

Memo from Alison Hall

November, 2009

(this note is open to the public, while other sites may be password protected).

Blue public websites

Red our GE files, posted on GE Faculty Resources

NIH Institutional Training Grant Preparation

This information is intended to provide general orientation for preparation of a standard NIH T32 training grant application. None of this information is intended to replace any NIH guidelines, nor should material be simply cut and pasted into a new application. This is a resource and guide to help CWRU faculty and staff identify resources and complete a strong application.

Electronic submission: Announcing the Transition of Institutional Training and Institutional Career Development Programs to Electronic Submission for due dates on/after January 25, 2010. Funding Opportunity Announcements (FOAs) for these programs are being updated and are expected to be posted by November 25, 2009. Applicants will need to access the applicable FOA after that date to obtain the appropriate application package and instructions.

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-008.html>

What's here:

- I. Note to CWRU Administrators preparing a TG (data tables, narrative).
- II. NIH sites of interest (Program Announcements, Transition to Electronic submission)
- III. Institute-Specific Sites
- IV. NIH policies of interest (Stipend, Tuition, Parental Leave)
- V. Post-award NIH forms

I. Note to CWRU Administrators preparing a TG

The Graduate Education Office would like to help with your TG application. We have assembled a number of resources that we update and post on the Faculty Resources site to help with your applications and we will also provide specific help as you need it. Please read through this note, and meet with us well before the deadline so we can work together to collect information as quickly and easily as possible.

The first step will be to learn from the PI who the faculty trainers are, and for competing renewals, the names of current and previous trainees. You will also need to know which Institute you will be submitting to. Submission deadlines and institute specific instructions are located at http://grants.nih.gov/grants/guide/contacts/pa-06-468_contacts.htm. Begin to assemble your data at least 3 months before the application is due, **BEFORE the PI has gotten into details of writing the grant.**

Your PI should feel comfortable speaking with the Training Director and/or the SRO of the study section that will review the training proposal. Neither of these folks actually reviews the grant, but each has a wealth of knowledge about what is important to the reviewer and to the NIH: Use them!

As an administrator, your work will greatly assist the PI in preparation of these large grants. You will complete the data-laden Training Grant Tables that serve as appendices for the grants. Just like a scientific paper, you want to complete the data before writing it up!

NIH Training Grants contain 12 data tables. ****NOTE:** The 11/2007 T32 instructions now specify a standard set of data tables to be included, regardless of the proposal's designated institute – see link below.

The GE Office will provide a large number of **pre-populated basic Data Tables** that you can use as a foundation before you get updates from faculty trainers. **We recommend that you check over these tables INITIALLY and send updates to GE using Word Track Changes. Then, we will then re-run the tables for you so that you can send these to faculty for further updates.** This should decrease the burden on the faculty, use your time more effectively and help keep the database current.

Instructions and Forms: Application Forms and Instructions for Submissions beginning Jan 1, 2010 have been restructured. <http://grants.nih.gov/grants/guide/notice-files/not-od-09-149.html> Shorter page limits and alignment of application with review criteria, in general, do not currently apply to T, D43, D71, R25 and K12 applications. However, new applications will be uploaded/linked to ALL active FOAs grants in December 2009 for; please be sure to return to your FOA and download the new application package.

The newly revised PHS 398 instructions and forms for NIH NRSA T32 institutional training grants will be dated June 2009. See the "Introduction to Data Tables", "Instructions for Data Tables", "Sample Data Tables", and "Blank Data Tables" on the PHS 398 Grant Application Instructions and Forms Files web page. The instructions and downloadable PHS 398 forms are found at <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Please contact your Program Officer to double check the Institute's specific table format and confirm submission date.

1. Please look at the Graduate Education Training Grant Resources website <http://casemed.case.edu/gradprog/resources.cfm> for many helpful files described below. It is password-protected with your case user id/password. If you cannot enter the site, please contact our administrator, Shilpa Casula shilpa@case.edu for access.

Training Grant Resources contains materials that will help your PI prepare background information on the School and its programs, and that will help you with several of the tables. You may wish to bring several of the narrative files to the PI's attention:

Narrative Components of the Grant Body for the PI. Every training grant requires some background information on the Institution, Programs, etc. and much of the narrative components can be found on our **Training Grant Resources Webpage** <http://casemed.case.edu/gradprog/resources.html>. The PI will need to develop program-specific emphasis.

You may also wish to direct the PI to existing narratives on diversity recruitment and retention (**Diversity Efforts**), career development offerings (**Postdoctoral Professional Development** and

Graduate Student Professional Development), time to degree analysis, rankings, descriptions of facilities, responsible conduct, etc. that will assist in preparation of the text.

2. Prepare List of Participating Faculty Members (Trainer List). This is a good first step. This will be specific to your TG. Most research interests can be culled from the [BSTP program faculty descriptions](http://www.case.edu/med/BSTP/faculty.html) (<http://www.case.edu/med/BSTP/faculty.html>)

Alternatively, you/ your PI may wish to use the interactive search tool on the Graduate Education website (“[search faculty research](https://casemed.case.edu/SearchFacultyInfo/),” lower right, <https://casemed.case.edu/SearchFacultyInfo/>) to identify CWRU faculty for consideration in any particular grant. This tool allows you to find any faculty person who is working in an area of interest, along with contact information and research publications. This site is updated from Dan Anker’s Faculty files and thus should be reasonably accurate as to appointment.

3. Begin to collect NIH biosketches from participating faculty, and update recent publications, if not already done. *Please* take a moment to look at the end of the biosketch—if it does not include papers from the current and previous year, go to the [Pubmed](http://www.ncbi.nlm.nih.gov/pubmed/) and download the relevant papers for that PI and add to biosketch (<http://www.ncbi.nlm.nih.gov/pubmed/>). Also, if the biosketch is not in chronological order, *change it!* Put the biosketches in a folder on your desktop, but do not wait to get all biosketches before continuing forward.

(NOTE: PMCIDs should be listed for publications that have them; this is NOT the same as PMID. To find PMCIDs in PubMed: when articles are in the “Summary” view – select articles you want to copy and paste; in the “Send to” drop down box on the far right, select “Text”; you will have a list of plain text of all the selected publications---any pubs assigned a PMID will have the PMID listed. If PMID is known, use the converter <http://www.ncbi.nlm.nih.gov/sites/pmctopmid> to get the correct PMID)

4. Contact Malana Bey in Graduate Education (mcb19@case.edu; 5655) who will pre-populate most of the data tables based on your Trainer List.

Pre-populated tables to be provided are in BOLD and have data sources listed. Additional information may be available upon request – please ask and we will work with you to provide what we can!

5. Other information resources:

IACUC protocol numbers - email with final trainer list to get protocol #s and expiration dates

Theresa Bridges (CWRU) tdb3@case.edu

Jodi Kiss (CCLCM/CCF) kissj@ccf.org

IRB numbers – University Research Compliance office lists all IRB offices and contacts –

<http://ora.ra.case.edu/research/orc/>

Table 1. Membership of Participating Departments/ Programs.

Data sources: SOM Faculty Affairs; Postdoctoral Affairs Office; Student Information System/ DataWarehouse.

We use the **Number of Full and Part Time SOM Faculty by Department** provided annually by Faculty Affairs for the Number of Faculty Members (*NOTE: Faculty are counted by their PRIMARY appointments; full-time faculty numbers only; UH, CCF, UHMC, SOM sites are listed combined, but separate numbers can be provided). The Number of Trainees, postdoctoral include Postdoctoral Fellows, Scholars and Research Associates per Department.

Number of trainees funded by any training grant is calculated according to graduate program for predocs and base department for postdocs (EX: Genetics Predoc on any T32 grant will be counted under Genetics, although Mentor might be based in clinical department.)

Several of the other numbers required will be specific for your grant, and some may require additional contact to the dept administrator (to learn the number supported by any NIH training grant).

Table 2: Participating Faculty Members.

Data sources: TG Admin/Director; SOM Faculty Affairs; faculty members

Table 3. Institutional Training Grant Support Available to Participating Faculty Members.

Data sources: TG Admin/Directors; NIH rePORT; CWRU OSPARS
(Current T32 and R25–K12-D43-U2R grants are included)

The number of slots on a grant may differ from that requested, and the final number appears on the Notice of Award. Faculty trainers can also change between submission cycles. It would help the GE office if we could receive a copy of TG progress reports to update these files.

Table 4. Grant and contract support of the participating faculty members. The GE office does not have this information directly, but you can find most of it if you collect recent and current funding from participating faculty, also called “Other support.” There are several additional resources.

The Office of Research Administration posts sponsored projects at Case over the last 3-5 years on [PADS](#). This site can be used to find foundation support (<https://ora.ra.cwru.edu/pads4/>). The PADS site can be searched by PI or Department. To get access to PADS, contact administrators listed on PADS log-in page.

What faculty/postdocs/students have NIH Grants/Fellowships?

You may wish to look at NIH RePORT <http://projectreporter.nih.gov/reporter.cfm> for the current and historical National Institutes of Health grants for PIs and trainees.

Veteran’s Administration Contact – (VA funding information) Neal Peachey neal.peachey@case.edu

Table 5. Pre- and Postdoctoral trainees of participating faculty members (Past and Current)/academic inst/current position.

Based on List of Trainers provided by TG Admin/Director

Data Sources: SIS/DataWarehouse, Commencement book, Department Admin (for mentor names); current position and contact information is often searched for manually via online search engines, date stamped, and then confirmed by Dept Admin. These are constantly changing data so updates are greatly appreciated.

We suggest you get a print-out of the table, ask faculty to revise and send updates to the Graduate Education office in Word format mcb19@case.edu.

Table 6. Publications of Research Completed by trainees.

Data Sources: PubMed (<http://www.ncbi.nlm.nih.gov/PubMed/>) PubMed feeds our database automatically; we cull publications that we know are not correct in such a way that the next PubMed feed will know to skip those publications and not import them again. (Searches used are “Smith JA, Cleveland”; “Smith JA AND MentorLastName JA”) Updates and corrections from TG directors/admin are very useful.

(NOTE: When editing this table: PMCID should be listed for publications that have them; this is NOT the same as PMID. To find PMCIDs in PubMed: when articles are in the “Summary” view – select articles you want to copy and paste; in the “Send to” drop down box on the far right, select “Text”; you will have a list of plain text of all the selected publications---any pubs assigned a PMCID will have the PMCID listed.)

Table 7a. Admissions and Completion Records for Participating Departments/ Programs five years.

Data Sources: BSTP database, MSTP database, SIS/DataWarehouse (Grad Studies)
This information is updated for the current recruitment cycle in April.

Table 7b Admissions and Completion records for Postdocs.

Data Sources: Post-Doc TGs, Postdoctoral Affairs Office

This type of information on Postdocs is not always available – you may have to contact department administrators directly to fill in missing info.

Table 8A Qualifications of Recent Predoctoral Applicants.

Based on departments/programs of trainees and cohort listed in table 5. Data is for most recent entering Fall class.

Data Sources: BSTP database, MSTP database, SIS/DataWarehouse (Grad Studies)
Updated every April for previous Fall semester applicants/matriculants. Averages are calculated in Database program.

Table 8b Qualifications of Recent Postdoctoral Applicants

Based on departments/programs of trainees and cohort listed in table 5.

Data Sources: Post-Doc TGs, Postdoctoral Affairs Office. Averages are calculated in Database program.

This type of information on Postdocs is not always available – you may have to contact department administrators directly to fill in missing info.

Table 9A. Qualifications of the Current Predoctoral Trainees associated with the TG

Based on departments/programs of trainees and cohort listed in table 5.

Data Sources: BSTP database, MSTP database, SIS/DataWarehouse (Grad Studies)

Table 9B. Qualifications of the Current Postdoctoral Trainees associated with the TG.

Based on departments/programs of trainees and cohort listed in table 5.

This type of information on Postdocs is not always available – you may have to contact department administrators directly to fill in missing info.

Table 10. Admissions completion records for underrepresented minority trainees on TG

Based on departments/programs of trainees and cohort listed in table 5.

Data Sources: SIS/DataWarehouse, Postdoctoral Affairs Office

Table 11. Appointments to the TG for each year of the past Award. While our office is beginning to collect this information as appointment and termination forms are submitted to us by TG admin and directors, we are currently unable to produce this table.

Table 12A. Predoctoral Trainees supported by this TG. Sources of Support, Title of Research Project, Degree earned year, current position and grants earned.

Data Sources: SIS/DataWarehouse, Commencement book, Department Admin, TG Admin

Current Source of Support may not always be available.

Table 12B. Postdoctoral Trainees supported by this TG. Sources of Support, Title.

Data Sources: Post-Doc TGs, Postdoctoral Affairs Office

This type of information on Postdocs is not always available – you may have to contact department administrators directly to fill in missing info.

II. NIH grant info on NIH sites (Program Announcements, Electronic Submission transition)

Program Announcements

National Research Service Award (NRSA) Institutional Research Training Grants (T32) as PA-08-226 <http://grants.nih.gov/grants/guide/pa-files/PA-08-226.html>

Ruth L. Kirschstein National Research Service Award Short-Term Institutional Research Training Grants (T35) as PA-08-227 <http://grants.nih.gov/grants/guide/pa-files/PA-08-227.html>

Transition dates -- from paper to electronic submission:

http://era.nih.gov/ElectronicReceipt/files/electronic_submission_timeline_08.pdf

K awards except K12: February 12, 2009

F awards (Individual NRSA Fellowships): April 8, 2009

Training (T&D) and K12 Career Awards: September 25, 2009

III. Institute-Specific Supplemental instructions. Tables of data (e.g., faculty mentors, applicant pools, trainees, etc.) to be included with the PH 398 training grant application may vary depending upon the sponsoring institute. Institute-specific instructions and deadlines for T32s may be found at:

http://grants.nih.gov/grants/guide/contacts/pa-06-468_contacts.htm ; some are also listed below.

NCI <http://www.cancer.gov/researchandfunding/training/T32/page2>

NCI T32 FAQ <http://www.cancer.gov/researchandfunding/training/T32/page6>

NHLBI <http://www.nhlbi.nih.gov/funding/policies/t32/index.htm>

NHLBI T32 FAQ <http://www.nhlbi.nih.gov/funding/policies/t32/t32faqs.htm>

NIA <http://www.nia.nih.gov/GrantsAndTraining/TrainingGrantPolicies.htm>

NIAID http://www.niaid.nih.gov/ncn/training/default_training.htm

NIBIB <http://grants.nih.gov/grants/guide/notice-files/NOT-EB-07-005.html>

NIGMS <http://www.nigms.nih.gov/Training/>

NIGMS Predoctoral T32 info <http://www.nigms.nih.gov/Training/InstPredoc/>

NIGMS Special Requirements

<http://www.nigms.nih.gov/Training/InstPredoc/PredocTrainingDescription.htm#special>

NIGMS Postdoctoral T32 training grant information

<http://www.nigms.nih.gov/Training/InstPostdoc/>

NIMH <http://www.nimh.nih.gov/researchfunding/training.cfm>

NIMH Areas of interest: <http://grants1.nih.gov/grants/guide/notice-files/not-mh-05-001.html>

Jointly Sponsored Ruth L. Kirschstein National Research Service Award Institutional Predoctoral Training Program in the Neurosciences <http://grants.nih.gov/grants/guide/pa-files/PAR-08-101.html>

NINDS <http://www.ninds.nih.gov/funding/t32.htm>

NINDS Supplement http://www.ninds.nih.gov/funding/NINDS_T32_Supplement.doc

IV. NIH Policy Issues of Interest:

Stipends: NIH announces that the FY 2008 stipend levels for undergraduate, predoctoral and postdoctoral trainees and fellows remains the same as what was in effect for FY 2007 and FY2006. See <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-057.html> and <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-08-036.html>.

Tuition / Fees / Health Insurance Policy:

New pilot funding policy for competing awards issued in NIH FY 2007 and FY 2006: NIH issued a "Notice of New NIH Policy for Funding of Tuition, Fees, and Health Insurance on Ruth L. Kirschstein National Research Service Awards" on August 4, with a clarification revision on August 18, 2006 <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-093.html>. The pilot of the new funding policy applies to all new and competing-continuation (renewal) mechanisms that utilize NRSA authority, e.g., NRSA institutional research training grants (T32, T34, T35 and the NRSA component of T90) and competing individual fellowships (F30, F31, F32, F33) awarded beginning in FY 2007. The policy also applies to institutional research training grants that received competing awards in FY 2006 (NIH will reformulate FY 2007 funds for these awards according to the new policy). This new funding policy is a pilot that will be evaluated in early FY 2010. The final policy is expected to be issued by July 2010 and applied to competing awards made in FY 2011. See also "Questions and Answers Related to NOT-OD-06-093, Frequently Asked Questions" http://grants.nih.gov/training/q&a_not-od-06-093.htm.

The Tuition / Fees / Health Insurance policy that applies to all other noncompeting continuation awards (i.e., new and competing renewals awarded prior to NIH FY 2006) will continue to follow the policy that was in effect at the time of those competing award http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPs_Part10.htm#Tuition_and_Fees.

Revised NIH Parental Leave Policy for the Ruth L. Kirschstein NRSA Awards (NOT-OD-08-064), effective April 10, 2008. The revision is: "This notice revises the parental leave policy for the Ruth L. Kirschstein National Research Service Awards (NRSA). Current NRSA policy allows trainees on institutional research training grants (T32, T34, T35, and the NRSA component of T90), and fellows on individual research training fellowships (F30, F31, F32, and F33) to receive stipends for up to 30 calendar days of parental leave per year for the adoption or the birth of a child. Effective immediately, NIH is revising the policy as follows: Trainees and fellows may receive stipends for up to 60 calendar days (**equivalent to 8 work weeks**) of parental leave per year for the adoption or the birth of a child when those in comparable training positions at the grantee organization have access to this level of paid leave for this purpose. Either parent is eligible for parental leave. The use of parental leave must be approved by the training Program Director." <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-064.html>

Frequently Asked Questions (FAQ)

NRSA Training Grants Frequently Asked Questions (FAQ)

http://grants2.nih.gov/training/faq_training.htm

New NRSA Training Grant Tuition/Fees/Expenses/Health Insurance policy FAQ:

http://grants.nih.gov/training/q&a_not-od-06-093.htm

NCI T32 FAQ <http://www.cancer.gov/researchandfunding/training/T32/page6>

NHLBI T32 FAQ <http://www.nhlbi.nih.gov/funding/policies/t32/t32faqs.htm>

NIH Roadmap <http://nihroadmap.nih.gov/>

Frequently Asked Questions (FAQ) <http://nihroadmap.nih.gov/faq.asp>

V. Post Award

Training forms: <http://grants2.nih.gov/grants/forms.htm#training> Includes

Statement of Appointment – send directly to NIH Institute; copies to OSPA, GE

Individual Fellow Activation Notice

Termination Notice – send original to OSPA spadocs@case.edu for signature; copy to GE

Payback Agreement

Annual Payback Activities Certification

Last updated: 11/17/2009