Mentor and Fund Manager Assurances
Training Grant Name Here

Funding Levels: **2021-22 NIH NRSA Funding Levels**

Predoctoral Stipend: Annual (monthly)
Tuition: Tuition Allowance amount
Travel and Other Expense: Other costs allowance

This document will be retained with the appointment record for Trainee name here. Mentor and Home Department Fund Manager signatures are requested to assure all NIH Training Grant Mechanism e.g. T32 compliance standards will be upheld throughout the duration of this appointment: Appointment Start Date-Appointment End Date.

- All trainees are required to pursue their research training on a full-time basis (devoting at least 40 hours per week to the program). Prior approval is required from NIH IC Here (e.g. NIDDK) to reduce a trainee's effort from full-time to part-time.

- Training Grant Mechanism e.g. T32 Stipends and Tuition will be administered through Medicine-Division Name. Any additional support must be administered by the trainee's Home Department.

- Mentors must cover all shortfall costs for trainees via unrestricted funds. Shortfall includes:
  - Stipend supplementation* to bring the trainee's annual support up to University and/or Department minimums
  - Tuition and Fees not covered by the training grant
  - Research project costs necessary to complete personal projects

- Postdoctoral trainees with Stipends administered through UC Path will also incur benefit expenses, a portion of which are unallowable, throughout the duration of their appointment. The trainee's Home Department must cover the portion of unallowable costs and will be charged lump-sum after the appointment term concludes. Please provide the FAU that will be used to incur this cost, if applicable:

  _____ _____ _____ _____
  Account   **CC**   **Fund**   **Project**

- Trainees may receive concurrent salary support* from Extramural C&G funds while appointed to the Training Grant Mechanism e.g. T32, including but not limited to Federal PHS funds, if:
  - The trainee commits to work up to 10 additional hours per week as an employee of their Home Department (125% maximum total effort commitment)
  - There is no scientific overlap between the Training Grant Mechanism e.g. T32 and the C&G fund
  - UC Path appointment does not exceed 0.25 FTE

- Trainees may not accept fellowship appointments or fellowship awards which require effort commitments while appointed to the Training Grant Mechanism e.g. T32; however, they may accept scholarships or awards that provide funding for Tuition or Research Project Costs.

- Copies of IRB, IBC, and/or IACUC approval(s) should be provided to Training Grant Fund Manager to record against the Award record in PATS.

- Copies of Human Subjects Education (CITI Training) certificates should be provided to Training Grant Fund Manager and will be confirmed annually, when applicable.

- Publications must acknowledge UCLA Training Grant Name here support ("Funded by the NIH grant Training Grant #").
- Participation is required from trainees monthly in the Training Grant Name here Scholar scheduled activities. These activities will occur once a month and will include work-in-progress presentations, seminars, networking, and other career development activities.
- Annual progress report materials are due by **Assign Due Date**

  - Description of the research project and relevant training activities/professional development. Training activities may include, for example, courses or one-on-one work with a mentor. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars.
  - List of publications: Provide full citation, including PMID and PMCID. The list may include pending citations.
  - List of additional sources of support (include scholarships, research grant funding, and awards)
  - Degree status (In-progress or Completed)
- Trainees are required to participate in outcomes reporting throughout the lifetime of the Training Grant Mechanism e.g. T32, including after appointment termination. Outcomes that must be reported annually are listed below. Mentors may be asked to assist in contacting trainees for outcomes reporting if they are unreachable by Training Grant Mechanism e.g. T32 administrative staff.
  - In-training status
  - Additional degrees (include in-progress)
  - Subsequent appointments (Title, Institution, Principal Activity, Start/End Dates)
  - Subsequent Contract & Grant funding
- Postdoctoral trainees must sign the NRSA Payback Agreement before support can commence. Mentors may be asked to verify payback obligations upon termination of the Training Grant Mechanism e.g. T32 appointment.
- Funds awarded in the Travel and Other Expenses category may be used for costs that support the trainee's research or educational activities. Order requests may be routed through Training Grant Fund Manager for approval, and will be prepared by Training Grant Department purchasing. The deadline to submit purchase order requests is Deadline date here. Examples of allowable expenses include but are not limited to:

  - Computers and data storage devices
  - Office-type supplies (notebooks, pens, printers, ink, etc.)
  - Educational costs (textbooks, tuition/registration fees, student health insurance, certifications, etc.)
  - Research project costs (core services, glassware, chemicals/reagents, cleaning supplies, etc.)
  - Travel and related costs (airfare, lodging, meals, conference registration, taxi, presentation materials, etc.)

  These funds may not be used for furniture (includes work desks and chairs), phone lines, or any other cost that would typically be recovered via F&A costs.

By signing this form I confirm I have read and understand the responsibilities and restrictions that accompany the Training Grant Mechanism e.g. T32 appointment for Trainee name here.

_____   _____
Mentor: Fund Manager:

When University or Department annual support minimums are greater than the Training Grant Mechanism e.g. T32 stipend level: Trainees that do not assume additional employment activities unrelated to the Training Grant Mechanism e.g. T32, in most cases, should receive stipend supplementation, not salary. Training Grant Mechanism e.g. T32 appointments require 100% effort commitment from trainees throughout the duration of their appointment, and are not permitted to receive salaries in support of this effort. Additional information and guidance may be found in NIH GPS Chapter 11