Symposium for Research Administrators

University of Wisconsin-Madison
September 13th, 2017
Crash Course in NIH Training Grant Administration

Jenny Dahlberg, School of Veterinary Medicine
Mallory Musolf, Neuroscience Training Program, SMPH
Today’s Goals

• High level overview of Training Grant administration
• Learn what makes a training grant different to other sponsored programs/awards
• Locate and interpret instructions T32 grant
• Manage the appointments and financials of a T32 award
• Learn sections for annual progress reports (RPPR)
• Understand where to find resources to aid in the administration of T32 programs.

More training coming soon on campus! SMPH RAN 9/19 Room 4201 HSLC 9am-10:30am
Agenda

- Introductions/Overview
- Preaward (15mins)
  - Application process and content
  - Budget
  - Data Tables
- Award management (15mins)
  - Xtrain
  - Accounting
  - Progress reports
- Postaward (10mins)
- Questions (5mins)
Introductions

• Name
• Prior experience with training grant?
• One personal expectation for today’s workshop

• Name something you think might be different about Training Grants compared to research grants?
National Research Service Awards

What are they?

• NRSA awards support the training of biomedical, behavioral, and clinical researchers through individual pre- and postdoctoral fellowships, and institutional research training grants.

Program purpose?

• Ensuring that a diverse pool of highly trained scientists is available in adequate numbers and in appropriate research areas to carry out the Nation’s biomedical, behavioral, and clinical research agenda.
Research Training and Career Development Timeframe

**Research Awards**

- Pre-Bac
- GRADUATE/ MEDICAL STUDENT
- POST DOCTORAL
- EARLY CAREER
- MIDDLE CAREER
- SENIOR CAREER

**‘Informal’ Training and Career Development**

- Small Grant (R03)
- Research Project Grant (R01)
- Exploratory/Development Grant (R21)

**‘Formal’ Training/Career Awards**

- Pre-Bac Institutional Training Grant (T34)
- Predoctoral Institutional Training Grant (T32)
- Predoctoral Individual NRSA (F31)
- Predoctoral Individual MD/PhD NRSA (F30)
- Postdoctoral Institutional Training Grant (T32)
- Postdoctoral Individual NRSA (F32)
- NIH Pathway to Independence (PI) Award (K99/R00)
- Mentored Research Scientist Development Award (K01)
- Mentored Clinical Scientist Development Award (K08)
- Mentored Patient-Oriented RCDA (K23)
- Mentored Quantitative RCDA (K25)
- Independent Scientist Award (K02)
- Midcareer Investigator Award in Patient-Oriented Research (K24)
- Senior Scientist Award (K05)
T32 NIH NRSA Training Grant

Purpose:
Enable institutions to make NRSA awards available to individuals selected by them for predoctoral and postdoctoral research training in specified shortage areas.

Goal:
Prepare qualified predoctoral and/or postdoctoral trainees for careers that have a significant impact on the health-related research needs of the Nation (specified areas of biomedical, behavioral and clinical research).

Typically, Full-term 12 month appointments; programs can consist of Predocs, Postdocs, or combination. Awards for Undergraduates, pre-doctoral and post-doctoral students (depending on length of training, and type of trainee, the grant opportunity may be T32, T34, T35, etc)
Citizenship and Degree Requirements

Citizenship:
Must be a Citizen, non-citizen national, or lawfully admitted for permanent residence at time of appointment

Degrees:
**Predoctoral:** Must have a BS degree and be enrolled in doctoral program leading to PhD or equivalent, or dual research/clinical doctorate such as the MD/PhD

**Postdoctoral:** Must have a PhD or MD or comparable doctoral degree from an accredited domestic or foreign institution
NRSA Limitations

Duration of Support:

• Predoc: 5 years*
• Postdoc: 3 Years
• Aggregate limits apply: any combination from individual (F Awards) and/or institutional awards

• Exceptions:
  • Physicians/Clinicians (*combined-degree F30 allows 6 years)
  • Interruptions (break in service)
Components to the Application are very different to typical NIH grants.

**Scored Review Criteria:**

- Training Program and Environment
- Training Program Director/Principal Investigator
- Preceptors/Mentors
- Trainees
- Training record

**Specific NIH-Training data tables** must be used for competing applications and non-competing progress reports. Tables are designed to provide NIH and reviewers clear data about the program in consistent fashion.
Getting ready to apply

1. Make a timeline (4-6 months prior to submission)

2. Organize your resources:
   - Application guide with instructions
   - Program announcement
   - Table instructions

3. Personnel to assist with application preparation
   Data collection, organization and table preparation

4. PI/PD: Determine trainers and focus niche area in need of training
   - PI/PD: 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 Application

• Application package can be found with the Funding Opportunity Announcement https://grants.nih.gov/grants/guide/pa-files/PA-16-152.html

• https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/training-forms-d.pdf ** Forms D application package now used for all application receipt dates on and after May 25, 2016.** FORMS E coming soon!

• Submitted Electronically using Cayuse into Grants.gov.
Application Resources

https://researchtraining.nih.gov/programs/training-grants

Determine appropriate Program Announcement (parent T32?)

Review both PA and the Institute/Center details that would likely fund the proposal


Standard Due Dates January 25, May 25 and September 25 (not all institutes accept on all dates)

https://grants.nih.gov/grants/how-to-apply-application-guide.html#inst
<table>
<thead>
<tr>
<th>Filtered Application Instructions</th>
<th>Description</th>
<th>View/Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>R Research Instructions</td>
<td>Guidance for research only</td>
<td>PDF</td>
</tr>
<tr>
<td>K Career Development Instructions</td>
<td>Guidance for career development only</td>
<td>PDF</td>
</tr>
<tr>
<td>T Training Instructions</td>
<td>Guidance for training only</td>
<td>PDF</td>
</tr>
<tr>
<td>F Fellowship Instructions</td>
<td>Guidance for fellowship only</td>
<td>PDF</td>
</tr>
<tr>
<td>M Multi-Project Instructions</td>
<td>Guidance for multi-project only</td>
<td>PDF</td>
</tr>
<tr>
<td>B SBIR/STTR Instructions</td>
<td>Guidance for small business only</td>
<td>PDF</td>
</tr>
</tbody>
</table>
New T32 applicants

Proposed trainers SHOULD:

- Represent a unique group of faculty proposing training for a specific research focus *(ideally not covered by any other T32 on campus)*
- Have experience training predocs/postdocs
- Have a history of *strong* independent research support (at least $250K/yr per trainer average)
- PI/PD should have training experience and history of research funding in the area
Application Components

Training Program Plan (25 pages): core summary of the application.

Courses, curriculum, seminars, training components, individual development plans, all things programmatic.

Responsible Conduct of Research (Ethics)

Progress Report (renewals only)

Budget (# slots, stipend, health insurance, tuition, travel)

Data Tables (8* tables, inform reviewers about program quality)

PI/PD(s) and all faculty Trainer Biosketches

Letters of Support
Application Components

- 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!)
Required Data Tables
https://grants.nih.gov/grants/forms/data-tables.htm

Table 1. Census of Participating Departments & Interdepartmental Programs

Table 2. Participating Faculty Members

Table 3. Federal Institutional Research Training Grants and Related Support Available to Participating Faculty Members

Table 4. Research Support of Participating Faculty Members

Table 5A. Publications of Those in Training: Predoctoral

*Table 5B. Publications of Those in Training: Postdoctoral*
Data Tables, continued

Table 6A. Applicants, Entrants, and their Characteristics for the Past Five Years: Predoctoral (Part I. Counts; Part II. Characteristics)

Table 6B. Applicants, Entrants, and their Characteristics for the Past Five Years: Postdoctoral (Part I. Counts; Part II. Characteristics)

Table 7. Appointments to the Training Grant for Each Year of the Current Project Period (Renewal/Revision Applications only)

Table 8. Outcomes 15 year history of program (or proposed program)....
Table 8. Program Outcomes: (complete table(s) appropriate for type of application)

<table>
<thead>
<tr>
<th>8A. Program Outcomes: Predoctoral</th>
<th>8B. Program Outcomes: Short-term</th>
<th>8C. Program Outcomes: Postdoctoral</th>
<th>8D. Program Outcomes: Undergraduate</th>
</tr>
</thead>
</table>

**Table 8 has 4 Parts:**

**New Applications:** Omit Parts I. and II, and IV. Only need to complete Part III. Recent Graduates for 15 years of data if possible. (Only for New Applications and for Postdoctoral Renewal/Revision Applications Requesting an Expansion for Predoctoral support)

**Renewal Applications:**

- Part I. Those appointed to the training grant (15 years of data)
- Part II. Those clearly associated with the training grant (but not funded by grant)
- Part III. Omit (only provide if asking for expansion of funds)
- Part IV. Program Statistics (10 years of data summarized if your program has existed for 10 years)
PHS 398 Training Budget

Stipends
Health Insurance “fringes”
Tuition
Travel
Training Related Expenses (TRE)
Indirect Costs (MTDC base 8%)

If your annual budget exceeds $500K/yr direct cost, you likely must request prior approval to submit. Check your Institute/Center policy. [https://grants.nih.gov/grants/guide/contacts/parent_T32.html](https://grants.nih.gov/grants/guide/contacts/parent_T32.html)
Stipends

• Determine number of predoc/postdoc slots to request.
• Predoc is a set rate ($23,844 per year)
• Postdoc rate varies based on years of experience
• Stipends total should always be calculated on full 12 months of support for each “slot” requested
<table>
<thead>
<tr>
<th>Career Level</th>
<th>Years of Experience</th>
<th>Actual Stipend for FY 2016</th>
<th>Projected Stipend for FY 2017</th>
<th>Monthly Stipend</th>
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<tbody>
<tr>
<td>Postdoctoral</td>
<td>0</td>
<td>$43,692</td>
<td>$47,484</td>
<td>$3,957</td>
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<td></td>
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<td>$45,444</td>
<td>$47,844</td>
<td>$3,987</td>
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<td>2</td>
<td>$47,268</td>
<td>$48,216</td>
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<td>6</td>
<td>$55,296</td>
<td>$56,400</td>
<td>$4,700</td>
</tr>
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<td></td>
<td>7 or More</td>
<td>$57,504</td>
<td>$58,560</td>
<td>$4,880</td>
</tr>
</tbody>
</table>
Tuition and fees

Predocs: know if you are requesting: WI resident/non-resident/dissertator status for tuition fee structure.

Tuition amounts are different to research assistantship tuition positions paid from research grants. Do not request tuition remission amount-request full actual tuition for individuals you are likely to appoint.

https://registrar.wisc.edu/tuition_fees.htm

- Predoc Trainees. An amount equal to 60% of the level requested by the sponsoring institution, up to $16,000 per year, will be provided. If the program supports formally combined dual-degree training (e.g., M.D.-Ph.D, D.D.S.-Ph.D.), the amount provided will be up to $21,000 per year.

- Postdoc Trainees. An amount equal to 60% of the level requested by the applicant institution, up to $4,500 per year, will be provided. If the program supports postdoctoral individuals in formal degree-granting training, the amount provided will be up to $16,000 per year.
Travel

• Check institute/center specific amounts as this may be limited to a specific amount per trainee

• Range of costs from $300/trainee to $2,000 for some postdocs
Health Insurance

Fringe benefits are not typically allowed, the only exception is health insurance.

Cost is assumed/built in as part of the **Training Related Expenses (TRE)**

- $4,400 per predoc slot
- $8,850 per postdoc slot
Typically unallowable:

- Faculty salary
- Administrator salary (some IC will allow)
- Equipment
- Funds for reagents or research expenditures

Submission

Load tables, budget, trainer biosketches, etc sections well in advance of the deadline.

Must submit via WISPER/Cayuse via normal routing processes before 4:30pm

Large application files will take longer to load to grants.gov

More trainers, the larger the submission will be.

Submit in advance of the deadlines to ensure ability to retract and resubmit if something isn’t perfect.
Request for Just-In-Time Information

**Just-In-Time (JIT) Request:**

- Standard notice and request for information from PI’s with grant applications receiving an impact score of 30 or less.

- It is common for a JIT to request an updated list of any human subjects, stem cells, biological safety and vertebrate animal protocols. Your updated list should include all protocols for **trainees that will be appointed to the grant**.

- Verify or update tuition amounts compared to the requested in the initial budget.

- Responses loaded to Commons and submitted by an Authorized Institutional Official.

*Log in to eRA Commons to access your JIT*
Notice of Award

Notice of Award (NoA)

Your NoA gives the terms and conditions of your unique training grant and provides contact information for your grant’s Program Official and Grants Specialist. Access your NoA in eRA Commons.

Examples of statements from Notice of Award (NoA):

• 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).

• 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**.
NIH Grants Policy Statement

(Revised November 2016)

Be sure to look at:

Section 11-11.3 Institutional Research Training Grants

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

✓ xTrain is the mandatory electronic appointment and termination system available within eRA Commons.
✓ xTrain is processed by administrator, trainee, TG Director, RSP and NIH.

Accessing xTrain:
✓ Need PI, Trainee and Admin all need eRA Commons Accounts
✓ Trainee role needed for all appointed individuals.
✓ Admin: need ASST Role in eRA commons
✓ PI/PD needs to delegate xTrain authority to administrator
✓ xTrain Resources: https://era.nih.gov/era_training/xtrain.cfm
xTrain Functions

**PHS 2271-Appointment Form**
- Due on or before the start of the appointment period
- No stipend or other allowance may be paid until submitted
- Delinquent submissions (> 30 days) may result in disallowance

**Termination Notice Form**
- Required at time an appointment is ending
- Reflects total period of support & NIH stipend only (do not include any supplementation)
- If there was a hiatus of support, report only current period
- Do not include support already reported on a prior Termination Notice
xTrain Appointments

Before appointing trainees be sure they have:

1. A Commons ID, with trainee role assigned to their profile
2. A completed eRA commons personal profile
3. If applicable: Permanent Residents must submit a notary's signed statement (ON PAPER, snail-mail to NIH) certifying that the appointee has:
   1. a Permanent Resident Card (USCIS Form I-551, also known as a "Green Card") OR
   2. other legal verification of Permanent Resident status.

✓ Generally at NIH, 1 slot equals 1 person for 12 month appointment.
✓ AVOID END-OF-MONTH START DATES!
✓ Appointment start and end dates must match Payroll start and end dates.
✓ Use dates that are easy to remember and that match tuition schedules (fall, spring and summer).
✓ Trainee and TG Director electronically approve appointment each year via xTrain.
Tracking the Trainee-NIH Terminations

Trainee, TG Director, and business official (“BO”) electronically approve Term Form (TN) in xTrain only when trainee is NOT immediately reappointed. BO submits to NIH to accept the TN.

• When a trainee is appointed multiple, non-consecutive years (e.g., 7/1/12-6/30/13, 7/1/13-6/30/14, [break], 7/1/15-6/30/16), then the trainee signs Term Form at end of each non-renewed appointment period (e.g., Term Form signed on 6/30/14 and on 6/30/16).
Tracking the Trainee-NIH Payback Agreement

• Only Postdoc trainees sign the Payback Agreement.

• Payback Agreement is processed on paper. Almost all other trainee forms are processed through xTrain. *(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 Trainee Roster

**Trainee Roster**

**Project:** T32 MH 31
**Project Title:** XTRAIN DEMO TRAINING GRANT
**Project Start End Dates:** 07/01/2003, 09/08/2008

<table>
<thead>
<tr>
<th>Number</th>
<th>Project Start Date</th>
<th>Project End Date</th>
<th>Program Director</th>
<th>Project Title</th>
<th>Action</th>
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<tbody>
<tr>
<td>T32 MH 003715</td>
<td>07/01/2000</td>
<td>08/30/2010</td>
<td>Money, Cher D</td>
<td>BIOTECHNOLOGY TRAINING PROGRAM</td>
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<tr>
<td>T32 MH 012110</td>
<td>07/01/2000</td>
<td>08/30/2008</td>
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<td>XTRAIN DEMO TRAINING GRANT</td>
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<tr>
<td>T32 MH 085817</td>
<td>07/01/2004</td>
<td>08/30/2009</td>
<td>Money, Cher D</td>
<td>RESEARCH TRAINING IN PEDIATRIC NEPHROLOGY</td>
<td></td>
</tr>
</tbody>
</table>

- **Latest and Previous Awarded Support Years:**...<br>![](image)

**Make selection and click Go.**
# Xtrain Trainee Roster

**Appointment/Termination Source:** Electronic

<table>
<thead>
<tr>
<th>Trainee Name</th>
<th>Appointment Type</th>
<th>FY Start Date</th>
<th>FY End Date</th>
<th>Degree Level</th>
<th>Appointment Status</th>
<th>Termination Status</th>
<th>Termination Source</th>
<th>Current Reviewer</th>
<th>View</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becker, Kim</td>
<td>New</td>
<td>07/01/2006</td>
<td>06/30/2007</td>
<td>Yes</td>
<td>PRE-DOC</td>
<td>Pending Agency Review</td>
<td>Electronic</td>
<td>2271: AGENCY</td>
<td>View 2271</td>
<td>2271: Form</td>
</tr>
<tr>
<td>Beauty, Sleping</td>
<td>Reappointment</td>
<td>07/01/2006</td>
<td>06/30/2007</td>
<td>Yes</td>
<td>POST-DOC</td>
<td>Terminated</td>
<td>Electronic</td>
<td>2271: AGENCY</td>
<td>View 2271</td>
<td>2271: Form</td>
</tr>
<tr>
<td>Boys, Boggle</td>
<td>Reappointment</td>
<td>07/01/2006</td>
<td>06/30/2007</td>
<td>Yes</td>
<td>PRE-DOC</td>
<td>Accepted</td>
<td>Paper</td>
<td>2271: AGENCY</td>
<td>View 2271</td>
<td>2271: Form</td>
</tr>
</tbody>
</table>

**Appointment Status:**
- In Progress PI
- In Progress Trainee
- Pending Agency Review
- Accepted

**Termination Status:**
- In Progress PI
- In Progress Trainee
- Pending Agency Review
- Accepted

**View:**
- View 2271
- View TN
- View Payback

**Action:**
- 2271 Form
- Amend 2271
- Initiate TN

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**RED**
Research Education Development

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University of Wisconsin - Madison
Payroll-Trainee appointment and Supplemental appointments

- Make sure payroll start and end dates match appointment start and end date in xTrain AND Trainee stipends must be at NIH rates.
- Some graduate degree programs pay predocs a total stipend amount that exceeds the NIH standard stipend. In these cases the supplement funds must be paid from **non-federal, unrestricted funds**.
- Postdoc trainees who are supplemented must be paid from **non-federal, unrestricted funds**.
- Supplementation provided must be done so without additional effort or obligation to trainee.
- Stipend supplement appointments should be separate from trainee appointment in payroll.
Expenses related to Training Grant

**Tuition and Fees**

- Tuition and fees are allowable trainee costs.
- Only covered for tuition and fees incurred during the appointment period.
- **Predocs**: Up to 60% of the level requested by the sponsoring institution (max. $16K/year; $21K/year for formally combined dual-degree training (e.g., M.D.-Ph.D, D.D.S.-Ph.D.).
- **Postdocs**: Up to 60% of the level requested by the sponsoring institution (max. $4,500/year; max. $16K/year for programs supporting postdocs in formal degree granting training.

**Trainee related expenses**

- Health Insurance
- Speaker fees
- Staff Salaries
- Meals

*Documentation is important**
Expenses Related to Training Grant: Trainee Travel

- Travel needs to take place within the appointment and budget period
- International travel is fine as long as trainee is attending a conference or meeting
- Travel for additional training outside of institution requires prior approval
- Strongly recommend Training Grant directors and/or administrators approve dates of travel to conferences/meetings.
Overlapping appointments

An appointment period may overlap budget periods. For example:

<table>
<thead>
<tr>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2015 – 6/30/2016</td>
<td>7/1/2016 – 6/30/2017</td>
</tr>
</tbody>
</table>

Appointment Period
1/1/2016 – 12/31/2016

Stipend & Tuition $$  (6-months reported as unliquidated obligation)
Progress Report: RPPR (Research Performance Progress Report) via eRA Commons

• Due Annually: Submit on time! Check your Notice of Award for due date!
• Complete RPPR Sections A-H
  • Section A: Cover Page
  • Section B: Accomplishments
    • B1 Major Goals
    • B2 Accomplishments: Includes narrative on diversity recruitment activities
    • B4 Training and Professional Development:
      Trainee Diversity Report
      Paragraph on each trainee explaining research and coursework
      Data Table 8A Part 1 and Part IV (pre-docs)
      Data Table 8C Part 1- (non-degree seeking postdocs)
      Data Table 8C Part 1 and Part IV (degree seeking postdocs)
• B6 Plans for Next Reporting Period
Progress Report Continued

- **Section C: Products (Publications)**
  - New publications includes those by former trainees still in training (Remember **PMCID** numbers)

- **Section D: Participants (PI, Add new trainer biosketches), no effort listing required for trainees or trainers (only PI/PD)**

- **Section E: Impacts**
  - N/A

- **Section F: Changes (update human/animal protocols)**

- **Section G: Special Reporting Requirements**
  - **G. 2 Narrative on responsible conduct of research training**
  - G. 4 Confirm protocols status accurate

- **Section H: Budget**
  - **PHS 398 Training Budget**
  - Budget Justification
NIH Public Access Compliance

• NIH will delay non-competing continuations that are not compliant
• Reminder: Trainee publications need to follow the NIH Public Access Policy
  http://publicaccess.nih.gov/index.htm
• Submit papers to PubMed Central
• Report PMCID numbers
• These papers need to be linked to the Training Grant funding.
Progress Report Continued

• Budget: amounts anticipated for the next budget year (tuition, health insurance rates, etc.). Stipend rates should be the most current rates announced by NIH.

• 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.”
Annual Postaward review

• T32’s are “closed out” annually by RSP.
  
  Annual Federal Financial Status (FFR) is required in eRA commons 120 days after budget year end date.
  
  Example: Budget period ends 6/30; Expenditure report of FFR due 9/30
  
  ➢ Unliquidated obligations can be used to report any stipends and tuition charges for “overlapping” appointments
  
  ➢ Automatic Carryover of an unobligated balance is not generally allowed but awards are footnoted either way

• FFR contains award balances and unliquidated balances.

• Close out process is collaborative between department and central campus RSP accountant.

• Department/program needs to communicate or confirm obligations.
No Carryover; but obligations

• Technically there isn’t carryover, but T32 funds are **obligated** from one budget year to the next when a slot appointment spans beyond a budget year
  • Stipends
  • Tuition
  • Training Related Expenses

• All other **unobligated** balances remaining are typically lost (i.e. unused stipend slots, travel)

• Overdrafts due to tuition and health insurance may occur. It is important to know who may provide payment for such costs prior to the annual award closeout. Predoc overages for Fringe and tuition are covered at closeout by VCRGE annually via Short-fall form process.
Obligated vs unobligated?

- Grant period: July 1, 2016 - June 30, 2017 (Yr 3 of the grant).
- Trainee appointed on January 1, 2017 for 12 months.
- The whole 12 months of stipend costs are charged to Year 3 of the grant.
- Therefore, the amount for 6 months of stipend plus health insurance and tuition (July 1, 2017-December 31, 2017) will be carried over to Year 4 as an obligation from Year 3.
- Training related expenses are prorated by month for obligation purposes.
- Any funds not associated with the obligation is called “unobligated” or an “unliquidated balance”
GRANT YEAR 3

- Trainee appointed
  - 6 months into Grant Year 3
- each slice = 1 slot
  - (includes tuition/fees, stipend and health insurance)

GRANT YEAR 4

- 50% Year 3
- 50% Year 4

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

• Central campus or dept confirms PI/PD effort certification
  – PIs of training grants **do** need to report effort
  – Trainees and trainers **do NOT** need to report effort
• Xtrain is reviewed for appointment accuracy against payroll
• Any overdrafts for tuition or health insurance are removed
• Obligations are moved to next year
No-cost Extensions (NCE)

• Check your Notice of Award (NoA) and/or contact your Grants Management Specialist to see if any special terms and conditions apply to appts.
• Many Institutes and Centers (ICs) restrict appts during an extension phase.
• Request for NCE is submitted by RSP via eRA commons at least 30 days before the end of the current award budget period.
• When NCE is granted, the final budget year will be extended (typically 12 months or for however many months remain for active appts).
Training Grant Resources

NIH Training Website: http://grants.nih.gov/training/nrsa.htm#policy

T Kiosk (FOAs): http://grants.nih.gov/training/T_Table.htm

Training Grant Instructions: (select Training) https://grants.nih.gov/grants/how-to-apply-application-guide.html#inst

xTrain Resources: http://era.nih.gov/training_career/index.cfm
   Includes User Guide, quick reference sheets, online tutorials, presentations


Specific Institute guidance—check websites:
NIGMS https://www.nigms.nih.gov/training/Pages/New-Training-Tables-FAQs.aspx
NHLBI https://www.nhlbi.nih.gov/research/training
NINDS https://www.ninds.nih.gov/Funding/Training-Career-Awards/Institutional-Awards
NCI https://www.cancer.gov/grants-training/training/funding/T32
Questions?

Jenny Dahlberg
Jenny.Dahlberg@wisc.edu 608-890-2407

Mallory Musolf
Musolf@wisc.edu 608-262-4932