Gathering Information to Support Institutional Training Applications: It takes a team
Today’s Panel

- Eileen Joyce, SRI
  - Eileen.Joyce@yale.edu  785-7837
- Jadwiga Kawka, Assistant Administrator, EPH
  - Jadwiga.Kawka@yale.edu  785-2821
- Melanie Elliot, Graduate Student Coordinator, EPH
  - Melanie.Elliot@yale.edu  785-6383
• What is an Institutional Training Grant (ITG)?
• Why are they so challenging?
• Help Is Out There
  – ITG Web Sight
  – Best Practices at the Yale School of Public Health
• What’s Next?
• What does the future hold?
Institutional Training Grants (ITGs)—What are they?

- Fund Research Training
- Support Pre-doctoral (Graduate/PhD) Students and Postdoctoral Fellows
- Examples of Federal Programs Include:
  - NIH (T01, T15, T32, T90...)
  - NSG (IGERT.....)
  - Dept of Ed (GAANN)
  - Dept of Energy
  - Dept of Defense
  - HHMI
Why are they so challenging?

- Instructions Are Confusing
  - The FOA
  - The Introduction to Data Tables
  - Section 8 of SF424 Guidelines

- Definitions are confounding
  - Participating Department/Programs
  - Participating Faculty
  - Training Grant Eligible (TGE)
  - Associated with Training Grant
Why are they so challenging?

- The Volume and Detail of Data is Daunting
  - *The Data Tables*
    - Faculty data
    - Trainee data (past/present)
    - Graduate Program/Department data (past/present)
    - Publications of Trainees
    - Etc.
  - *Biosketches*
  - *Letters of support*
  - *Diversity recruitment/retention plans*
  - *Training in the Responsible Conduct of Research*
Help Is Out There

• Sources of Information
  – Strategic Research Initiatives & ITG Web Sight
    http://www.yale.edu/grants/institutional_training_grants/#topofpage
  – Specific Sponsor contacts
  – We – collectively - have broad experience and some answers; reach out to them.
Yale Institutional Training Grants

A training grant is an award that provides a coordinated training program and funding, for stipends, tuition, training-related expenses and travel, for students, predoctoral candidates, and postdoctoral researchers, staff, teachers and/or faculty who are selected by the institution to be a part of the training program. Training grants are different from awards to an individual which generally provide a stipend for sponsor-selected individuals.

Because the majority of Yale’s training grants are from the National Institutes of Health (NIH), information about applying for and administering these awards is specifically provided on this page. Note that information below is gathered from various sources and is collated to assist your efforts in developing type “T” Training Grants. The data represented may not be the most current; updated information can be brought to the attention of Eileen Joyce.

Feedback regarding the usefulness of the information contained on this site will assist others. Please feel free to contact us with comments, questions or suggestions.

Important Updates
NIH Websites

Important Updates:

- Reminder regarding the importance of the NIH Responsible Conduct of Research Training plan (RCR) with particular attention to the frequency of participation in and recording of instruction for each individual. NIH study sections are being reminded that plans for training in RCR must explicitly state how an institution will address RCR training. Per NOT-OD-10-019 instruction must be undertaken at least once during each career stage, at a frequency of no less than once every four years and the process by which an individual’s training record is maintained must be clearly defined.
- Clarification on Definition of “Participating Department(s)”, based on discussions with NIH Program Staff. Participating departments/programs refers to those department/programs with which your department/program has a close working relationship in the development of, execution of, and recruitment for the training program for which funding is being requested. i.e., Dept/Pgm A and Dept/Pgm X are working hand in hand and recruit from the same pool of applicants for their respective Dept/Pgm; therefore, the Dept/Pgm would be considered “Participating.” Dept A also has mentor(s) from Dept/Pgm(s) B, C, Y and Z; but those Dept/Pgm(s) are not closely involved; therefore, are not “Participating.”

New Page Limit for “Plans for Instruction in the Responsible Conduct of Research” for T32s (Issued March 22, 2011):

NIH is giving investigators separate space -- these pages -- in their applications to describe how they will carry out instruction in responsible conduct of research. No longer will the required plan have to fit within the page limit of the Research Training Program Plan Component. For more information see NOT-OD-10-039.

NIH Websites:

- Current T32 Funding Opportunity Announcement PA-11-104 Ruth L. Kirschstein National Research Service Award (Issued March 24, 2011)
- Current T35 Funding Opportunity Announcement PA-11-185 Ruth L. Kirschstein National Research Service Award (Issued March 25, 2011)
- NOT-OD-11-067 Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2011 (Issued April 25, 2011)
- SF424 Section B1 Supplemental Instructions to the SF424(R&R) for Preparing Institutional Ruth L. Kirschstein National Research Service Award (NRSA) Application (Issued March 30, 2011)
- IC Table -- provides NIH Institute specific requirements, due dates and program contacts.
- Instructions, Samples and Data Table Forms from the SF424(R&R) Guidelines: Instructions and Sample Data Table files includes example data, detailed instructions and rationale statements for each table. Blank Data Tables file providesfillable format pages.
### T32 TRAINING GRANT - XXXX XXXXX, PI - DUE xx-xx-xxxx

**In Bold:** 9 EXECUTIVE COMMITTEE MENTORS

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YSPH’s Approach to Developing an NIH Institutional Training Grant
Best Practices - YSPH

Who?

- Assemble team
  - P.I.
  - Pre-Award Administrator
  - Administrative Assistant or Accountant
  - Graduate Registrar
  - Faculty Affairs or Post Doc Coordinator

When?

- Start 4 months before due date
  - Standard due dates: Jan 25th, May 25th, Sep 25th
  - Allow time for final review and error correction
  - DO NOT SUBMIT to Business Office on the day it is due at NIH
What (next)?

- PI to send email to all participating faculty outlining information request and due date
- Establish time-line
- Assign responsibilities
- Check all available resources
- Meet regularly to assess progress
How?

Resources we have utilized/developed:

- ITG Website
  - List of Training Grants
  - Contact information
  - Participating faculty on Grants
  - Yale Resources Language
- Pink Sheets from other T32 P.I.’s
- Checklist, Budget Template, Assigning Responsibilities Sheet
- Email template to send to participating faculty
TABLES and DATA COLLECTION – Pre & Post Doc


- Table 1: Membership of Participating Departments & Programs
  - Team Effort
- Table 2: Participating Faculty Members
  - PI, Admin Asst
- Table 3: Institutional Training Grant Support Available
  - ITG website
- Table 4: Grant & Contract Support
  - Participating Faculty
  - Sandy Vitale, Office of Research Enterprise Operations
TABLES and DATA COLLECTION – Pre Doc

Table 5A: Pre-doctoral Trainees of Participating Faculty Members
- Faculty (should) keep updated
- Graduate Registrar can “fill in the blanks” and refer faculty to Registrars in other departments if necessary
- Utilize social media, Google and other sources to obtain information

Table 6A: Publications of Research Completed by Pre-doctoral Trainees
- Faculty (should) provide names of current pre-doctoral students who could be funded on this grant.
- Graduate Registrar contacts student for publications

Table 7A: Admissions and Completion Records for Underrepresented Minorities Associated with Training Grant
- Graduate Registrar of each program compiles required statistics
Table 8A: Qualifications of Recent Pre-doctoral Applications
- Graduate Registrar – Admissions can generate spreadsheet of applicants.
- Registrar needs to modify as dictated by NIH forms
- **MUST SUBMIT FOR FIVE YEARS** – **CREATE NEW TABLE EACH SPRING/SUMMER AS PART OF DATA MAINTENANCE.**

Table 9A: Qualifications of Current Pre-doctoral Trainees Associated with Training Grant
- Graduate Registrar and PI determine appropriate students & complete table

Table 10: Admissions and Completion Records for Underrepresented Minorities
- Graduate Registrar – update annually from departmental statistics

Table 11: Appointments to the Training Grant for Each Year of the Past Award
- Graduate Registrar updates annually from progress report

Table 12A: Pre-doctoral Trainees Supported by this Training Grant
- Graduate Registrar updates annually from progress report
POST-DOCTORAL DATA COLLECTION

- Tables 5B, 6B, 7B, 8B, 9B, 10 (New and Renewal)
  - Faculty Affairs
  - Post-Doctoral Affairs Coordinator

- Tables 11 and 12B (Renewal Applications Only)
  - Faculty Affairs
  - Post-Doctoral Affairs Coordinator
What's Next?

- Centralization of Additional Data Elements
- Sample applications
- Library of Common Language
- Bio-sketches from the faculty database
What does the future hold?