

NIH NRSA Training Grants Quick Reference Guide

Overview: What is a training grant?

The overall goal of the NIH Ruth L. Kirschstein National Research Service Award (NRSA) program is to help ensure that a diverse pool of highly trained scientists is available in appropriate scientific disciplines to address the Nation's biomedical, behavioral, and clinical research needs. In order to accomplish this goal, NRSA training programs are designed to train individuals to conduct research and to prepare for research careers. More information about NRSA programs may be found at the [Ruth L. Kirschstein National Research Service Award \(NRSA\)](http://www.fda.gov/oc/ohrt/ruth-l-kirschstein-national-research-service-award-nrsa) website. Research training activities can be in basic biomedical or clinical sciences, in behavioral or social sciences, in health services research, or in any other discipline relevant to the NIH mission.

Institutional NRSA programs allow the Training Program Director/Principal Investigator (Training PD/PI) to select the trainees and develop a program of coursework, research experiences, and technical and/or professional skills development appropriate for the selected trainees. Each program should provide high-quality research training and offer opportunities in addition to conducting mentored research. The grant offsets the cost of stipends, tuition and fees, and training related expenses, including health insurance, for the appointed trainees in accordance with the approved NIH support levels.

Resources: <https://researchtraining.nih.gov/>

General Program Announcement: <https://grants.nih.gov/grants/guide/pa-files/PA-16-152.html>

Stipend Levels: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-134.html>

Data Tables Intro: http://grant.nih.gov/grants/funding/datatables/datatables_intro.pdf

Predoctoral Stipends (use for both NRSA T32 and F31/F30 awards)	FY17	FY16	New Data Tables (applications submitted 5/25/2016 or later)
	as of	10/1/2016	
Postdoctoral Stipends (Years of Experience)			Table 2. Participating Faculty Members
0	\$47,484	\$43,692	Table 3. Federal institutional research Training grant and related support available to Participating faculty members
1	\$47,844	\$45,444	Table 4. Research support of participating faculty members
2	\$48,216	\$47,268	Table 5. Publications of those in training (5A. Predoctoral 5B. Postdoctoral)
3	\$50,316	\$49,152	Table 6. Applicants, Entrants, and their Characteristics for the past five years (6A Predoctoral, 6B Postdoctoral).
4	\$52,140	\$51,120	Table 7. Appointments to the training grant for each year of the current project period (Renewals/Revisions Only)
5	\$54,228	\$53,160	Table 8. Program Outcomes. 8A Predoctoral, 8B Short-term, 8C. Postdoctoral, 8D. Undergraduate)
6	\$56,400	\$55,296	
7+	\$58,560	\$57,504	

Application Components: Application guide (select T guide): <https://grants.nih.gov/grants/how-to-apply-application-guide.html#inst>

Training Program Plan (25 pages): Courses, curriculum, seminars, training components, individual development plans, all things programmatic. Responsible Conduct of Research (Ethics), Progress Report (renewals only), Budget, Appropriate Data Tables, PI/PD(s) and all faculty Trainer Biosketches, Letters of Support, Project Summary/Abstract, Project Narrative, Bibliography & References Cited, Facilities & Other Resources, Equipment, List of Protocols (Human IRB, Animal, Biosafety, Human Embryonic stem cells), Select Agent protections (if applicable), Appendix (note new restrictions!)

Application budget: should contain stipends, training related expenses, tuition and fees requested, travel and indirect costs for all five years of the competitive proposal.

Annual Progress Report Checklist (RPPR):

Within eRA commons: once delegated by PI, initiate RPPR from status look-up for the upcoming year. Then move to RPPR tab within Commons to work within the RPPR sections.

Section A. Cover Page: most data pre-filled from Commons but confirm dates, title, etc and Administrative Official and Signing Official. Save often, and before navigating between sections.

Section B. Accomplishments:

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B.1 WHAT ARE THE MAJOR GOALS OF THE PROJECT? (For the first RPPR of the 5 year cycle, you will need to load this-should match competitive renewal goals). Subsequent years pre-load the same text where you are unable to change this information.

B.1.a Have the major goals changed since the initial competing award or previous report? (Answer yes/no); If yes, prior approval documentation for major changes will be required.

B.2 WHAT WAS ACCOMPLISHED UNDER THESE GOALS? Load files: Summary of overall T32 accomplishments (recruiting, overall outcomes), Summary of Underrepresented minority (URM) recruiting activities for past grant year.

B.4 WHAT OPPORTUNITIES FOR TRAINING AND PROFESSIONAL DEVELOPMENT HAS THE PROJECT PROVIDED? (merge all below into single PDF to load into section).

1. Trainee diversity report: <https://grants.nih.gov/grants/funding/2590/traineediversity.pdf>
2. Individual trainee progress summaries (courses, presentations, past appointed trainee updates).
3. Table 8A Predocs (include parts I and IV); Table 8C Postdocs (include part I; degree-seeking postdoc programs should include Part IV as well).

B.6 WHAT DO YOU PLAN TO DO DURING THE NEXT REPORTING PERIOD TO ACCOMPLISH THE GOALS? (Enter paragraph identifying next budget period plans, highlighting any anticipated changes or events).

Section C. Publications/products: Are there papers associated with this funding (yes/no) If Yes, select all publications that are related to the T32 you are reporting on. If publications are non-compliant for PMCID, your grant will be held up. If publications are not listed on the list to select from, ask PI to update his/her MyNCBI listing with trainee publications.

Section D Participants.

D.1 WHAT INDIVIDUALS HAVE WORKED ON THE PROJECT?

(Enter the common name of only the faculty director, or other faculty listed on the competitive renewal as “key persons”—do not list all trainees or trainers. Enter months of effort for only the “key persons” (rounded to nearest whole month) and enter regardless of whether or not the Key persons received pay on the grant.

D.2 PERSONNEL UPDATES (only applies to Key persons, not trainees or trainers)

D.2.a Level of Effort: Will there be, in the next budget period, either (1) a reduction of 25% or more in the level of effort from what was approved by the agency for the PD/PI(s) or other senior/key personnel designated in the Notice of Award, or (2) a reduction in the level of effort below the minimum amount of effort required by the Notice of Award? (Answer Yes/No; if Yes, load justification regarding the change.)

D.2.b New Senior/Key Personnel: **Are there new training faculty?** (Yes/No) If yes, follow the prompt and load all biosketches collated into one PDF.

D.2.c Changes in Other Support: Has there been a change in the active other support of senior/key personnel since the last reporting period? (**Only load changes for PI/PD or others named as key in the competitive submission**).

G. SPECIAL REPORTING REQUIREMENTS

G.1 SPECIAL NOTICE OF AWARD TERMS AND FUNDING OPPORTUNITIES ANNOUNCEMENT REPORTING REQUIREMENTS (check NOA)

G.2 RESPONSIBLE CONDUCT OF RESEARCH—required to report on annually appointed trainee activities to meet ethics requirements.

G.10 ESTIMATED UNOBLIGATED BALANCE

G.10.a Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total approved budget? (Yes/No). If yes, explain reason for unobligated balance.

Section H. BUDGET—Select: PHS 398 TRAINING BUDGET

- A. Enter number of full time slots requested (predoc/postdoc or short term, etc). Enter the total amount of stipends requested and all actual tuition costs expected.
- B. Other direct costs: enter any requested Trainee Travel, Training related expenses (TRE)—both health insurance and remaining costs. Each predoc slot is allotted \$2000 for health insurance out of \$4200 allocated. Postdocs are allocated \$8850 for TRE-of which \$4000 is allocated for health insurance.
- C. Total Direct Cost requested (sum A and B)
- D. Indirect Costs (use 8% MDTC-the base should not include tuition).
- E. Total direct and indirect costs (sum C and D)
- F. Load detailed **budget justification** indicating how many slots you are requesting, especially documenting any changes that were not anticipated on the NOA from the prior year.

When finished, save complete PDF copy of RPPR for your records. PI/PD must route the complete RPPR within eRA commons to an authorized institutional official, who then submits the RPPR to NIH.

Responsible Conduct of Research Resources:

<https://oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-research-training>

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>

<https://grants.nih.gov/grants/guide/notice-files/NOT-RR-11-005.html>

Annual Closeout:

Work with RSP postaward accountant to review charges for stipend, travel, tuition and determine if obligation of stipends, health insurance and tuition are needed. Stipend rates should match budget year awarded amounts. Travel costs should occur within both the budget and appointment periods. Review of allowable charges per NIH Grants Policy Statement: <https://grants.nih.gov/grants/policy/nihgps/nihgps.pdf>

Xtrain Appointments and Terminations: https://era.nih.gov/services_for_applicants/other/xTrain.cfm

Xtrain Tips:

- ✓ If you are reappointing someone from previous year, then you reappoint from within that previous year.
- ✓ If there is a break of at least one grant period, the trainee must be appointed as a new appointment.
- ✓ If reappointing, old stipend amount shows until appointment form is saved. Then current stipend amount needs to be entered.
- ✓ If trainee corrects or adds information in their profile after an appointment form is created, it will not be visible to you until the appointment form is accepted by Agency.
- ✓ Info is pulled directly from trainee profile. In order to correct this information, the trainee needs to correct his/her profile.
- ✓ UW Business Official (BO) is Kathleen Sielaff
- ✓ Watch for auto-forwards. After 14 days forms (appointment or term forms) with the trainee will forward back to the PI or term will forward to BO from PI (without signature). It is best to tell PI to ignore xTrain e-mails until administrator tells PI to sign.
- ✓ Explain processes to Trainee via email on the side and prompt them at each step.

Budget Example #1: 4 Predoc Slots July 1, 2017 to June 30, 2018 Budget period

Stipends: 4 slots x \$23,844 = **\$95,376**

Training Related Expenses (TRE): Health insurance: 23.0% x stipends = \$21,936 plus \$2200 per trainee x 4 = **\$30,736**

Travel: \$1,000 x 4 slots = **\$4,000**

Tuition: 2 predoc's non-dissertators, non-WI residents: https://registrar.wisc.edu/tuition_&_fees.htm

Summer 2017 Semester: 2 credits Graduate career: \$3,171.42 x 2 slots = \$6,343

Fall 2017 Semester: 8+ credits Graduate Career: \$12,657.32 x 2 slots = \$25,315

Spring 2018 Semester: 8+ credits Graduate Career: \$12,657.32 x 2 slots = \$25,315

Annual total for 2, non-dissertators, non-resident slots: \$56,973

2 predoc's dissertators, non-WI residents:

Summer 2017 Semester: 3 credits Dissertator career: \$2,245.59 x 2 slots = \$4,491

Fall 2017 Semester: 3 credits Dissertator Career: \$2,279.58 x 2 slots = \$4,559

Spring 2018 Semester: 3 credits Dissertator Career: \$2,279.58 x 2 slots = \$4,559

Annual total for 2, dissertator, non-residents slots: \$13,609

Total Annual Tuition request reported to NIH in RPPR: **\$70,582**

Likely award: max of \$16,000 per slot (2 non-dissertators) = \$32,000 plus

60% of requested amount (2-dissertators) = \$8,165 TOTAL award \$40,165

Grand total direct cost: \$200,964

Indirect costs (base excludes tuition--\$200,964-\$70,582 = \$130,112 base x 0.08% = \$10,409 indirect cost

Total award request: \$211,373

Budget Example #2: 4 Postdoc Slots (non-degree seeking) July 1, 2017-June 30, 2018 Budget Period

Stipends: 4 slots: 2 slots with 0 years' experience, 2 slots with 2 years' experience:

2 slots x \$47,484 (0yr exp) = \$94,968

2 slots x \$48,216 (2yr exp) = \$96,432

Total: \$191,400

Training Related Expenses (TRE): Health insurance: 16.5% x stipends = \$31,581 plus \$4850 per trainee x 4 = **\$50,981**

Travel: \$1,000 x 4 slots = **\$4,000**

Tuition: None in this example. *Often Postdocs may need to enroll as special students for ethics course requirements.*

Grand total direct cost: \$246,381

Indirect costs (base excludes nothing) x 0.08% = \$19,710 indirect cost

Total award request: \$266,091