



# NIH Institutional Training Grants (T-32) Pre-Award

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## T32 grants: What do they support?

The NIH-sponsored T32 program provides funding for

**predoctoral, postdoctoral and short-term  
research training experiences  
in specified areas of biomedical, behavioral  
and clinical research.**

- Short-term research training is uncommon, and often supports summer research experiences for students in health professional programs.

## T32 grants: Whom do they support?

- U.S. citizens
- permanent residents of the U.S.

• You should be aware that this program does not support students or postdocs who are in the U.S. on temporary visas.

## T32 grants: How do they operate?

- ✓ as institutional awards, not individual fellowships (F31s, F32s).
- ✓ under guidance of established faculty member (“Program Director,” not “Principal Investigator”) who applies for grant on behalf of group of faculty trainers.
- ✓ through training program’s internal review process (resulting in training positions or “slots” awarded to individual trainees).

The NIH numbering system gives a code for each type of grant. R for research (RO1), T for training, F for fellowships, etc.

Awards are made with a number of slots. Slots are then awarded through an internal competition.

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

- Current T32 grantees: Contact your Program Officer.
- New T32 applicants: Contact the Program Officer at your prospective Institute.

## T32 Resources: NIH Websites

**Ruth L. Kirschstein National Research Service Award (NRSA) Website** [grants.nih.gov/training/nrsa.htm#inst](https://grants.nih.gov/training/nrsa.htm#inst)

- Program Announcement/Request for Application

[grants.nih.gov/training/T\\_Table.htm](https://grants.nih.gov/training/T_Table.htm)

- PHS 398 Application Kit

[grants.nih.gov/grants/funding/phs398/phs398.html](https://grants.nih.gov/grants/funding/phs398/phs398.html)

- Any Institute-specific Policies and Requirements

Contact prospective awarding component. For NIGMS, see

[www.nigms.gov/Training/InstPredoc/PredocTrainingDescription.htm#NIHreqs](https://www.nigms.gov/Training/InstPredoc/PredocTrainingDescription.htm#NIHreqs)

1. The Program Announcement is a general NIH-wide PA, and it is available on the NIH web site. Sometimes instead of a program announcement, you will find a RFA which stands for “Request for Application.”
2. The NIH now has a T-table that lists all the training grant announcements or RFAs.
3. Application instructions and forms.

The PHS 398 kit is available on the NIH web site, linked from the Training Grant section of the Grad School’s site. You can download the kit in MSWord or in PDF format. This is the regular application kit for research grants, but there are specific instructions and form pages for NRSA training grants at the end of the kit. The PA instructions will always override the PHS 398 instructions when they differ.

3. Contact your prospective Institute or Center for additional documents. Many of the NIH training grants are funded by NIGMS (National Institute for General Medical Sciences). NIGMS has specific formatting and submission instructions that are available on the web, and other institutes may have similar documents.
4. On occasion, you’ll also find a specific program announcement on the web for a defined topic, such as minority postdoctoral training.

NIH's NRSA Website: <http://grants.nih.gov/training/nrsa.htm#inst>



The screenshot displays the NIH's NRSA website interface. At the top, it features the U.S. Department of Health & Human Services logo and the Office of Extramural Research logo. A navigation menu includes links for Home, About Grants, Funding, Forms & Deadlines, Grants Policy, News & Events, About OER, and NIH Home. The main content area is titled "Ruth L. Kirschstein National Research Service Award (NRSA)" and contains a list of links and information organized into four categories:

- Guide to Kirschstein - NRSA Programs**
  - [For individuals with or working on a research doctorate](#)
  - [For individuals with or working on a health-professional doctorate](#)
- Institutional Research Training Grants**
  - [T Table](#) - Listing of ALL NRSA Institutional Training Grant Funding Opportunity Announcements
  - [NIH Forms and Applications Page](#) (Including [PHS 398](#) and [PHS 2590](#) application and other [Training Forms](#))
- Individual Fellowships**
  - [F Files](#) - NRSA Fellowship Funding Opportunities
  - [NIH Forms and Applications Page](#) (Including [PHS 416-1](#) and [416-9](#) application and other [Training Forms](#))
  - [Guidelines for Reviewers](#) (Links to review guidelines for various fellowship "F" mechanisms)
  - [Revision: Streamlined Review Process to be used for Ruth L. Kirschstein National Research Service Awards \(NRSA\) Postdoctoral Fellowship Applications \(F32\)](#) (08/09/2007)
- NRSA Policy Issues**
  - [NIH-NSF Definition of Postdoctoral Scholar](#) (January 29, 2007 Letter to National Postdoctoral Association) (02/22/2007) - (PDF - 76 KB)
  - [Guidance to Applicant Organizations about Registering Research Fellows in the eRA Commons](#) (10/5/2006)
  - [Questions and Answers Related to NOT-OD-06-093](#) (09/08/2006)

A left-hand sidebar provides a navigation menu with categories such as Funding Opportunities, Research Training & Career Development, and NIH-Wide.

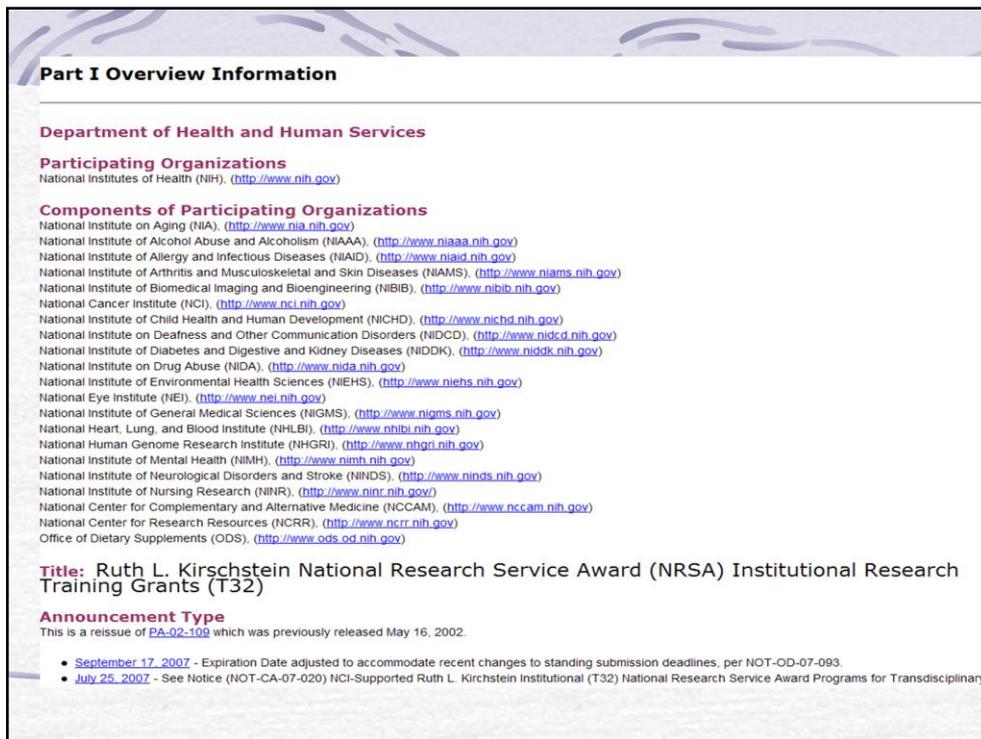
This is the general NRSA website.

NIH “T-Kiosk” or  
 “T-Table”: [http://grants.nih.gov/training/T\\_Table.htm](http://grants.nih.gov/training/T_Table.htm)

The screenshot shows the NIH website header with navigation links like 'Funding', 'Forms & Deadlines', 'Grants Policy', 'News & Events', 'About OER', and 'NIH Home'. The main heading is 'T Table - NRSA Training Grants Funding Opportunities'. Below this is a table with two columns: 'Mechanism' and 'Program Description'.

Mechanism	Program Description
Notice	<a href="#">Extension of Several NRSA Training (T), NRSA Fellowship (F), and Career Development (K) Funding Opportunity Announcements</a>
T32	<p><a href="#">Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Grants (T32)</a>            This is the NIH omnibus Kirschstein-NRSA research training funding opportunity announcement. The purpose of the program is to provide predoctoral and postdoctoral research training opportunities for individuals interested in pursuing research careers in biomedical, behavioral and clinical research.</p> <p><a href="#">Jointly Sponsored Ruth L. Kirschstein National Research Service Award Institutional Predoctoral Training Program in the Neurosciences (T32)</a> (See Extension Notice <a href="#">NOT-00-07-043</a>)            The objective of this trans-NIH Kirschstein-NRSA research training program is to provide broad and fundamental early-stage graduate research training in the neurosciences. Trainees are expected to be participants in a form predoctoral curriculum offering broad and fundamental training in the neurosciences. <b>For further information, see the <a href="#">Jointly Sponsored Predoctoral Training Program in the Neuroscience web page</a>.</b></p> <p><a href="#">Dental School Joint DDS or DMD/Masters Degree NRSA Research Training Program (T32)</a>            The purpose of this NIDCR Kirschstein-NRSA research training program is to develop a joint D.D.S. or D.M.D./Masters degree training program. The Masters degree must be in clinical/behavioral research or in public health (MPH).</p>

This is the T-table that I talked about earlier.



The program announcement is about 20 pages long. This is what the first page looks like.

Each Center/Institute has different rules about deadlines, and some accept applications at only one annual deadline.

Each Center/Institute also has their own funding priorities. So this is one of the reasons to contact them early.

Names, email addresses and phone numbers are listed at the end of the program announcement.

In the program announcement, you can also find other information that will be useful as you write your grant:

- The Special Program Considerations section describes program self-evaluation plans that applicants are encouraged to include in their proposals.
- The Allowable Costs section gives guidelines on grant costs such as stipends, stipend supplementation, tuition, fees, health insurance, travel, training-related expenses, and F&A (indirect) costs.
- The Review Criteria and Additional Review Considerations section tells you what the reviewers look for in terms of your applicant pool, minority recruitment plans, ethics training, and more.

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

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**IV. INSTRUCTIONS FOR PREPARING AN NRSA APPLICATION**

...Section Break (Continued)...

<b>Sequential Guide for Preparing an Institutional Kirschstein-NRSA Application</b>	
(Requires use of both the General and Kirschstein-NRSA Instructions.)	
Web Document Links	Page References
<b>Form Page 1</b>	
Item 1: <a href="#">Specific PHS 398 Instructions</a>	PHS 398-20
Item 2: <a href="#">Kirschstein-NRSA Instructions</a> and <a href="#">Specific PHS 398 Instructions</a>	NRSA-62 PHS-20
Item 3: <a href="#">Specific PHS 398 Instructions</a>	PHS 398-21
Item 4: <a href="#">Kirschstein-NRSA Instructions</a>	NRSA-62
Item 5: <a href="#">Kirschstein-NRSA Instructions</a>	NRSA-62
Item 6: <a href="#">Kirschstein-NRSA Instructions</a> and <a href="#">Specific PHS 398 Instructions</a>	NRSA-62 PHS 398-23
Item 7: <a href="#">Specific PHS 398 Instructions</a>	PHS 398-24
<b>Form Pages 2-3</b> : <a href="#">Kirschstein-NRSA Instructions (Form Page 2)</a> and <a href="#">Form Page 3</a>	NRSA-63
<b>Form Page 4</b> : <a href="#">Kirschstein-NRSA Instructions</a> and <a href="#">Stipends</a>	NRSA-64
<b>Form Page 5</b> : <a href="#">Kirschstein-NRSA Instructions</a>	NRSA-64
<b>Biographical Sketch Format Page</b> : <a href="#">Kirschstein-NRSA Instructions</a>	NRSA-65
<b>Resources Format Page</b> : <a href="#">Kirschstein-NRSA Instructions</a>	NRSA-65
<b>Research Training Program Plan</b> : <a href="#">Kirschstein-NRSA Instructions</a>	NRSA-65

...Section Break (Next Page)...

**A. Introduction**

This section includes instructions to be used when applying for a competing (new, competing continuation/renewal) and supplemental/revision) PHS Institutional Ruth L. Kirschstein National Research Service Award (Kirschstein-NRSA); substitute form pages for the Table of Contents and both budget pages; and instructions for the Research Training Program Plan. Begin by reading the [General Instructions in Section I-B](#), and then follow both sets of instructions using the [Sequential Guide for Preparing an Institutional Kirschstein-NRSA Application](#). (See table on previous page.)

Here is the first page of the special instructions for NRSA applications in the 398 form.

## Current Tables Required

- ✓ Membership of Participating Departments/Programs
- ✓ Participating Faculty Members
- ✓ Training Grant Support Available to Faculty Members & Units
- ✓ Grant Support of Faculty Members
- ✓ Past and Current Pre and Postdoctoral Trainees of Faculty Members
- ✓ Publications by Current and Past Trainees
- ✓ Student Admissions & Completion Records (and Minority data)
- ✓ Qualifications of Recent Applicants
- ✓ Current Students Identified with the Program
- ✓ Assignment of Awarded Trainee Positions
- ✓ Trainees supported by this Training Grant

Before you start the competitive proposal process, you should check the website of your own institute (for example, NIGMS, NIMH, NIEHS) to see if your institute has its own requirements for tables. The NIH now provides sample table formats that you can use for your tables. These are also available with the PHS 398 instructions and forms.

If you are applying for a competitive renewal, also contact your Grants Specialist to see if there are any special requirements (contact info is on your award notice).

## Instructions for Preparing an NIGMS Predoctoral Training Grant (T32) Application

### I. NIH Training Grant Information and Requirements

Applicants should follow the instructions described in both the [PHS 398](#) grant application for Ruth L. Kirschstein National Research Service Award (NRSA), as well as instructions in the NIH Institutional Research Training Grant program announcement ([PA-06-458](#)). All NIH training grant applicants are expected to present detailed descriptions of:

- the objectives, organization, and direction of the training program
- the qualifications of the program director and leadership
- the qualifications of the proposed faculty participants, including their experience as trainers and their current research programs and grant support
- the past research training record of the program, program director, and faculty
- the criteria for trainee recruitment and selection
- the size and quality of the applicant pool
- the institutional training environment, commitment, and resources
- the mechanisms to be used in evaluating the quality and success of the training effort
- how the program plans to provide instruction in the responsible conduct of research
- the program's plans/efforts to recruit and retain a diverse student population, including individuals from underrepresented racial and ethnic groups; individuals with disabilities; and individuals from socially, culturally, economically, or educationally disadvantaged backgrounds
- for existing programs, describe the program's success in recruitment, retention, and graduation of individuals from the groups listed in the bullet above

### II. NIGMS Training Grant Information and Requirements

#### A. Information for NIGMS Applicants

The application must clearly define the "program" of training that the training grant is to support, the rationale for its organization, and the means for identifying students that are considered to be part of the program.

The application should clearly identify students who are eligible for support by the training grant. For competing continuation applications, students who have been supported in the past should also be fully documented. At the institution's discretion, it may be useful to provide data on ALL students who are considered to be part of the program and are participating in all of its activities and requirements. A complete set of data that carefully documents all of the students, regardless of the source of student support, should then be provided for review. Training grant-eligible, non-eligible, and eligible underrepresented minority students should be distinguished by suitable footnotes and totals. In the case of very broad programs, umbrella admissions mechanisms, and programs drawing small fractions of the students from many departments, the application must clearly distinguish the fraction of the total students from these potential sources that are truly likely to complete the proposed program of training. The following groups have been identified as underrepresented in biomedical and behavioral research nationally: African Americans, Hispanic Americans, Native Americans (including Alaska Natives), and natives of the U.S. Pacific Islands.

NIGMS places special emphasis on the recruitment, retention, and graduation of individuals from underrepresented minority groups. Additional information on the implementation of this requirement can be found at the following links:

- [Minority Recruitment on NRSA Training Grants](#)
- [Minority Recruitment and Retention Strategies](#)
- [Approaches to Recruiting and Retaining Underrepresented Minority Students and Postdoctoral Fellows on NRSA Institutional Research Training Grants](#)
- [Instructions to Reviewers for Preparing the Note on Recruitment of Underrepresented Minority Students or Postdoctoral Fellows](#)

A set of [sample tables](#), useful in compiling data relevant to an application, is provided by NIGMS. While applicants are not required to use these specific formats, their use is suggested as a convenient way to organize the data.

#### B. Special Requirements That Must be Included **MANDATORY**



NIH web site also has a list of frequently asked questions on their site, and we strongly recommend that you also review this before starting on an application.

It has a lot of helpful information for both pre- and post-award activities.

On the graduate school training grant site, there is a link to this page.

## T32 Resources: UW Websites

### UW T32 Tips Web Site

<http://info.gradsch.wisc.edu/research/t32/index.html>

### UW T32 Database

<https://t32database.wisc.edu/>

Contact Kim Voss (krvoss@wisc.edu)

- Here are URLs to some useful UW-Madison web sites having information about T32s.
- The first is a set of web pages with tips about T32 awards (they can also be reached off of the RSP page -training and education resources).
- The second is the link to the campus T32 database.
- The Graduate School contracted with DoIT to create a relational database that houses much of the information necessary to complete the supporting tables, and a committee of TG administrators worked on it for several years.
- The information can be reviewed and updated by individual faculty members or administrators on an annual basis.
- The database is only as complete as the information that is entered into it.
- If you need training on the database, please contact Kim Voss.

The screenshot shows a website page for the University of Wisconsin-Madison Graduate School. The header includes the Graduate School logo and navigation links: Home, Search, Education, Research, Contact Us, and Apply On-line. A left sidebar lists various research-related links: Research, Office of Research & Sponsored Programs, Intramural Funding, Institutional Nominations, Compliance, and Postdoctoral Scholars. The main content area is titled 'Helpful Information for Faculty and Staff Involved With National Institutes of Health (NIH) Training Grants'. It contains several sections of links: 'General Information' with a link to 'NIH Training Grant Programs at UW-Madison'; 'Preparing Applications' with a link to 'Site Visit Tips'; 'Site Visit Tips' with a link to 'Training Grant Top 10 Dos and Don'ts'; 'NIH Institutional Training Grants, Pre-Award Issues: PowerPoint Presentation from Graduate School Seminar Series'; 'Post-award Issues' with a link to 'Tuition and Fees Shortfall Information:'. Below this, it specifies 'For NIH awards made in federal fiscal year 2005 and earlier:' and lists links for 'Training Grant (T32) Tuition & Fees Shortfall', 'T32 Request for Supplemental Graduate School Funds Form', 'Predoc Fellowship (F31) Tuition & Fees Shortfall', and 'F31 Request for Supplemental Graduate School Funds Form'. It then specifies 'For NIH awards made in federal fiscal year 2006 and later (under the new tuition and fees policy):' and lists links for 'Graduate School Memo regarding Training Grant (T32) Tuition and Fees Shortfall' and 'UW-Madison T32 Training Grant Database [Please use Microsoft Internet Explorer (with Macromedia Flash plug-in) to access this database.]'. At the bottom, there are two bullet points: 'Quick Guide to Entering Data Records' and 'Using the NIH T32 Training Grant Database'.

•And this is what the main page looks like. You can find it if you go to the Grad School site, choose “Administrative Staff” link, then under “Extramural Funding” choose the “NIH Training Grant Information and Database” link. This page follows the same sort of outline we are using today, ending before we get to “Post-award Issues.” We will present a separate Graduate School Seminar on “Post-Award Issues” in April 2008.

•If any of you have comments or suggestions as you use the Training Grant section of the Graduate School website pages, please send them to Heather Daniels (contact info is on the last page).

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## UW-Madison NIH Training Grant Database

Please enter your UW NetID and password. If you have a "@facstaff.wisc.edu" or "@wisc.edu" email address, your NetID is the first part of that address, and your password is the same password you use to access your email account.

Example:  
jsmith@facstaff.wisc.edu  
NetID = **jsmith**  
Password = **<email password>**

If you do not yet have a NetID, you may activate it at the following site:  
<https://www.mvnetid.wisc.edu/accounts.pl?type=activate>

NetID:

Password:

Here is the login page for the T32 website.

## Recommended Timeline

At least **5 months prior to deadline**, determine faculty trainer list & review information available in the T32 database to determine what additional data you must collect from faculty trainers.

Enter new information and updates into the T32 database as you collect it.

The first step is to determine which group of faculty to include as trainers.

For new awards, you'll need to contact faculty about your plans and to ask whether they want to be involved.

For renewal applications, this is a good time to reevaluate trainers and perhaps to shorten your list. NIH is interested in seeing a cohesive and productive group of trainers, so this is a very valuable exercise.

Once you have identified your faculty, you should check the T32 database to see if they are already listed, and how much of their data requires updating. We recommend that you start this process at least 5 months prior to your deadline – even earlier for a very large grant.

In addition, you'll need to ask each trainer to send you an updated biographical sketch (or pull biosketches from Community of Science). Biosketches are not included in the database.

## Recommended Timeline: Renewals

For renewal applications, at least **three months prior to deadline** request current trainee research descriptions and publication lists and gather trainee history data.

Renewal applications will also require a lot of detailed information about current and past trainees. Some of it you can collect from your own files, and some of it will have to be provided by the trainers and trainees. This takes time to track down so start early – at least three months before the deadline.

We strongly recommend that you start thinking about the application and planning for the data collection and entry into the T32 database early.

## Recommended Timeline: Interdept Grants

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

Interdepartmental training grants support trainees from multiple degree-granting programs.

Interdepartmental training grants require quite a bit of information that you'll need to collect from several graduate programs.

For May deadlines, you'll be thinking about this just as programs are finishing their recruiting seasons so they will need some time to organize data for you.

## Recommended Timeline: Review & Approval

- ☛ Contact Dean's Office for budget review during the **month prior to the deadline**.
- ☛ At least **one week prior to deadline**, route face page, budget pages, budget justification, checklist as attachments to the WISPER record.

When you get close to the submission date, you'll need to obtain institutional approval.

As with any grant, there may be questions that come up, so don't attempt to obtain all of the signatures/approvals on the last day.

Or, you may want to route – through WISPER -- the items listed on this slide well before the deadline; it is not necessary to wait until one week prior to submission if the budget, title, etc. are firmed up.

The grant should be virtually complete at this stage, but final touches can be put on the training plan and the last minute additions to your tables can be put in while your chair, dean's office representative and RSP staff are reviewing.

## Other Timeline Tips

- ✓ Check the T32 database to see what data is already available.
- ✓ For large grants, try to get extra help with data entry for the 8 weeks prior to deadline (for renewals, an LTE or student hourly can be paid from the training related expenses category on the grant.)

# NRSA Budget Form, Initial Period

Kirschstein-NRSA Initial Budget Period Substitute Page		Principal Investigator/Program Director: Last, first, middle)	Smith, G.
DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY (Kirschstein-NRSA Substitute Page)		FROM	THROUGH
		07/01/2009	06/30/2010
STIPENDS	No. Requested	DOLLAR TOTAL	
<b>PREDOCTORAL</b>			
Stipends for 25 trainees at \$20,772 per trainee			
	25	519,300	
<b>POSTDOCTORAL (trainee)</b>			
Stipends for 2 first-year trainees at \$35,906 per trainee			
Stipends for 2 second-year trainees at \$38,976 per trainee			
	4	151,944	
<b>OTHER (specify)</b>			
	No. Requested		
<b>TOTAL STIPENDS</b> →			
		671,244	
<b>TUTORIAL and FEES (trainee)</b>			
See budget justification for predoctoral costs			
		708,384	
<b>TRAINEE TRAVEL (trainee)</b>			
Cost of travel to scientific meetings at \$1,000 per trainee			
		29,000	
<b>TRAINEE RELATED EXPENSES (including health insurance)</b>			
Health ins: 21.5% of predoc stipends (\$111,650); 14.5% of postdoc stipends(\$22,032)			
Other TIRE: \$2,200/predoc (\$55,000); \$3,850/postdoc (\$15,400)			
		204,082	
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (Also enter on Face Page, item 7)</b>		<b>\$ 1,612,710</b>	

PHS 398 (Rev. 05/04, Released 4/2008) Page \_\_\_\_\_ Kirschstein-NRSA Substitute Form Page 4

Here is a sample budget on the PHS 398 NRSA Substitute form. The standard NIH budget page is not used; a substitute page is available at the end of the 398 kit and can be downloaded in pdf or MSWord format.

## Creating a Budget - Stipends

Current rates posted on NIH website

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-057.html>

<b>Predoctoral</b>		\$20,772
<b>Postdoctoral</b>	Years of Experience	
	0	\$36,996
	1	\$38,976
	2	\$41,796
	3	\$43,428
	4	\$45,048
	5	\$46,992
	6	\$48,852
	7 or more	\$51,036

Stipend amounts are prescribed by NIH. You'll start by deciding how many "slots" of each type you are going to request, then refer to the NIH published rates and the UW-fringe and tuition rates to build your budget.

This slide shows the rates from last fiscal year (October 1, 2006 – September 30, 2007). These are the most current rates available. You can follow the link to the NIH webpage to find the notice establishing these rates.

## Tuition & Seg. Fees: Sample Calculations

	Non-Resident Rate	Calculation Per Year	
<b>Pre-dissertators</b>			
Fall and Spring Semesters (2007-2008 rates)	12,472.24	(23 slots x \$12,472.24) x 2 semesters x 7% increase =	\$ 613,883.65
Summer Session (2007-2008 rates for 2 pre-diss credits)	3,119.56	[(23 slots x \$3,119.56) x 7% increase] x 7% =	\$ 82,146.44
<b>TOTAL</b>			<b>\$ 696,030.09</b>
<b>Dissertators</b>			
Fall and Spring Semesters (2007-2008 rates) and Summer Session (Fall/Spring 2007-2008 rates for 3 diss credits)	1,880.48	[(2 slots x \$1,880.48) x 2 semesters x 7% increase] + [(2 slots x \$1,880.48) x 1 summer session x 7% increase x 7%] =	\$ 12,354.38
<b>TOTAL</b>			<b>\$ 12,354.38</b>
<b>GRAND TOTAL</b>			<b>\$ 708,384.47</b>

**Note: Right-click on the slide title to open the hyperlink to the form.**

For future years, estimate an annual increase of about 7% (check with your Dean's office for specific instructions). Note that the increase is applied twice for the summer session, as it is assumed to be the summer following the academic year. Include this information in your budget justification.

## Creating a Budget

- ☞ **Trainee Travel** – Check with your awarding component for their policy on this category
- ☞ **Trainee Related Expenses including Health Insurance**
  - **Trainee Related Expenses:** Provides funds to help defray the costs of associated expenses including staff salaries, equipment, and supplies. Request \$2,200 per predoc and \$3,850 per postdoc.
  - **Health Insurance:** Current fringe benefit rates are available at [www.rsp.wisc.edu/rates/index/html](http://www.rsp.wisc.edu/rates/index/html). Be sure to use the rates for fellows/trainees (pre- or post-doc as appropriate). Include an estimate for future increases.
    - **NIH will limit the amount awarded to \$2,000 per predoctoral trainee and \$4,000 per postdoctoral trainee**

## Trainee Related Expenses

Calculation Per Year		
<b>Predocs</b>		
Health Insurance	$((\$20,772 \times 21.5\%) \times 25 \text{ slots}) =$	\$ 111,650.00
Trainee Related Expenses	$\$2,200 \times 25 \text{ slots} =$	\$ 55,000.00
<b>TOTAL</b>		<b>\$ 166,650.00</b>
<b>Postdocs</b>		
Health Insurance	$[(\$36,996 \times 14.5\%) \times 2 \text{ slots}] + [(\$38,976 \times 14.5\%) \times 2 \text{ slots}] =$	\$ 22,032.00
Trainee Related Expenses	$\$3,850 \times 4 \text{ slots} =$	\$ 15,400.00
<b>TOTAL</b>		<b>\$ 37,432.00</b>
<b>GRAND TOTAL</b>		<b>\$ 204,082.00</b>

Training related expenses are budgeted at the NIH rate of \$2,200/predoc and \$3,850/postdoc. Contact your Dean's office for guidance on escalating health insurance rates. For this example, health insurance has been escalated by 3% per year.

## 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	\$671,244
Travel	\$29,000
Trainee Related Expenses	\$204,082
Total	\$904,326
Indirect Costs (8%)	\$72,346

The table does not include tuition, as tuition on training grants is not subject to indirect costs.

# NRSA Budget Form, Entire Period

Kirschstein-NRSA Entire Budget Period Substitute Page      Principal Investigator/Program Director: Smith, Q.  
(Last, first, middle)

**BUDGET FOR ENTIRE PROPOSED PERIOD OF SUPPORT  
DIRECT COSTS ONLY (Kirschstein-NRSA Substitute Page)**

BUDGET CATEGORY	INITIAL BUDGET PERIOD (from Form Page 4)		ADDITIONAL YEARS OF SUPPORT REQUESTED					
	No.		2nd	3rd	4th	5th		
<b>TOTALS</b>	No.							
PREDOCTORAL STIPENDS	25	519,300	25	519,300	26	540,072	26	540,072
POSTDOCTORAL STIPENDS	4	151,944	4	151,944	4	151,944	4	151,944
OTHER STIPENDS								
<b>TOTAL STIPENDS</b>		671,244		671,244		692,016		692,016
TUITION AND FEES		708,384		757,971		811,029		867,801
TRAINEE TRAVEL		29,000		29,000		30,000		30,000
TRAINEE RELATED EXPENSES (including Health Insurance)		204,082		210,794		224,588		231,508
<b>TOTAL DIRECT COSTS</b>		1,612,710		1,669,009		1,757,633		1,821,325
<b>TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD (Item 8a, Face Page)</b>								<b>\$ 8,749,668</b>

**JUSTIFICATION.** For all years, explain the basis for the budget categories requested. Follow the instructions for the Initial Budget Period and include anticipated postdoctoral levels.  
Tuition increases are estimated at 7% each year, based on average increases of the past 3 years. Trainee travel for international and national conferences at \$1,000 per trainee. Health insurance rate is estimated to increase by 1% each year, as per Dean's office instructions. [NOTE: THE FOLLOWING IS OPTIONAL]  
\*See attached Excel chart for breakdown of full expenses for each year.\*

For tuition and segregated fees and health insurance, make sure you include an estimated annual increase in costs.

You'll also indicate on the budget forms the number of predoc and postdoc slots you are requesting.

For future years, you can increase the number of slots you are requesting. If you do increase the number of requested slots, also increase the other budget categories accordingly.

Use the current federal fiscal year's allowance for stipends, travel, and training related expenses (except for health-insurance costs) in all 5 budget years. Awards will be automatically adjusted by grants management when changes to these levels are announced.

## Shortfall

(your award will not cover the full costs)

### • Predoctoral Trainees\*

Graduate School will give \$4,000 per predoctoral trainee per year to cover the shortfall costs. This may not cover the full cost of the shortfall. \*Entire shortfall will be covered for fiscal year 09.

### • Postdoctoral Trainees

Individual departments/programs are responsible for covering any shortfall.

• New NIH Tuition, Fees, and Health Insurance Policy available at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-093.html>

It is important to be aware that NIH does not cover the full costs of the training program and the Graduate School has capped their supplementation of the shortfall. These two sources of support may not cover the entire shortfall on the award.

## Regulatory Compliance

### Financial Conflict of Interest

The Program Director must complete a disclosure form **prior** to submission of the application  
<http://www.rsp.wisc.edu/coi/index.html>

### Human Subjects/Biological Materials/Vertebrate Animals/Human Embryonic Stem Cells

Updated procedures will be available on the T32 web site  
<http://info.gradsch.wisc.edu/research/t32/animalhumanbiol.html>

First, for financial conflict of interest, your Program Director must complete the University's disclosure form. She or he probably already will have done this for his/her research grants, but you'll want to be sure so that this doesn't hold you up on the deadline day. You can check with your Dean's office to see if your Program Director has completed this form. This form has to be completed only one time per year and it covers the investigator for the entire year.

If any trainers on your grant have a biological safety protocol, you can obtain an umbrella protocol approval from the biological safety office. You'll need to fill out just the first page of the protocol form, and the next slide shows what this looks like. You'll also need to supplement this with a list of your trainers' names (include all of your trainers, even the ones who don't do biological-safety related research). You do **not** need to list your trainers' biological safety protocols.

# Biological Materials Protocol Form

(<http://www2.fpm.wisc.edu/biosafety/protocol/forms.html>)

<b>Biological Materials and Recombinant DNA Protocol</b> <small>UNIVERSITY OF WISCONSIN-MADISON - Institutional Biosafety Committee/Office of Biological Safety                      Return completed form to OBS, 30 North Murray Street via campus mail, or fax to 262-9059</small>			
			Record #: _____ SCE: _____ Evaluation: _____ Biosafety Level: _____
<b>I. CORE REGISTRATION INFORMATION</b>			
Name of Principal Investigator (PI): <u>S. M. Skinner</u>		Social Security Number: <u>123-34-4567</u>	
Job Title: <u>Professor</u>		Office Phone: <u>123-3456</u> Lab Phone: <u>123-4567</u> Fax: <u>234-1576</u>	
Department: <u>Leisure Studies</u>		Campus Address: <u>345 Arcadia Building, 59 Evergreen Terrace</u>	
Email Address: <u>skinner@facstaff.wisc.edu</u>		Box #: _____	
Protocol Type		Applicable Registration Number & Review Date	
New, Amendment, Renewal, Training or Centers		Amendment or Renewal SC#	
New - Training Grant		Review date	
<b>General Protocol Title:</b>			
<u>Predoctoral and Postdoctoral Training in Leisure and Health Research</u>			
Grant Title(s):		Granting Agency(s):	Grant #:
<u>Predoctoral and Postdoctoral Training in Leisure and Health Research (Biological safety reviews are handled by individual trainers on their research grants.)</u>		<u>NH</u>	
<input type="checkbox"/> Check this box if you have designated any portions of this protocol as confidential to protect proprietary or patentable information.			
Signature of Principal Investigator		Date	Chair, Institutional Biosafety Committee
			Date
Protocol.doc 1 of 7			

Most of the required information is PI contact information, and you will indicate that safety reviews will be handled by individual PIs on their research grants. Biological Safety will send back a green approval form that you can include with your t-form.

## Regulatory Compliance–Human Subjects

- If Human Subjects are used in any of the research related to the training grant, the Program Director must complete the Human Subjects training module  
<http://www.grad.wisc.edu/hrpp/10222.htm>
- Any trainers and trainees involved should also complete the training module.

The PI and all faculty and trainees working with human subjects will need to complete the on-line training module. We also recommend that the administrator complete this training, as they often are the first point of contact when trainees have questions.

You can check online on the RSP website, Human Subjects Training Verification database query page (<http://www.rsp.wisc.edu/hstraining.html>) to see if your Program Director and others have completed this training.

## Regulatory Compliance Humans & Animals

For Biological Safety, Human Subjects, Vertebrate Animals, and Human Stem Cells, you'll need to check yes in the WISPER record. There is no need to enter protocols into WISPER at this time. In the application, you should list protocols as pending unless otherwise specified by the NIH institute.

RARC is the University's Research Animal Resources Center. IRB is the "Institutional Review Board" for human subjects. For vertebrate animal protocols, we recommend contacting RARC well in advance of your deadline and asking them to provide you with the list of protocol numbers and approval dates. You will need to submit a list of investigators to them.

## Other Mandated Proposal Sections

- ☛ Minority Recruitment Plan  
<http://www.nigms.nih.gov/Training/Diversity/>
- ☛ Training in Responsible Conduct of Research  
<http://grants.nih.gov/training/responsibleconduct.htm>

Minority recruitment plan has taken on extra importance to NIH in recent years. Minority recruitment plans and outcomes may affect the funding of your proposal.

## Other Mandated Proposal Sections

### Minority Recruitment Plan

Both Departmental/Program and University efforts are important.

AOF (Advanced Opportunity Fellowships)

SROP Students (Summer Research Opportunity Program)

Graduate School Fairs

Department/Program Website and/or Committee

K-12 Outreach (PEOPLE Program, etc.)

Faculty Travel for Recruitment

Faculty Mentoring of Students (McNair, URS, etc.)

Mailings/Recruitment

GERS or similar programs

## Other Mandated Proposal Sections

### ☛ Training in Responsible Conduct of Research: Frequency and Format

Frequency (some, but not all, Institutes require training every year)

#### On campus courses

Nursing 802 (Ethics & Conduct of Research)

Medical History & Bioethics 999 (Research Ethics)

Medical History & Bioethics 545 (Eth & Reg Issues - Clin Invstgtn)

Oncology 675 (Appropriate Conduct & Effective Comm of Sci)

Chemistry 901 (Seminar in Scientific Ethics)

Human Oncology 721 (The Conduct of Science)

Program/Departmental training

Seminars/Workshops-off campus

Graduate School Seminar Series (new in 07)

Make sure you check with the institute that you are applying to about their specific requirements in this area. There are many different ways to fulfill this requirement. Many of them are listed on this slide.

## The WISPER Record

For document type, choose NIH Train.

If your training program involves biological safety, human subjects, vertebrate animals, or human stem cells, check “yes” to the clearances question(s).

This will be pretty straight forward if you are familiar with t-forms. This form can be found on the UW-Madison RSP website.

Use activity codes: 2, 4 (postdocs only), and 9.

## Future Submissions--Grants.gov

T32 electronic submission is scheduled to begin September 2009.

Any electronic submission of training grant proposals is currently on hold.

## Off to NIH for Review

- T32 applications will follow the general Peer Review Process which is described in the PHS 398 application booklet.
- Site visit (if held) will be approximately 6 months from submission deadline.

## Preparing for the Site Visit



WHAT WILL THEY DO?

ARE THEY GOING TO  
INTERROGATE ME AND  
BEAT ME UP?!

ARE THEY GOING TO  
BREAK MY KNEES???

Site visits are stressful and they last one jam-packed day. However, think of them as an opportunity to sell your program.

Frequency of site visits varies greatly from institute to institute, although some of our grants have been visited at least every other time they are renewed. Other reasons for a visit are if your grant is large or you are asking for additional slots. The major tip is to make sure everything is nice for the team--put them in a good mood!!

The team visiting is a subset of the study section of about 20 people. They are fact finding and will report back to the entire group at the study section. The site visit team usually consists of 4 faculty members from other Universities plus two NIH officials. The SRA (Scientific Review Administrator) will be in touch with you about possible dates for the visit. Try to pick a number of dates that suit you and your steering committee, which is one of the important groups that the team will meet. The package you receive will also suggest further information that the team will need including updates of some of the tables and a tentative agenda.

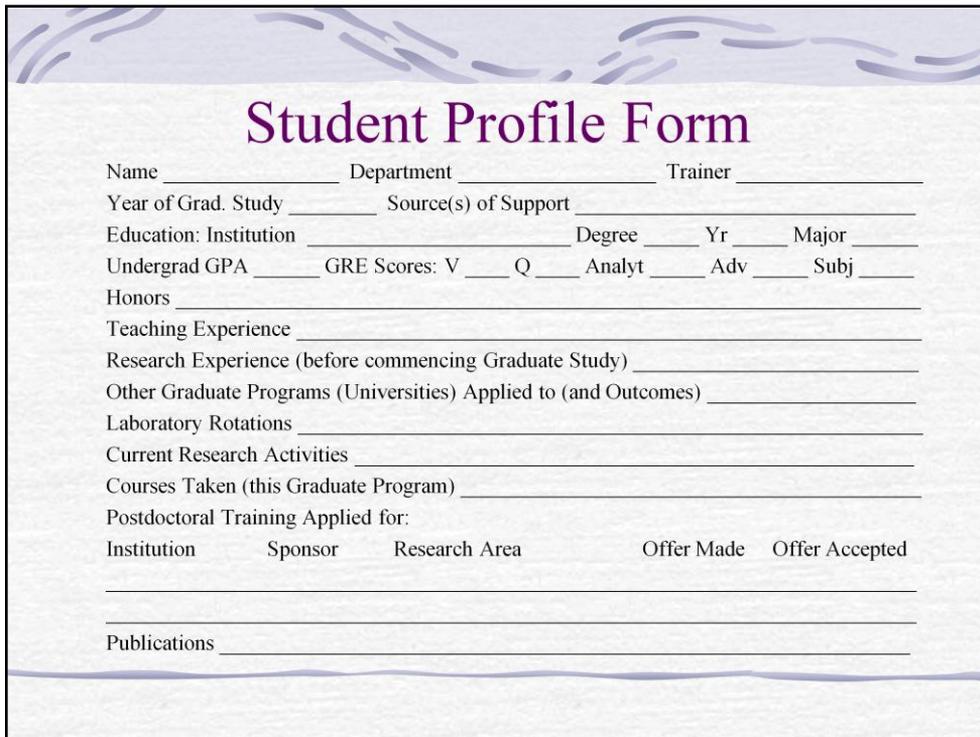
The team will usually want you to arrange for coffee, juice, sweet rolls and/or bagels, soda, lunch, e.g box lunches from the Union. They each pay for this stuff (about \$10-15 each for everything).

You need **nametags** for everyone taking part in the site visit, including the team. Make the names large and readable, so that all the UW participants can recognize each other!! Take any extra info they need to the hotel by about noon on the day of their arrival. This should include maps and a list of restaurants near the hotel, evening telephone numbers for the Program Director and the administrator in case the team wants further information.

## Agenda for GM07215 Training Grant Site Visit Oct. 30, 2006; Room 1360 Biotechnology Center

8:00-8:15	Dean of the Graduate School, Associate Dean for Biological Sciences, Administrator, Center for Biology Education
8:15-9:45	Program Director, Steering Committee and Program Administrator
9:45-10:00	Executive Session
10:00-10:30	Participating Faculty – Junior Members
10:30-11:00	Participating Faculty – Senior Members
11:00-12:00	Junior Students
12:00-12:45	Lunch/Executive Session
12:45-1:45	Intermediate Students
1:45-2:45	Senior Students
2:45-3:00	Executive Session
3:00-3:15	Wrap up with Program Director and Steering Committee

You also need an agenda that lists the names of everyone they will meet. The time frame is usually about 8 a.m. to 4:00 p.m. and then the team leaves for the airport. Note the time division, which shows what the team thinks is most important---STUDENTS.



**Student Profile Form**

Name \_\_\_\_\_ Department \_\_\_\_\_ Trainer \_\_\_\_\_

Year of Grad. Study \_\_\_\_\_ Source(s) of Support \_\_\_\_\_

Education: Institution \_\_\_\_\_ Degree \_\_\_\_\_ Yr \_\_\_\_\_ Major \_\_\_\_\_

Undergrad GPA \_\_\_\_\_ GRE Scores: V \_\_\_\_\_ Q \_\_\_\_\_ Analyt \_\_\_\_\_ Adv \_\_\_\_\_ Subj \_\_\_\_\_

Honors \_\_\_\_\_

Teaching Experience \_\_\_\_\_

Research Experience (before commencing Graduate Study) \_\_\_\_\_

Other Graduate Programs (Universities) Applied to (and Outcomes) \_\_\_\_\_

Laboratory Rotations \_\_\_\_\_

Current Research Activities \_\_\_\_\_

Courses Taken (this Graduate Program) \_\_\_\_\_

Postdoctoral Training Applied for:

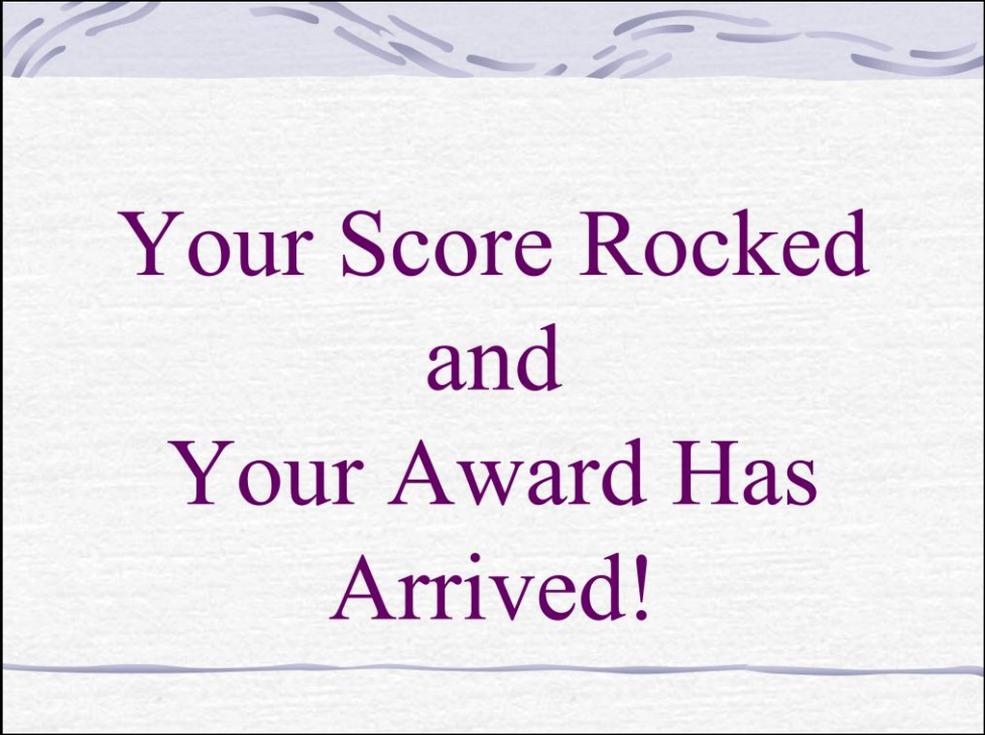
Institution	Sponsor	Research Area	Offer Made	Offer Accepted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Publications \_\_\_\_\_

These have quite a bit of detail that you will need to gather from the students and take time to prepare, so start on them as soon as you know who will be involved in the visit.

The team will want to meet each trainee who is still on campus (even if they are no longer paid off the grant). They also want to see "junior" faculty, "senior" faculty, administration and the steering committee

Before the site visit it is imperative to meet with all participants in each of the groups. This is best done by having individual sessions for junior faculty, senior faculty, junior students, intermediate students, senior students as the questions asked will vary depending on the group. Training sessions should stress that nobody is putting words in anyone's mouth, but gives some idea of the possible questions for each group and gives everyone a heads-up. See the Grad School's T32 website for possible questions that may be asked of each group.



Your Score Rocked  
and  
Your Award Has  
Arrived!

Human subjects and biological safety protocols are available for look up electronically. When you e-mail Chip for login information, mention that you are a T32 administrator.

## WISPER Record Updates-Protocols

- Compile list of human subjects and vertebrate animal protocols for trainees that will be appointed to grant.

Human subjects and biological safety protocols are available for look up electronically. When you e-mail Chip for login information, mention that you are a T32 administrator.

## Human Subjects and Biological Safety Protocol Database (PLUS)

### PLUS URL:

<https://my.gradsch.wisc.edu/plus/lookup.pl>

### Open to T32 Administrators

Contact Heather McFadden, in the Graduate School, [hnmcfadden@bascom.wisc.edu](mailto:hnmcfadden@bascom.wisc.edu) for authorization. Login is NetID.

Human subjects and biological safety protocols are available for look up electronically. When you e-mail Chip for login information, mention that you are a T32 administrator.

## WISPER Record Updates- Protocols

- List human subjects and vertebrate animal protocols in an excel worksheet with the following headers:  
trainee                      trainer  
approval numbers      expiration dates
- Upload worksheet to attachments tab in WISPER.

## WISPER Record Updates- Project Set Up

- For Project Type: choose GM\_20 for Research Training Program
- For FA Base: choose NIH Training
- If award is a new or competing continuation award, RSP will set up accounts for all years of the grant.

## Other T32 Resources at UW-Madison

- ☛ Training Grant Administrators Networking Group  
(Contact Jane Lambert or Heather Daniels)
  
- ☛ T32 ListServ  
ntp-T32@lists.services.wisc.edu  
(Contact Heather Daniels)

Here are some other resources on campus for T32 administrators.

## NIH Institutional Training Grants: Post-Award Issues Seminar

April 16, 2009

- Register at the Office of Human Resource Development website: [www.ohrd.wisc.edu](http://www.ohrd.wisc.edu) (log in, then search by "Upcoming Events").

## Contact Information

- ☛ Becky Bound  
**[rbound@cals.wisc.edu](mailto:rbound@cals.wisc.edu)**
- ☛ Heather Daniels  
**[hdaniels@uwmad.wisc.edu](mailto:hdaniels@uwmad.wisc.edu)**
- ☛ Jane Lambert  
**[jflamber@wisc.edu](mailto:jflamber@wisc.edu)**

Feel free to contact any of us with questions regarding T32 pre-award issues.



Questions?

*???*

Thanks for coming and please complete your evaluation forms. (You may mail them in.)

