



Serving Region X (Alaska, Idaho, Oregon, Washington)
Located at the University of Washington

Trainee Information & Requirements

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)**
- **Occupational Health at the Human-Animal Interface (OHHAI)**
- **Work and Health Graduate Certificate (WH)**

Student support with a NIOSH traineeship varies with each program. Support may include a stipend, tuition and fees, health insurance, and travel. Stipend appointments are only available for full-time students.

Complete the following:

- **For NEW trainees:** Complete the **Incoming ERC Trainee Survey**. This survey gathers basic information required for our future NIOSH reporting. Survey available here: <https://redcap.iths.org/surveys/?s=EW39KLWJ89>
- **For ALL trainees:** Complete your **Statement of Training Appointment form (PHS 2271)**, commonly referred to as the SOA. You will complete the SOA form online through eRA Commons using xTrain. All trainees set up an eRA Commons login name and password. You will all receive 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. Upon receipt of your notification email, it is critical that you review and approve the SOA in xTrain **as soon as possible**. **If applicable, payroll will be set up when the SOA is completed and submitted to NIOSH.** Note: After your NWCOHS appointment ends, you will be required to submit short termination report in xTrain.
- **For ALL trainees:** Sign and return page 4 of this agreement to Lindsay Pysson lmumm@uw.edu

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 does not 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 a W-2 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 from your training grant stipend, although this income is still subject to these taxes.

In order to offset this, you may wish to withhold an additional amount from your paycheck so that you do not owe taxes in April. The amount you may need to deduct depends upon your tax situation. You may wish to peruse the tax tables and determine what your tax liability will be. If you would like to understand the tax implications, feel free to consult the IRS tax-withholding calculator: <https://www.irs.gov/individuals/tax-withholding-estimator> If you have other tax questions, please contact pr-tax@uw.edu.

International students are not eligible for federal training grant support. Students with U.S. permanent residency (I-551 or I-151 card) are eligible.

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 potentially for a reduced fee. For a course schedule, visit: <https://osha.washington.edu/>

COMMUNICATIONS

Faculty and staff will use erc_trainees@uw.edu listserv to communicate with trainees. Join our LinkedIn Group: <https://www.linkedin.com/groups/7020909/>

For more information, please go to the NWCOS website: <https://deohs.washington.edu/nwcohs/>

ERC PROGRAM CONTACTS

Planning & Evaluation Core (Center Administration)				
Dr. Chris Simpson Director simpson1@uw.edu	Dr. June Spector Deputy Director spectj@uw.edu	Lindsay Pysson Center Manager lmumm@uw.edu	Craig Gabriel Budget & Fiscal Manager cgabriel@uw.edu	Mary Saucier Program Coordinator saucier@uw.edu
Industrial Hygiene (IH)				
Dr. Marissa Baker Director bakermg@uw.edu 206.616.4709	Mary Saucier Program Coordinator saucier@uw.edu			
Occupational Health Nursing (OHN)				
Dr. Butch de Castro Director butchdec@uw.edu	Dr. Jenny Tsai Asst Director jennyt@uw.edu 206.543.6079			
Occupational Medical Residency (OMR)				
Dr. June Spector Director spectj@uw.edu 206.897.1979	Dr. Debra Cherry Deputy Director cherryd@uw.edu 206.744.9380	Stephanie Santos Program Contact santoss2@uw.edu 206.744.9393		
Occupational Health Services Research (OHSR)				
Dr. Jeanne Sears Director jeannes@uw.edu	Emily Bernet Program Contact hservphd@uw.edu			
Occupational Health at the Human-Animal Interface (OHAI)				
Dr. Peter Rabinowitz Director peter7@uw.edu 206.616.0598	Vickie Ramirez Program Contact ramirezv@uw.edu 206.685.2654			
Work & Health Graduate Certificate (WH)				
Dr. Jenny Tsai , Director jennyt@uw.edu 206.543.6079				

Continuing Education / Outreach

Nancy Simcox Program Director nsimcox@uw.edu 206.221.7107	Jill Tepe Program Contact jstod@uw.edu 206.616.7843	Becky Yost Communications byost@uw.edu
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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. IH, OHN, OHSR, and OHHA 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). OMR students must maintain full-time status through course enrollment and clinical obligations.

2. Trainees must participate in NWCOSHS Center-wide interdisciplinary events

There will be approximately three Center-wide interdisciplinary events during the academic year. These events may include lectures, discussions, field trips, and other activities.

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)

NWCOSHS 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, one 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. More information provided below. For WH trainees, if their home department provides training in responsible conduct of research, they may provide a documentation of the training and seek permission from the WH program director for the waiver.

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 ended) as well as work sponsored by another source (e.g. a 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 (NIOSH) 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. Please direct any questions or concerns regarding these expectations to Dr. Simpson.

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/>.

When you register for the BRI series, you will 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: Pre-doctoral Trainee

For all other Trainees (IH, OHN, OMR, OHHA, WH):

Over the course of the school year, you must participate in ERC trainee-specific discussion groups each quarter (Fall, Winter, Spring) 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. We will share the pre-work assignments and the date/time of the trainings via email and Canvas.

Acknowledgement of Receipt and Understanding

I acknowledge that I have received and read the above 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 will 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)

If unable to sign and scan, or digitally sign, please type your name on both lines above as indication you acknowledge these Trainee Requirements.