

Biostatistics, Epidemiologic, and Bioinformatic Training in Environmental Health (BEBTEH)

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Guidelines for Trainees

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INTRODUCTION

BEBTEH has secured funding for student tuition and stipends by successfully competing for an institutional (T32) training grant funded by the National Institute of Environmental Health Sciences (NIEHS). We have prepared this document to help trainees be aware of and understand their roles and responsibilities with respect to this source of funding. This document gives an overview of National Institutes of Health (NIH) training requirements, perspective on how trainees can help ensure the continued availability of training grant funds for students, as well as details about requirements associated with receiving funding through a department training grant. Please read this document carefully as trainees are responsible for knowing and following the requirements. Also, feel free to contact us with any questions.

PURPOSE AND OVERVIEW OF BEBTEH

Biostatistics, Epidemiologic and Bioinformatic Training in Environmental Health (BEBTEH) Training Grant (NIEHS; T32ES015459): The purpose of the BEBTEH is to improve quantitative science expertise in the environmental health sciences (EHS) by producing quantitative science researchers with strong EHS skills and EHS researchers with strong quantitative science skills. The fundamental innovation of this program is its unified structure to bridge EHS with bioinformatics and biostatistics. This is accomplished by bringing more students into the EHS, teaming them with two mentors to provide both EHS and quantitative science guidance, creating a Training Program with both EHS and quantitative components, and providing a strong EHS research engagement for all trainees. The BEBTEH leverages and enhances the existing EHS research portfolio and relevant disciplinary training programs to meet the specific need for more quantitatively skilled researchers in EHS. By building on existing strengths at the University of Washington, BEBTEH intends to enhance the NIEHS mission of understanding the role on environmental exposures in human biology and disease. Cross-disciplinary collaboration is intrinsic to and fostered by this program.

- **Participating Departments:** Biostatistics, Occupational and Environmental Health, Epidemiology, and Genome Sciences
- **Annual Progress Report Date:** February 1
- **Training Grant Preceptors/Mentors:** See *BEBTEH website for complete list.* <http://deohs.washington.edu/bebteh-program-faculty>
- The general BEBTEH program of study will follow the outline given here. (Note: postdoctoral trainees will have individualized plans that may not follow this outline.) Additional department-specific details such as curricula, degree requirements, didactic courses, laboratory experiences, qualifying exams, seminars, and journal clubs are available from the participating departments. In general, students in the BEBTEH will be expected to develop expertise in both EHS-related life sciences and quantitative sciences.

The general BEBTEH program of study will follow the outline given here. (Note: postdoctoral trainees will have individualized plans that may not follow this outline.) Additional department-

specific details such as curricula, degree requirements, didactic courses, laboratory experiences, qualifying exams, seminars, and journal clubs are available from the participating departments. In general, students funded by BEBTEH are expected to develop expertise in both EHS-related life sciences and quantitative sciences.

For predoctoral trainees, there are two phases to the training in the program – the initial *coursework emphasis* phase and the *independent research* phase. Entering students will select a primary mentor who will also be their graduate advisor. They will participate in orientation activities and meet with their mentor to plan their course of study. PhD students typically finish most or all of their required coursework within the first two years in graduate school. Typically written qualifying exams conclude the second year of study although some students place out of first-year classes and take qualifying exams earlier. Research opportunities will be incorporated into this initial coursework phase. Typically the second mentor will be selected in conjunction with the trainee's research opportunity in order to ensure both the quantitative and EHS training goals of the BEBTEH are met. For instance, many quantitative trainees may have a research assistantship on a NIEHS-funded grant and will select the PI or a co-I on that grant as the second mentor. During the third year students transition between phases as they finish any remaining required coursework and begin their dissertation research. Often students select their dissertation advisor during this third year and may select different BEBTEH mentors at this time. The general examination follows with presentation of a thesis research proposal. For the remaining years students complete their research toward the PhD. Trainees will be required to participate in some form of research during each year of their traineeship. During their entire course of training they will share common BEBTEH-sponsored activities as well as attend journal clubs and seminars. Each trainee is strongly encouraged discuss their progress and plans with the BEBTEH Director annually.

APPOINTMENT INFORMATION

An overview of training grant appointments and benefits is given here. Details can be found in "Appendix A. Appointment, Performance, and Benefit Details".

Appointments:

Appointments to the BEBTEH training grant are made on a space-available basis by the training grant Director. Trainees appointed to the training grant should be willing to make a good-faith commitment to BEBTEH's goals. Commitment to the grant's missions is intended to begin at the initial appointment and last until the student receives their Ph.D. or completes their postdoctoral training, even if the source of funding transitions from the grant. At the beginning of their training, all trainees are asked to sign an acknowledgement that they have read this document and understand the program intent.

Eligibility: By NIH regulations, a trainee must be a U.S. citizen or permanent resident. He or she may not hold another federal training grant at the same time. The trainee may be employed up to 10 hours per week in a public-health related position; however, the employment may not be for the trainee's thesis or dissertation research. Students may work additional hours on a limited basis with permission of BEBTEH's Director.

Appointment Period: Appointments are made for one year at a time. Appointment renewals are made annually, and depend upon satisfactory progress, availability of training grant funds, training grant and/or departmental needs, and individual circumstances. NIH limits the total duration of support per person on any training grant to three years for a postdoctoral trainee and five years for a predoctoral trainee. BEBTEH often places further limits on appointments to a maximum of two years with exceptions made on a per trainee basis. Trainees are encouraged to contact BEBTEH's Director about four months in advance of their end date each year to discuss appointment renewal.

Postdoctoral Payback Requirement: Postdoctoral trainees have a payback service or monetary requirement. See Appendix A for details.

Appointment Procedures: Appointment forms must be filed annually with NIH. Details on these and other UW procedures are given in Appendix A.

Benefits:

Tuition: In addition to a stipend, trainees earning a degree at UW will receive partial tuition support or waiver as explained in Appendix A. Funds to cover the remaining tuition not covered by the Training Program are typically covered by the trainee's primary mentor from non-federal funds or earned by the trainee through a 10 hour per week RA appointment. Establishment of Washington state residency is important for tuition purposes (see Appendix A).

Charges not covered by department training grants: The NIH does not cover the surcharge for more than 18 credits/quarter, the building fee, the UPASS fee, Immunization Fee, MPH Practicum Fee, tuition exemption registration fee, optional or late fees, additional class fees, or union dues.

Predoctoral Trainee Health Insurance: The trainee will be insured by the Graduate Appointee Insurance Plan (GAIP). A predoctoral trainee may elect to insure his/her dependent(s) and pay the applicable premium. See the Appendix A for more information

Postdoctoral Trainee Insurance: A postdoctoral trainee is eligible for UW faculty/staff insurance and a number of other UW benefits. For additional details, see Appendix A.

Registration and Performance Requirements: (additional details in Appendix A)

- A pre-doctoral trainee must be registered for at least 10 credits/quarter during the academic year and at least 2 credits during Summer Quarter when supported by a training grant.
- A postdoctoral trainee does not have to be registered, except as necessary to complete a master's degree within 5-8 quarters, if required as part of the trainee's postdoctoral training.
- Each trainee must make timely progress toward his/her degree or research goals as defined by the applicable department and BEBTEH.

PROGRAM OF STUDY AND OTHER EDUCATIONAL REQUIREMENTS

BEBTEH has its own program of study that builds upon the existing requirements of the student's home department. See below for program requirements specific BEBTEH. In addition, there are some NIH educational requirements that are common to all training grants. These are summarized below (see Program requirements for all NIH-funded trainees) with additional detail in Appendix B.

The University of Washington Graduate School requires all Ph.D. candidates to complete 18 graded credits in graduate level courses prior to registering for the General Examination. A minimum cumulative grade point average of 3.00 is required. Each participating department has its own required courses for the Ph.D. In addition BEBTEH trainees must fulfill elective requirements, including at least one BEBTEH-approved EHS or quantitative elective.

Summary of requirements for BEBTEH trainees:

- Meet all the requirements of their home department (predocs) or mentor (postdocs),
- Meet the responsible conduct of research (ethics) training requirement,
- Attend the annual lunch,
- Present their research annually to other BEBTEH trainees or an EHS-oriented audience. The primary venue for this is the DEOHS Student Research Day. Other venues must be approved by Dr. Sheppard.
- Participate in a grantsmanship educational opportunity, and
- Predoctoral trainees only: Take at least one BEBTEH-approved elective.

Program Requirements Specific to BEBTEH

The following requirements, with the exception of the elective course requirement, apply to both pre- and postdoctoral trainees.

- **Additional Required Courses:** 1 BEBTEH-approved elective:
 - The BEBTEH Director works in consultation with individual trainees to select BEBTEH-approved electives that will fulfill the BEBTEH elective requirement. Each predoctoral trainee is required to take one qualifying elective and will be encouraged to select additional electives to expand their understanding interdisciplinary expertise. This requirement helps unify the Training Program experience and ensure all BEBTEH pre-doctoral trainees receive formal training in EHS and quantitative science areas. In general, BEBTEH-approved electives are offered outside the student's home department. They are intended to expand the student's expertise in the quantitative or environmental health science discipline furthest outside the student's current studies, yet relevant to the student's interests and program of study. For instance, typically biostatistics students choose electives from environmental health, while environmental and occupational health sciences students choose electives from biostatistics.
- **Journal Club:** None required (However, voluntary attendance is encouraged)
- **Special Seminars:** None required (However, voluntary attendance is encouraged)
- **Work Groups:** None required (However, voluntary attendance is encouraged)

- **Presentations:** Present research annually to other BEBTEH-trainees or an EHS-oriented audience. Currently trainees present a poster at the annual DEOHS Student Research Day in May.
- **Research:**
 - Environmental Health Science research with an emphasis on quantitative science expertise, to be arranged
 - All trainees will participate in research projects during their entire training period.
 - This includes research opportunities during the first two years of pre-doctoral training; we believe research experience prior to the dissertation is an important part of the program. Details will vary by home department and may include laboratory rotations (EOHS and Genome Science) and/or research assistantships (Biostatistics and Epidemiology) or summer research experiences (Biostatistics). Early in the training period research opportunities are likely to be distinct from the dissertation and thus we anticipate them to be more diverse and actively supervised than later when trainees will be expected to focus on an in-depth independent research project.
- **Other:**
 - Participate in the BEBTEH lunch (typically held in the fall) and DEOHS Student Research day (May) annually.
 - As available, seek out and participate in a grantsmanship educational opportunity. Predoctoral trainees are encouraged to apply for F31 fellowships from NIH. Dr. Sheppard can provide guidance.

Program Requirements for all NIH-funded Trainees

Training in the Responsible Conduct of Research (“Ethics”): Instruction in the responsible conduct of research is required of all training grant recipients. This requirement was given new emphasis in November 2009 through NOT-OD-10-019 (<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>). This requirement is met through specific courses (e.g. BOST 532 – Ethical Issues for Biostatisticians) and/or the Biomedical Research Integrity Series. **BEBTEH strongly recommends that trainees choose to take a course in responsible conduct of research (e.g BOST 532), if possible.**

For all BEBTEH students, as well as any other trainees working with human subjects in any capacity, human subjects training and HIPAA training are also required. Detailed information on specific requirements is in “Appendix B. Other Educational Requirements”.

Individual Development Plans (IDPs): Effective October 1, 2014, NIH started requiring that all grant progress reports discuss IDPs for those grants that fund students and postdocs. (See NIH notice [NOT-OD-14-113](#)) This notice does not require BEBTEH trainees to complete IDPs, but it does require that BEBTEH report on their use. Obviously BEBTEH will get better reviews if most trainees complete IDPs. Furthermore, thoughtful use of IDPs can be a good career planning tool. The [BEBTEH Trainee Resources catalyst page](#) has a [section on IDPs](#). This includes templates and links to online resources.

ANNUAL REPORTING

Required Reporting by NIH: All training grants are required to file various reports. Trainee cooperation with providing information for these reports is essential to the continued success of these training programs. The following reports are required by NIH.

Annual Progress Report: Trainees contribute to this annual report to NIH. To complete this requirement trainees submit an individual report to the Program annually and provide additional information as requested.

Termination notice: Trainees must file this report during the last month of their training period or as soon as possible thereafter.

Competing Renewal Report: Trainees contribute to this periodic report every 5 years both while supported on the grant and for **15 years** after their period of support on the training grant ends.

The regular reports include detailed information about each current and former trainee, including:

- Research experience, progress, and funding
- Courses taken and progress in meeting the training program requirements
- Instruction in the responsible conduct of research
- HIPAA and human subjects training
- Publications
- Presentations
- Participation in conferences, including any travel funded by the training program
- Program-specific activities
- Former trainees: New positions

Additional details are given in “Appendix C. Reporting and Publications”.

PUBLICATIONS

Publishing of peer-reviewed research is an essential component of doctoral and postdoctoral training. It is also an essential component of ensuring successful competitive renewal of BEBTEH. Trainees must acknowledge their source of support on any publications on which effort was spent while supported by a training and/or research grant. Specifically, trainees must include an acknowledgement of BEBTEH as a source of support on any publication that they worked on while funded by BEBTEH. This includes research that was started before BEBTEH funding commenced, research that began, continued, or ended while the trainee was on BEBTEH funding, and any research that a predoctoral trainee conducts/conducted while they were a Ph.D. student at UW, even if this research began after BEBTEH funding ended. In addition, all publications supported by NIH funds in any way must have a PMCID or other approved citation reference. Please see “Appendix C. Reporting and Publications” for further information. OR: Trainees accepted into the program can find further information on the [BEBTEH Trainee Resources catalyst website](#) under the ‘[Biosketches, MyNCBI & My Bibliography](#)’ heading.

Appendix A. Appointment, Performance, and Benefit Details

Registration and Performance Requirements:

- A pre-doctoral trainee must be registered for at least 10 credits/quarter during the academic year and at least 2 credits during Summer Quarter when supported by a training grant.
 - A student who does not register for a quarter during the academic year, must turn in an on-leave petition to the Registration Office by the 5th day of the quarter. Failure to do so will require reapplication to the Graduate School, which may affect Washington Residence Classification. To request a leave of absence, follow the link “Request graduate leave status” on MyGrad at <http://www.grad.washington.edu/mygrad/student.htm>.
- A postdoctoral trainee does not have to be registered, except as necessary to complete a master’s degree within 5-8 quarters, if required as part of the trainee’s postdoctoral training.
- Each trainee must make timely progress toward his/her degree or research goals as defined by the applicable department and their training grant.
 - A trainee who is earning a degree must maintain a 3.0 GPA each quarter or face disciplinary action. A student must achieve a cumulative 3.0 GPA to graduate.

Postdoctoral Payback Requirement: Postdoctoral trainees have a payback service or monetary requirement. A postdoctoral trainee who is on the training grant for 12 months may meet the payback requirement by remaining on the grant for another 12 months (if offered by the appropriate training director). Otherwise the trainee must work at least 20 hours/week in a biomedical research, research training or health-related activities for a continuous 12-month period that must begin within 2 years of termination from the grant. If a trainee stays on the grant for 18 months, he or she will have to payback 6 months. The requirement is prorated for other lengths of training less than 24 months. Complete details are at <http://grants.nih.gov/grants/funding/416/phs6031.doc>.

Appointments (New and Renewal):

NIH Forms:

All new trainees must complete (sign) PHS form 2271, the DHHS *Statement of Appointment*. This is accomplished electronically through the xTrain module of eRA Commons. xTrain is now the only approach to appointments. Instructions are available from NIH at http://era.nih.gov/era_training/xtrain.cfm

As a general overview, trainees need to take the following steps in the appointment process:

1. An eRA Commons account will be set up for you by the BEBTEH manager. Please notify the manager of an existing Commons ID or have a preference for your username. It can be 6-20 characters, both letters and numbers. No spaces or special characters.
2. Log into eRA Commons/xTrain to update your Personal Profile before your appointment can be processed. For more information, see http://era.nih.gov/files/xTrain_Getting_Started_Trainees.pdf

3. Respond to emailed requests from eRA Commons to process the 2271 form. For information, see http://era.nih.gov/files/xTrain_Initiate_Appointment.pdf

UW New Hire Forms:

Trainees who have not held a UW position in the past 6 months, must complete forms in items 1-2 (predocs) and 1-3 (postdocs) below and mail/deliver them so they arrive at the appropriate departmental payroll office by June 15 for Summer, September 1 for Autumn, December 15 for Winter, or March 15 for Spring. You cannot be appointed until they are received. The I-9 and Criminal History forms CANNOT be faxed or scanned. (Some forms are interactive; some printable.)

1. **I-9:** <http://www.uscis.gov/files/form/i-9.pdf>: A copy of the signature page of the trainee's passport or copies of the original Social Security Card & Driver's License must accompany the form.
2. **Conviction/Criminal History Information:**
<http://www.washington.edu/admin/hr/forms/employment/criminalhist.pdf>
3. **Postdoctoral Datasheet:** (postdoctoral trainees only)
http://depts.washington.edu/epidem/postdoc_datasheet_new_6-08.pdf
The Program Office of the postdoctoral trainee's home department will finalize this form, but enter personal information and email to the postdoctoral appointment coordinator.
4. **Forms to complete when the trainee receives Employee ID (EID).**
 - a. **Procedure**
 - **Obtain the EID from** the payroll coordinator in trainee's home department after trainees has been appointed in the payroll system.
 - Go to www.myuw.washington.edu.
 - Select Employee Self-Service.
 - Follow additional directions below.
 - b. **W4:** Under "Taxes".
Enter zero on line 6 if not choosing additional withholding; it cannot be left blank.
 - c. **Direct Deposit Form** (optional)—Under "Earnings":
 - Select Earnings & Direct Deposit.
 - Obtain the first paycheck from your home department's Payroll Office.
 - d. **Affirmative Action Data Form:** Bullet under Employee Self-Service section
 - e. **Update Contact Information** right away to receive important job-related information.
 - Under Address
 - *Campus Address:* Contact appropriate supervisor to learn if a desk will be provided & obtain the campus address.
 - Trainees may use departmental address if they have no other campus address.
5. **Permanent Resident Requirement** (for non-US citizens who are permanent residents only): A notary's signed statement certifying that the appointee has an Alien Registration Receipt Card (1-151 or 1-551) or the appointee is in possession of other legal verification of such status.

The first paycheck will be available on the first 10th or 25th of the month (as applicable) following the first half-month of employment.

Benefits:

Tuition: In addition to a stipend, trainees earning a degree at UW will receive partial tuition support or waiver as explained below. The remaining tuition not covered by the Training Program is typically made up through a 10 hour per week RA appointment. Establishment of Washington state residency is important for tuition purposes (see below).

Non-resident Differential (NRD) Tuition Waiver: While supported by a BEBTEH traineeship, the trainee will receive a waiver of the non-resident portion of tuition. We strongly encourage trainees to familiarize themselves with the [residency process](#) as soon as they obtain BEBTEH funding and to start completing the tasks and requirements needed to successfully apply for residency at the end of one calendar year. This is to ensure that eligible trainees obtain the resident tuition rate after BEBTEH support ends. If alternative funding sources are not obtained at that time, the trainee is responsible for paying their own tuition. Currently, the UW non-resident tuition rate is about \$4,000 more per quarter as compared to the resident rate.

The trainee must follow the rules very carefully from his/her date of arrival in Washington and apply for residency in a timely manner. (See details listed below under “Washington State Residency”.) As a brief summary of the steps needed, upon arrival in the State, a trainee must immediately (within 30 days) obtain car license plates, a driver’s license, a Washington State bank account and register to vote. S/he must keep all rent or mortgage receipts and pay stubs and not vote in another state or country. Two months prior to the end of a trainee’s 1st calendar year in the state, s/he must apply for “Washington Resident Classification”. (A student receiving financial support from a resident of another state or country is not eligible for in-state tuition.) Full documentation requirements and application procedures are at <http://www.washington.edu/students/reg/residency.html>.

Washington State Residency: To establish residency for tuition purposes, trainees must establish bona fide domicile, including working and/or volunteering for 20 hours/week, or spouse doing the same in Washington State for one calendar year prior to the start of the quarter for which residency is applied. (International students are not eligible.) Purchasing property and/or enrolling a child in school or preschool can help a trainee qualify for residency. It is important to be involved in community organizations.

Most students who work at least 50% FTE should qualify for WA resident classification by summer or Autumn Quarter of the calendar year following autumn enrollment. (Predoctoral trainees and 50% RA/TAs are eligible for waiver of the non-resident portion of tuition during their appointment.)

To have the best chance of gaining residency within one year of enrollment, immediately obtain (within 30 days) and keep proof of the following:

- a. Washington Driver's License or Identification Card
- b. Washington State License Plates (This cannot wait until your current plates expire if more than 30 days from your arrival in the state.)
- c. Register to vote at <http://www.secstate.wa.gov/elections/register.aspx>
- d. Establish a bank account & keep proof of the date.

- e. Keep all rent receipts & pay stubs.
- f. Retain proof of dates of children's school enrollment.
- g. Keep proof of participation in local organizations.

For more information and to apply for next year, visit the Residence Classification Office <http://www.washington.edu/students/reg/residency.html>, resquest@u.washington.edu, 206-543-4188, 209 Schmitz Hall.

Partial Resident Tuition Support for Predoctoral Trainees: T32 training grants will pay at least 60% of resident tuition (excluding the building fee and UPASS per NIH regulations). The UW waives the Technology Fee for trainees. The remainder of tuition is the trainee's responsibility. Summer charges will depend on the number of credits taken (2 minimum); Seven to eighteen credits are charged full-time tuition. Many trainees obtain 10 hour/week RA/TA positions to supplement their traineeships and provide income to fund the remaining tuition. Per NIH regulations, a RA position must not be for the same work as is funded by the traineeship. Often this is interpreted as not related to the dissertation.

Partial Tuition Waiver/Support for Postdoctoral Trainees: A postdoctoral trainee enrolled in a degree program may receive resident tuition funding as for predoctoral trainees or may use the faculty/staff partial tuition exemption. Fellows must be appointed by the first day of the quarter to be eligible for the tuition exemption. The faculty/staff exemption provides a tuition exemption for up to 6 class credits/quarter (not including independent study or thesis/dissertation) for a postdoctoral trainee. Because the tuition scale is not linear, if a participant takes at least 6 courses credits and is also fulltime, the total tuition charge will depend on degree program and type of credits. The grant will pay 60% of the remaining resident tuition (excluding the Technology and Registration Fees, per NIH regulations) if the trainee is required to earn a degree as part of his/her training. See "Faculty/staff tuition exemption procedures" for details.

Faculty/Staff Tuition Exemption Procedures (Postdoctoral Trainees only):

- The rules are at http://www.washington.edu/students/reg/tuition_exempt.html.
- Users must *provide a completed Request Form to the Registration Office, two weeks in advance of each quarter* from <http://depts.washington.edu/registra/forms/>.
- It must be signed in two places by the appropriate Director (in place of the department chair) or the department chair.
- The form may be mailed to Box 355850, faxed to 206-685-3660 or hand delivered to Schmitz Hall, 2nd Floor Registration Desk.
- Participants must pay the registration and Technology fees.
- A trainee should spread Independent Study and Thesis/Dissertation credits over several quarters along with class credits. If a trainee only registers for independent study or thesis/dissertation credits in a quarter without course credits, he or she will be billed for the full cost.
- *DO NOT register for anything prior to the 3rd day of the quarter or tuition will be charged in full.*
- Registration is on a space-available basis unless the trainee obtains an entry code in advance. (Entry codes cannot be provided for classes not requiring them.)

Tuition Waivers and Tuition Support Payments: Waivers and payments will not appear in MyUW until about a week after the appointment and quarter start dates. (If either the non-resident tuition waiver or the NIH additional support is not showing in MyUW by the end of the second week of the quarter, let the Student Services Counselor know right away.)

Charges not covered by department training grants: The NIH does not cover the surcharge for more than 18 credits/quarter, the UPASS fee, Immunization Fee, MPH Practicum Fee, tuition exemption registration fee, optional or late fees, additional class fees, or union dues.

Insurance:

Predoctoral Trainee Health Insurance: The trainee will be insured by the Graduate Appointee Insurance Plan (GAIP) starting his/her first January 1, April 1, July 1 or October 1, as applicable if his/her appointment starts by that date. S/he must enroll in GAIP within a month of the eligibility dates above or s/he will not be insured. If the appointment start date is later in an academic year quarter than listed above, the trainee will not be insured until the first of the month after the appointment starts. If s/he starts after July 1 in Summer, s/he will not be insured with GAIP until October 1 unless s/he had UW paid GAIP for the 3 quarters of the previous academic year.

Enrollment and Benefits Information:

<http://www.washington.edu/admin/hr/benefits/insure/gaip/index.html>.

A predoctoral trainee may elect to insure his/her dependent(s) and pay the applicable premium. The trainee (and dependents, if desired) must enroll within 31 days after January 1, April 1, July 1 or October 1 depending on the appointment start date. However, **to ensure that providers can verify the insurance in a timely manner, the trainee should enroll in GAIP before the first week of his/her first quarter and be registered for at least 10 credits (2 in Summer) before the first quarter of the appointment.** A predoctoral trainee must re-enroll in GAIP each Autumn Quarter supported by the grant to be insured. A trainee who terminates may self-pay GAIP until the end of the plan year on September 30. More information is available at the website above.

Postdoctoral Trainee Insurance: A postdoctoral trainee is eligible for UW faculty/staff insurance and a number of other UW benefits.

If the trainee has not been a UW postdoctoral fellow or regular UW employee (not RA/TA, predoctoral trainee or temporary) within the past 6 months s/he must, complete the procedures below within 31 days of the appointment start date:

- Read the benefits summary at www.washington.edu/admin/hr/benefits/forms/ben-summaries/res-fellows.pdf
- Read the online Benefits Orientation at www.washington.edu/admin/hr/roles/faculty/benorient/index.html
- Register for a New Employee Orientation at the same URL shortly after the appointment start date.
- The payroll title is Senior Fellow Trainee (job class code 0442). Postdoctoral trainees are considered acting faculty.

- Consult the appropriate benefits and insurance company websites for insurance coverage and enrollment information.
- Postdoctoral trainees are NOT eligible for the UW Retirement Plan.
- Enroll in a medical, dental and vision plan within 31 days from your start date. The trainee will be eligible for insurance the first 1st of the month after the appointment start date. If the appointment starts on the 1st of the month, insurance will start that day.
- Visit the Postdoctoral Affairs website for more information at <http://www.grad.washington.edu/profdev/>
- Join the Postdoctoral Affairs email list at <http://mailman1.u.washington.edu/mailman/listinfo/Postdoc-Office/>.

Appendix B. Other Educational Requirements:

Responsible conduct of research (“ethics”) training requirement: The ethics requirement may be met in one of two ways. **BEBTEH strongly recommends that trainees choose the first option, BOST 532, if possible.**

1. Take the ***Ethical Issues for Biostatisticians*** class (BOST 532). See the online information or course website for more information. There is related information on the course’s companion website: <http://courses.washington.edu/bethics/index.html>.
2. Attend the ***Biomedical Research Integrity (BRI) Lecture Series*** sponsored by the Department of Medical History & Ethics, and produced in collaboration with the Fred Hutchinson Cancer Research Center (FHCRC). These lectures and discussion groups cover nine core areas: data acquisition, management, sharing, and ownership, mentor/trainee responsibilities, publication practices and responsible authorship, peer review, collaborative science, human subjects, research involving animals, research misconduct, and conflict of interest and commitment.
 - Attendance is recorded to monitor trainees' participation and trainees must comply with all BRI attendance requirements. Trainees may participate in several BRI Series over the course of their traineeship, permitting flexibility in meeting the attendance requirement. Trainees should not leave attendance until the last year, but should make progress each year. *One-year trainees must complete the requirements within 1 summer.* Lectures (not discussions) are videotaped, available within two weeks.
 - Trainees must register for the sessions in early June. Discussion sections fill rapidly. The current budget number for the grant is required, which is available from the Student Services Counselor. Sessions are available at the FHCRC for trainees who work there. Register at <http://depts.washington.edu/uwbri/>.
 - Trainees must provide the titles and dates of all sessions attended during the previous year as part of the required annual progress report. If a trainee watches videotapes after October instead of attending the lectures, attendance will not be reported to the training program except in the progress report. In addition, the progress report must include any other biomedical research ethics lectures or programs that the trainee has attended.

Additional human subjects training:

CITI (Human Subjects) Course: The Human Subjects divisions of the University of Miami and the FHCRC, in response to an NIH mandate, developed a two-hour tutorial through the Collaborative Institutional Training Initiative (CITI). This tutorial includes a review of the history of abuses of human subjects, ethical principles, regulatory oversight, informed consent, risk-benefit evaluations, equitable selection of subjects and case studies in research ethics. Trainees may take the course and may be required to take it for some of their training-related research. Register at <http://www.washington.edu/research/hsd/training/>.

Trainees must print the certificate at the end of the CITI online course. Ask for a certificate (or letter) for attending the in-person course. Send a copy of the certificate to the Student Services Counselor. The certificate should also be noted on the trainee’s Progress Report.

HIPAA Training: Trainees whose research involves human subjects should take the HIPAA training offered online by UW. Contact [Mary Saucier](#) or [Bill Pickert](#) to arrange for a HIPAA access code. Print the certificate at the end of the course as this is the only proof of

participation available. Send a copy the certificate to the BEBTEH Program Coordinator part of the annual progress report. FHCRC HIPAA training is not acceptable to the UW.

Individual development plans (IDPs): These are not required but are strongly encouraged by NIH and BEBTEH. For more information, see the [IDP section](#) of the [BEBTEH Trainee Resources catalyst website](#).

Appendix C. Reporting and Publications:

Required Reporting by NIH: The following reports are required by NIH.

Annual Progress Report: Trainees contribute to this annual report to NIH. To complete this requirement trainees submit an individual report to the Program annually and provide additional information as requested.

Termination notice: Trainees must file this report during the last month of their training period or as soon as possible thereafter.

Competing Renewal Report: Trainees contribute to this periodic report every 5 years both while supported on the grant and for 10 years following termination.

Annual Progress Report — Due annually at the same time each year; call for trainee progress reports will be sent to you in early January

- It should include all information since entering BEBTEH.
- Format it as a report rather than just sending us a copy of your CV.
- Send it to the [BEBTEH Program Coordinator](#) as a Word attachment.

Required Information:

- Faculty research supervisor's name.
- List of all related coursework, including course numbers and titles
- Progress toward degree, including examinations, committee formation, proposals and research progress.
- IRB approval information, including PI, IRB#, approval or exemption, beginning and end date of IRB approval and official title for all of the projects you are working on. If the original approval has expired, provide the dates of extension. *This information is absolutely required for the grant to be funded for any trainee for the following year.*
- Description of work on all research project(s) (1-2 paragraphs).
- Copy of HIPAA certificate if available and not provided previously.
- Copy of CITI certificate if available and not provided previously.
- Full citations of any publications or manuscripts arising from research you have participated in, *including PMID, NIHMS ID, or URL to the full article* (see details below). (The U.S. government requires publications supported by U.S. government funding be available through PubMedCentral.) See <http://www.pubmedcentral.nih.gov/> and <http://publicaccess.nih.gov/FAQ.htm> for more information.
- Attendance at required ethics training (For specific Biomedical Research Integrity Series Lectures or Videotapes, or other biomedical research ethics events, include titles of presentations, whether discussion or lecture sessions and the dates).

Termination notice: Predoctoral trainees must terminate their appointment shortly after graduating, upon leaving the training program (i.e. no longer being supported by their training grant), dropping out of the UW, or changing from the doctoral to the master's program. Postdoctoral trainees will terminate their appointment after completing training over the time period negotiated with the Director (with a maximum of 3 years), or if other reasons necessitate leaving the program earlier than planned. The Termination Notice is processed through xTrain in eRA Commons and it includes a detailed description of training activities,

publications, etc. The Termination Notice is due in the last month of the training period or as soon as possible thereafter. It must include the following:

- List of all health-related classes taken during degree program.
- Summary of all research while supported by the training grant.
- Current research project(s) and source(s) of funding.
- Full citations of any publications or manuscripts arising from research you have participated in, including PMCID, NIHMS ID, or URL to the full article (see details below).
- Work position after termination and full contact information, both work and home.

Note: Often the CV contains much of this information and can be submitted with a separate report that covers any of the above items not included on the CV.

Competing Renewal Report: Due annually every 5 years (possibly more) both while supported on the grant and for 15 years following termination:

- Full citations of any publications or manuscripts from research you have participated in, including PMCID, NIHMS ID, or URL to the full article (see details below).
- Former institution(s), degree, and graduation date.
- Current research projects, including title and description.
- Current position and full contact information
- Current funding sources, including titles and grant numbers.

Publications:

Funding Acknowledgement: Trainees must include an acknowledgement of their training grant as a source of support on any publication that they worked on while funded by the training grant. This includes publications directly supported by the training grant (and possibly completed after the training grant funding has terminated) as well as work sponsored by another source (e.g. previous training) that is completed using the training grant funding. It is critical that the actual grant number be included in the publication. Acknowledgements should take the form:

Acknowledgments: This work was supported in part by the UW *NIEHS* sponsored *Biostatistics, Epidemiologic and Bioinformatic Training in Environmental Health (BEBTEH) Training Grant*, Grant #: *NIEHS T32ES015459*.

While each publication has different criteria for acknowledgments, the NIH has a database that will be able to search for grants cited by their grant number in publications, so the grant number must appear as one continuous item without spaces between numbers and letters.

Citations:

Summary: One of the following *must* be included in all article citations for NIH applications, proposals, or progress reports, for articles published after April 7, 2008 that were in any way sponsored by NIH funds or staff:

- PubMed Central ID number (PMCID)* -- preferred option
- NIHMS number

- URL (website link) to where the article is openly available (for example, at the Fred Hutch library repository, if your publisher allows this). This is a fall-back option as obtaining the PMCID is the preferred option.

*Note: the PMCID (Pub Med Central ID) is NOT the same as the PMID (Pub Med ID), and is not an allowable replacement. See

http://publicaccess.nih.gov/citation_methods.htm#difference for more information.

Detailed explanation: The National Institutes of Health to require that all journal publications be submitted to the NIH PubMed Central Website.

In brief, NIH requires that the author's final version of any peer-reviewed journal article resulting from NIH-funded activities must be submitted to the PubMed Central repository, where it will be made available to the public within 12 months after the journal article is published. This new policy has several compliance issues that NIH-funded investigators need to address.

Copyright: Authors must ensure that agreements with publishers permit the submission of the author's manuscript to NIH.

Many of the journals will submit journal articles to PubMed Central automatically, but for those that do not, this letter may be useful.

Submission of manuscripts: To facilitate submission of articles to PubMed Central, NIH has developed its NIH Manuscript Submission System (NIHMS); submission can be done by the author or a third party in their lab or department. Peer-reviewed manuscripts accepted for publication after April 7, 2008, authors must submit the final version of the manuscript, and accompanying files, to NIHMS. A tutorial on the NIHMS System is available at:

<http://publicaccess.nih.gov/>

Citing PubMed Central ID numbers: When an author's manuscript is submitted to NIH, s/he will receive a NIHMS ID number, and once it is available in PubMed Central, it will be assigned a PMC ID number. Effective May 25, 2008, Principal Investigators will need to cite the PMC ID or NIHMS ID numbers for any articles cited in progress reports, new applications, and renewals. These are only needed for articles accepted for publication on or after April 7, 2008, but PMC ID numbers for articles already in PubMed Central may be included as well.

If you have questions regarding this new law, please consult the NIH PubMed Central FAQ (also referenced on the OSP web site): <http://www.ncbi.nlm.nih.gov/pmc/about/faq/>

This information was provided by OSP and the Office of Research Associate Vice Provost for Research and Compliance Operations.

Instructions for Trainees on how to get NIHMS and PMCID numbers:

- Once an article is in final manuscript form, the NIH requires that it be submitted on the NIHMS website (<http://www.nihms.nih.gov/>). The article is immediately given a NIHMS

number, which you can use when citing for up to a year. Once the article is published on Pub Med Central (which is NOT the same as Pub Med), it will be given a PMCID number, which can replace the NIHMS number in your citations. Receipt of the PMCID number can take up to a year, but you can get NIHMS numbers immediately.

- If you are not the first author, ask the first author (or your mentor) well in advance of the reporting deadlines to do this.

Additional information on NIH Public Access Policy can also be found on the UW Health Sciences Library Website: <http://libguides.hsl.washington.edu/nihpubaccess>

My NCBI

Once publications have been assigned a PMID and/or PMCID, trainees will need to log into My NCBI to track their publications. This is the system that NIH has begun requiring researchers to use to track Public Access compliance. My NCBI is used to generate publications lists for biosketches via SciENcv. More information is available on the [BEBTEH Trainee Resources catalyst website](#).

Guidelines for BEBTEH Trainees

Acknowledgement of Receipt and Understanding

I acknowledge that I have received and read the DEOHS BEBTEH *Guidelines for Trainees*. In particular, I acknowledge that

- I understand that my commitment to BEBTEH's mission is intended to begin with my initial appointment and last until I receive my Ph.D. or complete my postdoctoral training, even if the source of funding transitions from a training grant.
- NIH traineeships have specific additional requirements in addition to those of my home department and the University of Washington. I will complete those requirements. In particular, I recognize that I will be asked for updates about my activities for 15 years after I leave BEBTEH.
- I will make a good-faith effort to contribute to the future success of BEBTEH through choices I make during and after training. I will be mindful of BEBTEH's mission when considering my training and career options.

Trainee signature

Date

Trainee name (printed)

BEBTEH Director signature

Date