NIH Institutional Research Training Grant Guidance
Training Grant Mechanism

All training opportunities are listed in the NIH T Kiosk.

Kiosk: http://grants.nih.gov/training/T_Table.htm

T32 most commonly Duke applied training mechanism corresponding program announcement PA-11-184

Four main reference items needed for review:

• PA-11-184 T32 Program Announcement

• SF424 Guide for NIH and Other PHS

• NOT-OD-11-067 NRSA Stipend Schedule for FY 2011

• Data Table Forms and Instructions for Departments
  http://grants.nih.gov/grants/funding/424/index.htm#data
Two Review Components

Sponsored Projects System

&

Grants.Gov Adobe Package
First Review Component SPS Review

Main Notebook:

Main Page -

- If application type is a resubmission or competitive renewal verify the title matches initial submission (resubmission) or previously awarded (renewal) version (Maximum length allowance – 81 characters including spaces)

Sponsor Page -

- If application type is a resubmission or competitive renewal, verify that the grant assignment number is correct to ensure it matches within the grants.gov package.
  
  - Check for an active appropriate T series solicitation on the Sponsor page.

Activity Page - Inst. Training Prgm should be marked as the Proposal Activity.

Summary of Work Page - Item 7 & 8 of the Adobe Research & Related Other Project Information Page

Personnel Roster Notebook – Preceptors will be listed after the PI and should not be key.

Budget Notebook –

- Check that the NRS A-Institutional Prop F&A Base was utilized for accurate exemptions.
- Check for 8% f&a rate & that stipends match approved NRSA current FY levels.

Protocol Notebook - Verify IRB and IACUC information as usual within the SPS record.
1. Main Notebook: Main Page

- If application type is a resubmission or competitive renewal, verify that the title matches version previously submitted/awarded.
2. Main Notebook: Sponsor Page

- Verify the grant assignment number is correct for a resubmission or competitive renewal application type.

- Check for an active appropriate T series solicitation on the Sponsor page.
3. Main Notebook: Activity Page

- Verify application has been marked with the activity as Inst. Training Prgm.
4. Main Notebook: Summary of Work Page

- Supplied by Item 7 & 8 of the Research & Related Other Project Information Component within the Adobe grants.gov package

* May be a DRAFT within SPS *
5. Personnel Roster

Notebook: Roster Page

- Preceptors or Mentors will be listed after the PI and should not be marked as key as they will be providing no effort.

- Check for 8% Prop F&A Rate in accordance with NIH Training rate.
- Check for NRSA-Institutional Prop F&A Base to ensure accurate exemptions.

Costs Exempt from F&A are Tuition and Fees, Equipment, and Consortium total costs in excess of $25,000.
7. Budget Notebook: Templates Budget Page

- Departments may use the Training Grant budget template

> Please note utilization of the template is not mandatory
8. Budget Notebook: Summary Budget Page

- Budget levels for stipend and institutional allowance are determined by NRSA guidelines (refer to NOT-OD-11-067)

Please Note: Training Related Expenses is captured in Other Expenses Budget Detail
Notes on Budget:

- Tuition at the postdoctoral level is limited to specific courses which will need to be described in the Budget justification. Remember that books will need to be justified to a specific course as they fall under CAS.

- Training Related Expenses (TRE) budget category is supported as a lump sum based on $4,200 per predoctoral trainee and $7,850 per postdoctoral trainee. Refer to NOT-OD-11-067.

- Inflation is not allowable on stipend support. It is allowable for postdoctoral trainees to be at a new year of experience level of support the next budget period which would accommodate an increase.
9. Protocol Info
Notebook: IRB/IACUC/IBC Page

- Review protocol information entered into SPS with current NIH review procedures.
How does the Adobe Package effect Review Timeline?

Documentation required for ORA review:
All administrative portions are still due into our office for review 7 business days prior to the deadline.
- SPS record complete & fully routed to ORA
- Signed DPAF (uploaded within SPS Internal Documentation)
- Adobe package with all administrative portions complete (uploaded within SPS Internal Documentation)

Please note: Completed Adobe Package due to our office 3 business days prior to the deadline.
Key Points in review of SF424 (R & R)

- Item 4. a. Federal Identifier is a required field when Item 8 = Resubmission or Renewal. Verify that the IC and serial number of the previously assigned application/award number is utilized (e.g. CA988764). No other part of the assignment number should be applied – **WILL ERROR IN VALIDATION IF WRONG**
- Item 11. Title for a “resubmission” or “renewal” application should have the same title as the previous application or award. If the specific aims of the project have significantly changed, choose a new title.
- Item 15. a. Total Federal Funds and c. Total Federal & Non-Federal Funds should match the Cumulative Budget E. amount for the entire project period.
Key Points in review of Project/Performance Site Location

- List all of the locations where training, program management, and the research training experiences described in the Research Training Program Plan will be performed.
Research & Related Other Project Information

Adobe Page

Key Points in review of Research & Related Other Project Information

- Item 1. Are Human Subjects Involved? If yes, the 1.a. data will require completion. Please note that the Human Subject Assurance Number box has a grants.gov glitch which does not allow users to enter the assurance number. This will only create a warning in the validation process and will still allow the application to continue for submission.

- Item 2. Are Vertebrate Animals Used? If yes, the 2.a. data will require completion.
Item 3. Is proprietary/privileged information included in the application? Patentable ideas, trade secrets or confidential commercial information, disclosure of which may harm the applicant, should be included in applications only when such information is necessary to convey an understanding of the proposed project. If the application includes such information, check yes and clearly mark each line or paragraph with an asterisk (*) in the left-hand margin on the pages containing the proprietary/privileged information with a legend similar to: "The following contains proprietary/privileged information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."
Key Points in review of Research & Related Other Project Information

Item 6. Does this project involve activities outside of the United States or partnerships with international collaborators? The answer would be yes in only two instances:

1. If there is a training consortium/subcontract site that is a foreign institution
2. If trainees will be performing international travel to experience training at an international site
Research & Related Other Project Information

Adobe Page

Key Points in review of Research & Related Other Project Information

- Item 7. Project Summary/Abstract. Summarize the objectives, rationale and design of the research training program. Provide information regarding the research areas and scientific disciplines encompassed by the program. Include a brief description of the level(s) (i.e., undergraduate, predoctoral, postdoctoral, faculty) and duration of the proposed training, the projected number of participating trainees and their anticipated levels of experience.

(30 lines of text restriction still applies – department responsibility)
Key Points in review of Research & Related Other Project Information

- Item 8. Project Narrative. Using no more than two or three sentences, describe the relevance of this research training program to public health. In this section, use plain language that can be understood by a general, lay audience.

- Item 9. Bibliography & References Cited. This item should be used only to cite references supporting the need, rationale, and approach for the training program described in the PHS 398 Research Training Program Plan. Do not include lists of publications of project directors, mentors or trainees in this section, as this information will be included in the biosketches and Data Tables.
Key Points in review of Research & Related Other Project Information

- Item 10. Facilities & Other Resources. Describe the facilities and resources that will be used in the proposed training program. Indicate in what ways Duke will support the program, financial or otherwise (e.g., supplementation of stipends, protected time for mentoring, support for student activities). This could also include, for example, space, shared laboratory facilities and equipment, funds for curriculum development, release time for the PD/PI and participating faculty, support for additional trainees in the program, or any other creative ways to improve the climate for the establishment and growth of the research training program.

- Item 12. Other Attachments. Leave BLANK
Key Points in review of Senior/Key Person Profile

- The Program Director(s) (in case of multiple PD/PIs), training faculty and any other individuals whose contributions are **CRITICAL** to the development, management and execution of the Research Training Program Plan in a substantive, measurable way should be identified as Senior/Key Persons. These would include co-Director(s), if applicable, and program staff.

- Do not include proposed mentors and training faculty members (other than senior/key persons) in this section. Biographical Sketches for mentors and participating faculty will be included in the PHS 398 Research Training Program Plan Component, Item 12, Participating Faculty Biosketches.

- **CREDENTIAL FIELD IS MANDATORY TO BE COMPLETED WITH PI’S ERA COMMONS USERNAME – WILL ERROR IN GRANTS. GOV VALIDATION PROCESS IF INACCURATE**
PHS 398 Cover Page Supplement Adobe Page

Key Points in review of Cover Page Supplement

- Refer to Standard Reference Information provided in T32 Adobe Package Template for accuracy of data entered on this page
Key Points in review of PHS 398 Checklist

- Refer to Standard Reference Information provided in T32 Adobe Package Template for accuracy of data entered on this page.

- If you need to update the Federal Identifier in Item 1. Application Type field, please be aware this is pre-populated from the SF424 (R&R) Cover Adobe page. As a result, update will need to be performed on the SF424 (R&R) page.
Key Points in review of PHS 398 Research Training Program Plan

- Item 1. Application Type. Information is pre-populated from the SF424 (R&R) Cover Adobe page. As a result, update will need to be performed on the SF424 (R&R) page.

- Item 2. Research Training Program Plan Attachments

  - Guidance to Program Plan content refer to SF424 Supplemental Guide

  1. Introduction only required for Resubmissions – Limited to 3 pages
  2. Background – Part of combined 25 page limit
  3. Program Plan – Part of combined 25 page limit
  4. Recruitment and Retention Plan to Enhance Diversity – Part of combined 25 page limit
  5. Plan for Instruction in the Responsible Conduct of Research – Limited to 3 pages OUTSIDE of 25 page limit
Key Points in review of PHS 398 Research Training Program Plan

- Item 2. Research Training Program Plan Attachments Continued

  ✓ Guidance to Program Plan content refer to SF424 Supplemental Guide

  6. Progress Report – RENEWAL ONLY

  7. Human Subjects – If “yes” was answered on Research & Related Other Project Information page, this field will be required. If “no” leave field BLANK.

  8. Vertebrate Animals – If “yes” was answered on Research & Related Other Project Information page, this field will be required. If “no” leave field BLANK.

  9. Select Agent Research – PI responsibility to provide if applicable

  10. Multiple PD/PI Leadership Plan – Required if other personnel were identified on the Senior/Key Person Profile Page with the role PD/PI
Key Points in review of PHS 398 Research Training Program Plan

- Item 2. Research Training Program Plan Attachments Continued
  - Guidance to Program Plan content refer to SF424 Supplemental Guide
  11. Consortium/Contractual Arrangements – Required if there is a consortium site identified in the Project/Performance Site Location and an individual with the role of Consortium PI in the Senior/Key Person Profile page
  12. Participating Faculty Biosketches – Personal Statement is not required for Preceptors. (Page limitation of 4 pages per faculty member still applies – responsibility of department.)
  13. Data Tables – Refer to Data Table PDF for guidance
  14. Letters of Support – Required if there is a consultant disclosed on the Senior/Key Person Page. Otherwise, it is at PI discretion to provide any letters of support.
Key Points in review of PHS 398 Training Budget

- **Part A. Stipends, Tuition/Fees** –
  1. Utilize the current NRSA Stipend Schedule for the appropriate FY released to determine if accurate allocations were performed
  2. Confirm that SPS Summary Budget participant stipend amounts match the allocations provided in this Adobe Part A

- **Part B. Other Direct Costs** –
  - Trainee Travel – Justification must identify the purpose of the travel, the number of trips involved, the destinations, and the number of trainees for whom the funds are requested.
  - PHS policy requires coach class travel. Foreign travel requires further detail in explanation of importance towards the training experience. **Confirm total matches SPS amount.**
Key Points in review of PHS 398 Training Budget

- Part B. Other Direct Costs –
  - Trainee Related Expenses (TRE) – Health insurance, consultant costs, research supplies are intended to be lumped together based on the number of trainees and the allowable predetermined approved rate per predoctoral trainee and postdoctoral trainee.
    - Refer to NOT-OD-11-067 for current approved levels
      1. Predoctoral Trainee rate: $4,200 per trainee
      2. Postdoctoral Trainee rate: $7,850 per trainee
PHS 398 Training Budget Adobe Page

Key Points in review of PHS 398 Training Budget

❖ Part D. Indirect Costs
  1. Indirect Cost Type – F & A should be entered
     Indirect Cost Rate – 8
     Indirect Cost Base – Amount entered should be the derived result from the calculation of Part C Total Direct Costs Requested minus Exemptions (Tuition and Fees, Equipment, and Consortium totals in excess of $25,000)
     Funds Requested – Amount entered should be the derived result from multiplying the Indirect Cost Base by .08 Indirect Cost Rate
Key Points in review of PHS 398 Training Budget

- Part F. Budget Justification – The justification is uploaded into the first budget period, however it should reflect detailed explanation for the entire budget period requested. All categories (stipend, tuition and fees, travel, and training related expenses) should provide details regarding the number and type of trainees involved to ensure established approved NRSA rate levels were upheld.
Key Points in review of PHS 398 Training Budget, Cumulative Budget

- All values are calculated automatically. Please remember to confirm that the amount shown in Part E Total Direct and Indirect Costs Requested is the amount entered into the SF424 (R&R) page 2 Item 15. Estimated Project Funding for a. Total Funds Requested and c. Total Federal & Non-Federal Funds
Notes on Attachments within the Adobe package:

- Spaces within the naming convention is not allowed – If there is a space within a naming convention, resave the document with an underscore and upload it into the application.

- Special characters (i.e. &) are also not permissible within the naming convention - If there is a space within a naming convention, resave the document with an underscore and upload it into the application.

- Each section of the Research Training Program Plan should begin with a section header (i.e. Introduction, Background, Program Plan etc.). Remember PHS 398 headers and footers should be removed as the grants.gov package will pre-populate headers and footers in the submission process to eRA Commons.
Notes on Optional Documents:

- PHS Cover Letter – Required when there are direct costs in any budget period at or over $500,000. Letter should indicate NIH representative that approved the request.
  Refer departments to contacts by IC table for requesting approval:

- PHS 398 Training Subaward Budget Attachment (s) – Required when a Consortium PI is identified in the Senior/Key Person Profile and another organization is added to the Project/Performance Site Location.