically Dean's offices) with SO role can add a new account and assign the trainee role to that account

Trainee Profile

- Once a Trainee account is created, the Trainee must log into eRA Commons and access each of the Personal Profile pages to provide the information used to populate xTrain-related forms.

Appointment Form Flow

Tips-Appointment Form

- If you are reappointing someone from previous year, then you reappoint from within that previous year (don't do new appointment in current year).

- If there is a break of at least one grant period, the trainee must be appointed as a new appointment.

- If reappointing, the old stipend amount shows until the appointment form is saved. Then current stipend amount needs to be entered.

New Appointment

- For Pre-doc Appointments
  - No further action is needed, unless confirmation of permanent residency status is required
- For Post-doc Appointments who have never received prior Kirschstein-NRSA support Only
  - Mail signed original Payback Agreement (6031) form to the awarding NIH Institute
  - Mail confirmation of permanent residency (if needed)

Tips

- Trainee information (address, etc.) for new trainees will not be visible to you until the appt form is accepted by the Agency.

- Note a number of pieces of information is pulled directly from trainee profile. In order to correct these pieces, the trainee needs to correct his/her profile.

- If you use the calendar boxes for length of appt, hit recalculate button to get correct stipend amount.
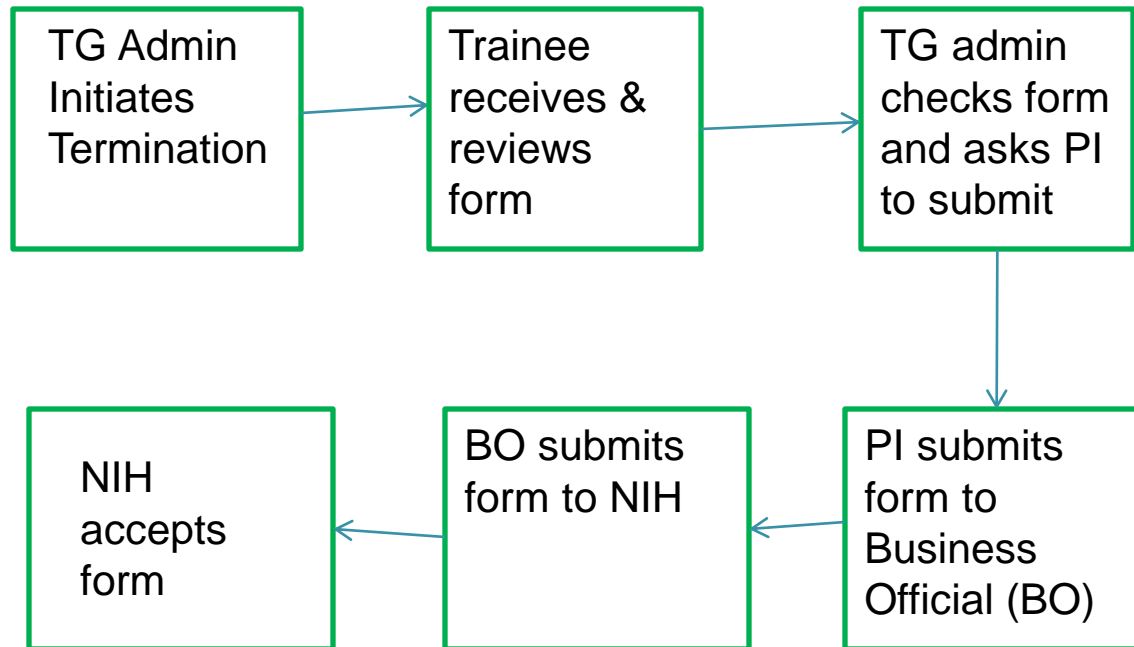
Tips

- Watch for auto forwards. After 14 days forms (appt or term) with the trainee will forward back to the PI OR term will forward to BO from PI.

Amendment

- Once an Appointment is Accepted by Agency, an Amendment is needed to change any of the following items:
  - Name
  - Permanent Mailing Address
- Submit an Amendment as soon as the change occurs
- Follows same process as Appointments

| Boys, Beagle | 2006 07/01/2006 06/30/2007 | Yes | PRE-DOC | Accepted | Paper | | | View 2271 | - Amend 2271 - Initiate IN |

Termination Form Flow

Tips-Termination Form

- Watch for auto forwards. After 14 days forms (appt or term) with the trainee will forward back to the PI OR term will forward to BO from PI.

- If an appointment is ending early, you do not need to submit an amended appointment form.

Additional Actions

- Some actions are available to a user, who is not the Current Reviewer, as long as the form has not been submitted to Agency

  - [Validate] – runs validations & gives errors/warnings
  - [Validate] the previous reviewer can recall a form from the current reviewer

- Accessed via **2271 Form** or **Term Notice** links
  [Recall]

PI Trainee Roster screen

Current Reviewer- Trainee/Kim Beaker

Application Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	Current Reviewer	View	Action
5T32MH312008-04 (Budget Period: 07/01/2006-06/30/2007) Create New Appointment														
Beaker, Kim Estry	New	2006	07/01/2006	06/30/2007		Yes	PRE-DOC	In-Progress Trainee	Electronic			2271: Beaker,Kim Estry	View 2271	- 2271 Form

2271 Form or Term Notice

When to call eRA Commons Help Desk

- Links not appearing
- Routing issues
- Previous support information missing

When to call NIH Institute

- Information issues with previous paper forms that were entered
- Problems with forms either submitted or accepted by Agency

Help from NIH & Campus

- xTrain Web Page: look under xTrain and Quick Reference Sheets, Animated Online Tutorials and PowerPoint Presentations
http://era.nih.gov/training_career/index.cfm

- eRA Commons Help Desk

Hours: Mon–Fri, 7 a.m. – 8 p.m. Eastern

Web: http://itservicedesk.nih.gov/eRA/

Toll-free: 1-866-504-9552