



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

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## 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)**

**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** by **September 30<sup>th</sup>**. 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**. **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 Mary Saucier ([saucier@uw.edu](mailto:saucier@uw.edu)) by **September 30<sup>th</sup>**

**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](mailto: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 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](mailto: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**

<b>Planning &amp; Evaluation Core (Center Administration)</b>				
<b>Dr. Chris Simpson</b> Director simpson1@uw.edu	<b>Dr. June Spector</b> Deputy Director spectj@uw.edu	<b>Lindsay Pysson</b> Center Manager lmumm@uw.edu	<b>Craig Gabriel</b> Budget & Fiscal Manager cgabriel@uw.edu	<b>Mary Saucier</b> Program Coordinator saucier@uw.edu
<b>Industrial Hygiene (IH)</b>				
<b>Dr. Marissa Baker</b> Director bakermg@uw.edu 206.616.4709	<b>Mary Saucier</b> Program Coordinator saucier@uw.edu			
<b>Occupational Health Nursing (OHN)</b>				
<b>Dr. Butch de Castro</b> Director butchdec@uw.edu	<b>Dr. Jenny Tsai</b> Asst Director jennyt@uw.edu 206.543.6079			
<b>Occupational Medical Residency (OMR)</b>				
<b>Dr. June Spector</b> Director spectj@uw.edu 206.897.1979	<b>Dr. Debra Cherry</b> Deputy Director cherryd@uw.edu 206.744.9380	<b>Stephanie Santos</b> Program Contact santoss2@uw.edu 206.744.9393		
<b>Occupational Health Services Research (OHSR)</b>				
<b>Dr. Jeanne Sears</b> Director jeannes@uw.edu	<b>Emily Bernet</b> Program Contact hservphd@uw.edu			
<b>Occupational Health at the Human-Animal Interface (OHAI)</b>				
<b>Dr. Peter Rabinowitz</b> Director peterr7@uw.edu 206.616.0598	<b>Vickie Ramirez</b> Program Contact ramirezv@uw.edu 206.685.2654			
<b>Continuing Education / Outreach</b>				
<b>Nancy Simcox</b> Program Director	<b>Jill Tepe</b> Program Contact	<b>Becky Yost</b> Communications		

## 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 2020-21 academic year. These events may include lectures, discussions, field trips, and other activities.

The first required trainee event is NWCOSHS Trainee Orientation **Monday, October 12<sup>th</sup>, 2020 from 3pm-6pm** via Zoom. We will be communicating with you further regarding this event 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)

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.

### 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. Questions or concerns regarding these expectations can be directed 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/>. Incoming trainees will first attend this series in Summer 2020.

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](mailto:jeannes@uw.edu); [hservphd@uw.edu](mailto:hservphd@uw.edu)

What is your position on the grant: Pre-doctoral Trainee

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

Over the course of the school year, you must participate in ERC trainee-specific discussion groups each quarter (Autumn, 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. These assignments will be communicated via Canvas. We will send further information regarding when the discussion groups will be held and the content that will be covered.

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### **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.

**Return this form to Mary Saucier ([saucier@uw.edu](mailto:saucier@uw.edu)) by September 30<sup>th</sup>**