Welcome to the NWCOHS!
You have been selected to receive support from the Northwest Center for Occupational Health and Safety (NWCOHS), a NIOSH-funded Education and Research Centers (ERC). This document provides you with the information you need to understand your role and responsibilities as an NWCOHS/ERC trainee.

NIOSH traineeship eligibility
Students and medical residents enrolled in a teaching program are eligible to receive a NIOSH traineeship. The programs supported by the University of Washington ERC are:

- Industrial Hygiene (IH)
- Occupational Health Nursing (OHN)
- Occupational Medicine Residency (OMR)
- Occupational Health Services Research (OHSR)
- Construction Management Occupational Safety and Health (CMOSH)
- Occupational Health at the Human-Animal Interface (OHHAI)

Student support with a NIOSH traineeship varies with each program. Support may include a stipend, tuition and fees, health insurance, and travel. Appointments for stipends can be made only to full-time students.

Required documents to be completed by NWCOHS trainees by September 30th:
Statement of Training Appointment form (PHS 2271), commonly referred to as the SOA. The SOA form will be completed online through eRA Commons using xTrain. All trainees will be assigned an eRA Commons login name and password. You should have all received an email notification and link to complete your Personal Profile in eRA Commons. The SOA details the type and amount of support you will receive, as well as the start and end dates of your appointment. Pay attention to emails from eRA Commons xTrain because they will generally contain links and prompts for actions that you need to take. It is critical that you review and approve the SOA in xTrain as soon as possible. Payroll will be set up when the SOA is completed and submitted to NIOSH.

Income from a NIOSH traineeship may be taxable. The stipend portion of a traineeship award is taxable, depending on a trainee's tax situation and other school expenses. It is advisable for trainees to obtain IRS Publication 4 (“Student's Guide to Federal Income Tax) and IRS Publication 970. The UW doesn't issue a W-2 or 1099 and does not withhold taxes on traineeships. Stipend Payments are distributed with payroll wages, but are not reported as wages on your W2 form. UW Student stipend payment information will be reported at year end on a 1098-T, Tuition Statement. This means that the UW does not deduct Social security and federal withholding tax your training grant stipend, although this income is still subject to these taxes.

In order to offset this, you might need an additional amount withheld from your paycheck so that you won’t owe taxes in April. The amount you may need to deduct depends upon your tax situation. You might wish to peruse the tax tables and determine what your tax liability will be. If you'd like to understand the tax implications, you may find a tax withholding calculator on IRS web site: http://www.irs.gov/individuals/article/0,,id=96196,00.html

If you have questions about this issue please contact pr-tax@uw.edu
Foreign students are not eligible for federal training grant support, unless they have been admitted for permanent residence (I-551 or I-151 card).

Continuing Education for occupational health and safety professionals
Students enrolled in our programs are welcome to attend these courses either in exchange for helping out, or for a reduced fee. For a course schedule, visit https://osha.washington.edu/

COMMUNICATIONS
Use the following listservs for communications with ERC trainees:
ERC_Trainees@uw.edu, and/or
Join our Linkedin Group: https://www.linkedin.com/groups/7020909
Join our Facebook Group for trainees: https://www.facebook.com/groups/2592925654083302/

For more information, please go to the NWCOHS website: http://deohs.washington.edu/nwcohs

ERC PROGRAM CONTACTS

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<th>Construction Management Occupational Safety and Health (CMOSH)</th>
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<th>Occupational Health at the Human-Animal Interface (OHHAI)</th>
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206.543.6991 | **Vickie Ramirez**  
Program Contact  
ramirezv@uw.edu |
ERC TRAINEE REQUIREMENTS

1. Trainees must maintain satisfactory progress in their degree program.
   Trainees must successfully complete 67% of credits attempted in summer, fall, winter, and spring quarters, and as established by the UW Graduate School, students must maintain a 3.0 cumulative GPA. Students must maintain full-time status by enrolling in a minimum of 10 credits in autumn, winter, and spring quarters, and a minimum of 2 credits in summer quarter (if your appointment includes summer quarter).

2. Trainees must participate in NWCOHS Center-wide Events
   A variety of interdisciplinary activities will be presented each quarter for trainees to participate in, including lectures, discussions, field trips, and other activities.

   The first required trainee event will be combined with NWCOHS Trainee orientation and will occur on Monday October 14, 2019 from 3pm-6pm in Roosevelt 229. Refreshments (food, alcoholic and non-alcoholic beverages) will be provided. We will be communicating with you further regarding this and other interdisciplinary activities throughout the year.

3. Trainees must participate in quarterly trainings in the responsible conduct of research (Note: OHSR trainees must participate in the Biomedical Research Integrity (BRI) Lecture Series on research ethics)
   NWCOHS faculty will lead trainings in the responsible conduct of research. You will be expected to have completed some brief assignments (e.g. watch a video, read an article) prior to attending. There will be three sessions, held in each quarter. For OHSR trainees, the UW Department of Bioethics and Humanities coordinate a lecture series with related discussion groups on issues related to ethical research, publication, and data sharing. Trainees must participate in this lecture and discussion series. Additional program-specific requirements related to this are detailed on the following page.

4. Trainees must acknowledge NIOSH support on papers, presentations, etc.
   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:

   “Research reported in this [publication/poster] was supported by the National Institute for Occupational Safety and Health under Federal Training Grant T42OH008433. The content is solely the responsibility of the authors and does not necessarily represent the official views of NIOSH.”

Your program or department may also have other requirements than those listed above. Your program director will communicate with you regarding any additional requirements.

Note: Failure to meet the requirements outlined above may result in termination of funding, including tuition and stipend. By accepting ERC support, you are agreeing to meet the requirements as outlined above. Questions or concerns regarding these expectations can be directed to Dr. Seixas or Dr. Baker.
TRAINING IN THE RESPONSIBLE CONDUCT OF RESEARCH

The Public Health Service (PHS) and its research institutions require that all masters, predoctoral (PhD) and postdoctoral researchers supported by DHHS training grants receive training in the responsible conduct of research. For all NWCOHS trainees, this requirement must be met by participating in the UW School of Medicine’s Biomedical Research Integrity (BRI) Series, which includes five lectures and three associated discussion groups.

For Health Services Trainees (OHSR):
Trainees are required to attend all lectures and three discussion groups each year as offered by the School of Medicine’s Biomedical Research Integrity (BRI) Series. The series is designed to satisfy the Public Health Service’s (PHS) research responsibility requirement for pre- and post-doctoral trainees, and over 300 trainees from all University of Washington health science disciplines participate annually in the series. Attendance is recorded and reported to the training programs. Trainees pay no fees to attend the series. You can register online at http://depts.washington.edu/uwbri/. Incoming trainees will first attend this series in Summer 2019.

When you register for the BRI series, you’ll be asked to provide the following information:
Title of grant: Northwest Center for Occupational Health and Safety
PI: Jeanne Sears
PI Email: jeannes@uw.edu; hservphd@uw.edu
What is your position on the grant: Predoctoral Trainee

For all other Trainees (IH, OHN, OMR, CMOSH, OHHAI):
Over the course of the school year you must participate in-person in ERC trainee-specific discussion groups each quarter (Autumn, Winter, Spring, AY19-20) where you will discuss ethical issues and how they relate to occupational health practice and research. Prior to the discussion groups you will be expected to complete some assignments (e.g. watch a video, read an article) which will form the basis of the discussion. These assignments will be communicated through Canvas. We will send further information regarding when the discussion groups will be held and the content that will be covered.

Acknowledgement of Receipt and Understanding

I acknowledge that I have received and read the DEOHS NWCOHS Trainee Requirements. In particular, I acknowledge that:

- I understand that my commitment to NWCOHS’s mission is intended to cover my entire period of appointment.
- I will complete the requirements of the NWCOHS traineeships in addition to those of my home department and the University of Washington.
- I recognize that I may be asked for updates about my activities after my NWCOHS traineeship ends.
- I will make a good-faith effort to contribute to the future success of NWCOHS through choices I make during and after training. I will be mindful of NWCOHS’s mission when considering my training and career options.

__________________________________________            ________________
Trainee signature                                             Date

__________________________________________            ________________
Trainee name (printed)                                        Date

NWCOHS Director signature                                         Date