



Welcome to the NWCCHS!

Congratulations on your Northwest Center for Occupational Health and Safety (NWCCHS) training appointment. NWCCHS is a National Institute for Occupational Safety & Health (NIOSH) Education and Research Center (ERC). This document provides you with the information you need to understand your role and responsibilities as an NWCCHS 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 NWCCHS are:

- **Industrial Hygiene (IH)**
- **Occupational Health Nursing (OHN)**
- **Occupational Medicine Residency (OMR)**
- **Occupational Health Services Research (OHSR)**
- **Occupational Health at the Human-Animal Interface (OHAI)**
- **Work and Health Graduate Certificate (WH)**

Student support 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 enrolled in NIOSH-approved academic programs.

Complete the following:

- **For NEW trainees:** Complete the **Incoming ERC Trainee Survey by September 30th**. This survey gathers basic information required for our future NIOSH reporting. Survey available here: <https://redcap.link/ERCNewTrainee2021-22>
- **For ALL trainees:** If you have not already done so, 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 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. For those receiving a stipend, payroll will be set up when the SOA is completed and submitted to NIOSH. Note: After your NWCCHS 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 Mary Saucier (saucier@uw.edu) by **September 30th**

Income from a NIOSH traineeship may be taxable. The stipend portion of a traineeship award is taxable, depending on your individual tax situation and other school expenses. It is advisable 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. The UW does not deduct Social Security and federal withholding tax from your 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 stipend check so that you do not owe taxes in April. The amount you may need to deduct depends upon your individual tax situation. 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 the following listserv to communicate with trainees: erc_trainees@uw.edu.

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 Center Coordinator saucier@uw.edu
Industrial Hygiene (IH)				
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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 Program Director spectj@uw.edu 206.897.1979	Dr. Debra Cherry Residency 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	Rachel Wahlert Program Contact hservphd@uw.edu			
Occupational Health at the Human-Animal Interface (OHHAI)				
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Work and Health Graduate Certificate (WH)				
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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		

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 trainees 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 trainees maintain full-time status through course enrollment and clinical obligations. WH trainees are not required to be full-time graduate students.

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

There will be approximately three Center-wide interdisciplinary events during the 2021-22 academic year. These events may include lectures, discussions, field trips, and other activities. The first required trainee event is NWCOHS Trainee Orientation Monday, October 11th, 2021 from 3pm- 6pm. We will be communicating with you further regarding this event and other interdisciplinary activities throughout the year.

3. Trainees must participate in quarterly responsible conduct of research (ethics) trainings in the first year of their NWCOHS appointment

(Note: OHSR trainees must participate in the Biomedical Research Integrity (BRI) Lecture Series on research ethics)

NWCOHS faculty will lead quarterly trainings in the responsible conduct of research. IH, OHN, OHHA, OMR, and WH trainees are expected to attend these trainings. Prior to each training, there will be brief pre-work (e.g. watch a video, read an article). During these trainings trainees will discuss ethical issues and how they relate to occupational health practice and research. The date/time of trainings and required pre-work assignments will be shared via email and the ERC Ethics Training Canvas page.

OHSR trainees must participate in the Biomedical Research Integrity (BRI) Lecture Series on research ethics. More information about provided below. WH trainees may waive required attendance at the NWCOHS-provided trainings if their home department provides training in responsible conduct of research. WH trainees must provide a documentation of the training and seek permission from the WH Program Director for a waiver.

4. Trainees must complete Human Subjects Training in the first year of their NWCOHS appointment

This training involves completing three modules from the [CITI program](#) Human Subjects Training online module (Defining Research with Human Subjects, History and Ethical Principles, Vulnerable Subjects - Research Involving Workers/Employees). These three modules and the associated short quizzes should take no more than 2 hours. More details on how to register and complete this requirement will be provided separately. Proof of completion is due **December 31, 2021**.

5. Trainees must seek approval from their Program Director for any outside work commitment to ensure it does not interfere with, detract from, or prolong the trainee's approved training program.

6. 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.

For OHSR Trainees:

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 2021.

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

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 my NWCOHS traineeship 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.
- I understand that failure to meet the requirements outlined above may result in termination of funding.

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.

Return this form to Mary Saucier (saucier@uw.edu) by September 30.