

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

Dr. Lianne Sheppard, Director

**Guidelines for Trainees**

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## **1. CONTACT INFORMATION**

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National Institutes of Health (NIH): National Institute of Environmental Health Sciences (NIEHS)

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## 2. 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.

## 3. 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, and Epidemiology.
- **Annual Progress Report (RPPR) Date:** February 1
- **Training Grant Preceptors/Mentors:** See *BEBTEH website for complete list.*  
<https://deohs.washington.edu/bebteh/program-faculty>

The general BEBTEH program of study will follow the outline given below. (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 BEBTEH will be expected to develop expertise in both EHS-related life sciences and quantitative sciences.

For pre-doctoral 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. BEBTEH aims for a second mentor to 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. Typically during the third year of graduate study students transition between phases as they finish any remaining required coursework and begin their dissertation research. Many students select their dissertation advisor during this third graduate study 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.

#### **4. APPOINTMENT INFORMATION**

An overview of training grant appointments and benefits provided below. Details are available 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 mission 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 (*see the end of this document for the acknowledgement*).

**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 appointment at the same time. In accordance with NIH and UW policy, trainees are expected to pursue their research training full time. Trainees may be employed up to 25% FTE (10 hours per week) in a public-health related position; however, the employment may not be for the trainee's thesis or dissertation research nor interfere with, or lengthen, the duration of their training program. Per UW policy, the allowable 25% FTE (10 hours per week) cannot be averaged over a year, so 50% RA/TAs are not allowed.

**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 pre-doctoral trainee. BEBTEH standard policy is to limit appointments to a maximum of two years; occasional exceptions are made on a per trainee basis after taking into account the factors listed above. 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**. Coverage of the remaining tuition is typically provided 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 student is responsible for paying the surcharge for more than 18 credits/quarter, the U-PASS fee\*, Immunization Fee, MPH Practicum Fee, tuition exemption registration fee, optional or late fees, additional class fees, or union dues. Details may differ due to union contract.

**Pre-doctoral Trainee Health Insurance:** The trainee will be insured by the Graduate Appointee Insurance Plan (GAIP). A pre-doctoral trainee may elect to insure his/her dependent(s) and pay the applicable premium. See the **Appendix A** for more information regarding GAIP and summer quarter registration requirements connected to GAIP.

**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, in certain circumstances, at least 2 credits during summer quarter when supported by the training grant. **See Appendix A for details.**
- 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.

*\* see Appendix A for further U-Pass information during summer quarter.*

## 5. 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 details 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 (pre-docs) 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
- Pre-doctoral 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 pre-doctoral 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, biostatistics students typically 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 (SRD) in May of each year.
- **Research:**
  - Research relevant to the Environmental Health Sciences 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 (DEOHS) 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).
  - As available, seek out and participate in a grantsmanship educational opportunity. Pre-doctoral 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 – Research Integrity in the Data Sciences) and/or the Biomedical Research Integrity Series. While either option is acceptable, **BEBTEH strongly recommends that trainees choose to take BOST 532** because its emphasis on data science is well-aligned with BEBTEH’s mission.

It is the responsibility of BEBTEH trainees to determine if human subjects training and/or HIPPA training are required for their specific research projects. Detailed information on specific requirements is in “**Appendix B. Other Educational Requirements**”.

**Individual Development Plans (IDPs):** NIH requires that all grant progress reports discuss IDPs for those grants that fund students and postdocs. (See NIH notice NOT-OD-14-113) This notice requires that BEBTEH report on IDP use among trainees. The policy has been put in place because thoughtful use of IDPs supports trainee development and is a good career planning tool. The BEBTEH Trainee Resources Google Drive has a section on IDPs. This includes templates and links to online resources.

## 6. 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 (RPPR):* 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 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**”.

## 7. 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 publication 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 pre-doctoral trainee 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 PMID or other approved citation reference. Please see “**Appendix C. Reporting and Publications**” for further information or the BEBTEH Trainee Resources Google Drive under the “Publications, Citations, PMID/PMCID” heading.



## Appendix A: Appointment, Performance, and Benefit Details

### Registration and Performance Requirements:

- Pre-doctoral trainees must be registered for at least 10 credits per quarter during the **academic year** (fall/winter/spring).
- Pre-doctoral **summer registration** requirements will vary by student. Predoctoral trainees must register for summer quarter if it's needed for health insurance coverage eligibility. This applies to trainees whose initial BEBETH appointment starts in any quarter besides the fall quarter (unless the trainee had a previous UW appointment as a TA/RA in the quarter(s) preceding their BEBTEH appointment).
  - For appointments that start in the summer quarter, trainees will need to register in order to obtain 'student' status.
  - For appointments that start in winter or spring quarters, trainees will need to register for summer quarter to ensure student employment status through three academic quarters in order to be eligible for summer health insurance coverage.

### **Process:**

1. BEBTEH Grant & Program Manager will notify new trainees if they *\*must\** register for summer quarter for health insurance coverage.
2. For all other trainees:
  - You can opt not to register for courses in the summer.
  - You can register for 2 credits without permission from Dr. Sheppard but inform the BEBTEH Grant & Program Manager ahead of time so your tuition will get paid.
  - You can register for more than 2 credits BUT you will first need to email Dr. Sheppard with a reasonable justification for why you need to do so. If/when Dr. Sheppard approves your >2 credit registration request, she will email her approval to you and cc: BEBTEH Grant & Program Manager so summer tuition will get paid.
- 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, mentor and BEBTEH.
  - 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.

**U-Pass Summer Exceptions:** Per UW Transportation Services, "all students who pay the Service & Activities Fee (SAF) are automatically members of the Universal Student U-PASS program. A mandatory quarterly fee appears on tuition statements. Oversight of this program is through a student advisory board appointed by the ASUW and GPSS."

To maintain your U-PASS activation between quarters you must be registered for classes nine days prior to the next quarter start. Otherwise, your U-PASS will be deactivated and will be reactivated for transit 12 to 24 hours after you register again. (i.e., if you are not registered for summer quarter, your U-Pass will be deactivated until fall quarter). For specific payment and activation dates, see the academic calendar.” For more details and potential summer transportation options, please refer to the UW Transportation Services Webpage: <https://transportation.uw.edu/getting-here/transit/u-pass>

**Health Sciences Building (HSB) Summer Access Exceptions:** Please note that access to the Health Science Building during the summer quarter is automatically deactivated if you are not registered for courses, have graduated, or have ceased working. You should contact your home department's [HSB Building Access Coordinator \(BAC\)](#) to coordinate [obtaining summer access if needed](#). Note: Check with your home department's administrative staff to identify your BAC.

**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 BEBTEH 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 pay back 6 months. The requirement is prorated for other lengths of training less than 24 months. A complete overview can be found here: [https://grants.nih.gov/grants/policy/nihgps/HTML5/section\\_11/11\\_ruth\\_l\\_kirschstein\\_national\\_research\\_service\\_awards.htm](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11_ruth_l_kirschstein_national_research_service_awards.htm)

Specific details can be found here:

[https://grants.nih.gov/grants/policy/nihgps/HTML5/section\\_11/11.4.2\\_implementation.htm](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.4.2_implementation.htm)

### **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. Instructions are available from NIH at [http://era.nih.gov/era\\_training/xtrain.cfm](http://era.nih.gov/era_training/xtrain.cfm)

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

1. If you do not already have an eRA Commons account, one will be set up for you by the BEBTEH manager. Please notify the manager of an existing Commons ID or if you 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](http://era.nih.gov/files/xTrain_Getting_Started_Trainees.pdf)

3. Respond promptly to emailed requests from eRA Commons to process the 2271 form. For information, see [http://era.nih.gov/files/xTrain\\_Initiate\\_Appointment.pdf](http://era.nih.gov/files/xTrain_Initiate_Appointment.pdf)

### **UW New Hires/Workday:**

The University of Washington uses the Integrated Service Center (ISC) Workday program – an all-in-one system called that encompasses the UW payroll and human resources systems. University employees use Workday to:

- Update personal information
- Access pay slips and pay rate details
- View benefits information
- Manage time off and absences including holidays
- Opt-in for electronic W-2

For trainees who have not previously held a paid UW position, BEBTEH staff will initiate your onboarding into Workday with the appropriate payroll staff. Pre-doctoral students will be processed via DEOHS Budget and Student Funding Manager and postdoctoral students through their home department Academic HR. Pre-doctoral students can also reach out to the DEOHS Budget and Student Funding Manager with questions regarding any Workday tasks you are required to do (i.e. I-9 verification, timesheets, updating addresses in various systems.)

Visit [New to Workday](#) to start your on-boarding process. Workday will provide prompts/checklist of tasks to complete via email during this process.

All trainees should complete the following steps as part of their onboarding process:

- Fill out and submit your U.S. Employment Eligibility Verification I-9 form (for pre-doctoral trainees to DEOHS Budget and Student Funding Manager, and for postdoctoral trainees to home department Academic HR contact).
- Complete your personal information profile in Workday, including contact and emergency contact information: <https://isc.uw.edu/using-workday/managing-your-personal-and-work-information/>
- Complete your payment and withholding elections in Workday:
  - Payment elections [https://isc.uw.edu/user-guides/payment\\_elections-initial/](https://isc.uw.edu/user-guides/payment_elections-initial/)
  - Withholding elections: [https://isc.uw.edu/user-guides/add\\_federal\\_withholding\\_elections/](https://isc.uw.edu/user-guides/add_federal_withholding_elections/)

UW payroll operates on a twice a month pay period. Paychecks for the 1<sup>st</sup> through the 15<sup>th</sup> of the month will arrive on the 25<sup>th</sup> of the month, and paychecks for the 16<sup>th</sup> to the last day of the month will arrive on the 10<sup>th</sup> of the following month.

### **Benefits:**

**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 **\$4,200** more per quarter as compared to the resident rate.

More details on **Residency for Tuition Purposes** can be found on the Office of the University Registrar Services and Resources for students website:

<https://registrar.washington.edu/students/residency/>

For information on specific requirements needed for establishing **WA State Residency** visit:

<https://registrar.washington.edu/students/residency/residency-requirements/>

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

For more information and to apply for residency, contact the Residence Classification Office

[226 Schmitz Hall](#)

Drop-In Advising

Wed: 10am-12noon | 1-4pm

[resquest@u.washington.edu](mailto:resquest@u.washington.edu)

<http://www.washington.edu/students/reg/residency.html>

**Partial Resident Tuition Support for Pre-doctoral Trainees:** T32 training grants will pay at a minimum 60% of resident tuition. The UW waives the Building and Technology Fees for trainees. The remainder of tuition-related costs are the trainee's responsibility. Summer charges will depend on the number of credits taken (see page 10 for summer registration requirements); seven (7) to eighteen (18) credits are charged as full-time tuition. Many trainees obtain a 25% FTE 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 work that is not related to the dissertation research. Please contact the BEBTEH Director and/or staff with questions about outside work opportunities and potential conflicts with BEBTEH.

**Partial Tuition Waiver/Support for Postdoctoral Trainees:** A postdoctoral trainee enrolled in a degree program may receive support for resident tuition (as outlined for pre-doctoral partial tuition support above) or may use the faculty/staff partial tuition exemption. BEBTEH encourages postdoctoral trainees to use their faculty/staff partial tuition exemption before relying on BEBTEH support, if possible. Postdoctoral trainees 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 six credits/quarter (not including independent study or thesis/dissertation) for postdoctoral trainees. Because the tuition scale is not linear, if a trainee takes at least six credits and is full-time, the total tuition charge will depend on degree program and type of credits. The BEBTEH program will pay a minimum of 60% of the remaining resident tuition if the trainee is required to earn a degree as part of his/her training. See "**Faculty/staff tuition exemption procedures**" below for details.

## **Faculty/Staff Tuition Exemption Links, Policies, and Recommendations (Postdoctoral Trainees only):**

- Overview of waivers, exemptions and reductions:  
<https://registrar.washington.edu/students/tuition-waivers/>
- UW Faculty/Staff, Washington State Employee Tuition Exemption Program information:  
<https://registrar.washington.edu/course-registration/state-employee-tuition-exemption/>
- Completed [Faculty/Staff Tuition Exemption Request Forms](#) must be submitted every quarter that you wish to register for courses. The forms are due to the Office of the University Registrar, 2nd Floor Schmitz Hall, no later than two (2) weeks or ten (10) business days before the first day of the quarter. Instructions:  
<https://registrar.washington.edu/course-registration/state-employee-tuition-exemption/>
- Trainees must pay for all Registration and Technology fees, and submit receipts to BEBTEH Program Coordinator for reimbursement.
- Trainees should spread Independent Study and Thesis/Dissertation credits over several quarters along with class credits. The faculty/staff tuition waiver does not cover independent study or thesis/dissertation credits alone, therefore if a trainee does not register for additional course credits, full tuition will be charged.
- DO NOT register for anything prior to the 3<sup>rd</sup> 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 from the instructor in advance. (Entry codes cannot be provided for classes not requiring them.)

**Tuition Waivers and Tuition Support Payments:** Waivers and payments may not appear in MyUW until about a week after the quarter start date. If you have any concerns about your tuition payment please contact the BEBTEH Grant & Program Manager and DEOHS Budget and Student Funding Manager.

### **Insurance:**

#### **Pre-doctoral Trainee Health Insurance:**

Trainees holding an eligible job appointment receive UW-paid GAIP coverage if all the following apply:

- You enroll for at least 10 credits per quarter
- You are paid at least \$800 per month
- You are paid on at least five of the six pay days of the coverage period
- You register for classes by the 10th day of each quarter
- This eligibility criteria applies to the fall, winter, and spring quarters. If you remain eligible throughout these three quarters, you will automatically receive summer quarter coverage.

You do not need to enroll yourself in GAIP. Instead, your eligibility is established when your department enters your employment information into Workday. However, to avoid any coverage delays, you should contact your department and verify your employment information was entered into Workday if you have not received enrollment confirmation.

Once enrolled, you will receive an enrollment confirmation email from LifeWise, the plan administrator. Please make sure to read all the GAIP information you receive as it contains important information about the GAIP plan.

Once enrolled in GAIP, you are covered on a month-by-month basis for the duration of your position. Your coverage starts on the first day of the quarterly coverage period (these do not correspond to the academic quarters). The coverage periods are:

- Fall: October 1 to December 31
- Winter: January 1 to March 31
- Spring: April 1 to June 30
- Summer: July 1 to September 30

If your appointment starts after the first work day of the period, your coverage begins the first day of the next month. For example, if your appointment starts October 16 your coverage begins November 1.

More details can be found here:

- <https://hr.uw.edu/benefits/insurance/health/graduate-appointees/>
- <https://hr.uw.edu/benefits/insurance/health/graduate-appointees/gaip-eligibility-coverage-overview/>

### **Dependents and self-pay Information:**

A pre-doctoral trainee may elect to insure his/her spouse/partner and children:

<https://hr.uw.edu/benefits/insurance/health/graduate-appointees/gaip-dependent-coverage/>

A trainee who terminates from the grant may self-pay GAIP until the end of the plan year on September 30. More information is available here:

<https://hr.uw.edu/benefits/insurance/health/graduate-appointees/gaip-self-pay-option/>

### **Postdoctoral Trainee Health Insurance:**

Postdoctoral trainees are eligible for UW faculty/staff insurance and a number of other UW benefits: <https://hr.uw.edu/benefits/>

### **Other Information for Postdoctoral Trainees**

**UAW Postdoctoral Scholars (Postdoc) contract:** <https://hr.uw.edu/labor/academic-and-student-unions/uaw-postdocs/uaw-postdoc-contract>

### **Additional onboarding steps for postdoctoral trainees:**

If you have not held a UW postdoctoral scholar-fellow or regular UW employee appointment (not RA/TA, pre-doctoral trainee or temporary) within the past 6 months, complete the following steps:

- Register for **Welcome Day**: <https://ucs.admin.uw.edu/pod/Course/Details/wday1>
  - Welcome Day introduces the UW Employee Benefits package, including

retirement plan options, and gives you the opportunity to receive guidance and ask questions about your benefits selections.

- Note 1: Postdoctoral trainees are covered by the UAW 4121 union and required to complete this training within 72 hours of the start of your appointment.
- Note 2: Postdoctoral Scholar Fellows (stipend appointments) are not eligible for retirement benefits.
- Sign up for **Benefits**: <https://isc.uw.edu/your-benefits/newly-eligible/>
  - Enroll in medical, dental, and vision plans within 31 days of your appointment start date. Trainees are eligible for insurance the first of the month after their appointment start date. If the appointment starts on the 1<sup>st</sup> of the month, insurance eligibility starts that day.



## 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, BIOST 532, if possible.**

1. Take the **Research Integrity for the Data Sciences** class (BIOST 532). See [online information](#) or course website for more information. There are ethics-related resources on the course’s companion website: <http://courses.washington.edu/bethics/index.html>. Note: this website has not been updated recently.
2. Attend the **Biomedical Research Integrity (BRI) Lecture Series** sponsored by the [Department of Bioethics and Humanities](#), and produced in collaboration with the Fred Hutchinson Cancer Research Center (FHCR). 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.
  - Successful completion of the BRI option means attending all five (5) seminars and three (3) of the discussions.
  - 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.
  - Registration for the series typically open in June – a few weeks before they start. Discussion sections fill rapidly.
  - We recommend subscribing to the [BRI listserv](#) in the spring quarter before you intend to fulfill the requirement. BRI will use this tool to announce when registration for the upcoming series has opened. (Note: it is not a widely used listserv so you won’t be inundated with email.)
  - The current budget number for the grant may be required for registration. Please contact the BEBTEH Program Coordinator for the most current budget number.
  - 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 videos 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.
  - For more information about the BRI program: <https://depts.washington.edu/bhdept/bri>

### Additional human subjects training:

**CITI (Human Subjects) Course:** The Collaborative Institutional Training Initiative (CITI) is an online tutorial that 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 be required to complete the CITI training if their research involves human subjects. Register at <https://www.washington.edu/research/hsd/training/required-training/web-based-citi-training/>

**HIPAA Training:** Trainees whose research involves human subjects should take the HIPAA training offered online by UW. HIPAA training is offered via an online course, a 90-minute training module, through the University of Washington Medical Center (UWMC).

To complete the HIPAA training, please register to create a profile in the [Compliance Learning Portal \(CLP\)](#), and then log in. Select "UW School of Public Health" on the registration form.

You can use current Program Coordinator's name and email as the "Supervisor/Coordinator Name".

**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 Shared Google Drive.

## Appendix C: Reporting

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

- ***Annual Research Performance Progress Report (RPPR):*** 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.
- ***Appointment, Reappointment, and Termination Forms:*** Trainees must complete the applicable forms in xTrain when prompted by BEBTEH staff. When a trainee's appointment ends, there is an additional short report required as part of the xTrain termination process. Trainees must complete 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 following termination.

**RPPR** — Due annually at the same time each year; call for trainee progress reports will be sent to you in early December/January.

- Trainees will be asked to complete a data gathering form. It should include all information/updates for the previous calendar year.
- Trainees will review/update a Training Requirement tracking form.
- Trainees will be asked to sending a copy of their current CV.
- All documents should be sent 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.
- Description of work on all research project(s) (1-2 paragraphs).
- 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 Videos, or other biomedical research ethics events, include titles of presentations, whether discussion or lecture sessions and the dates).

**Termination notice:** Pre-doctoral trainees must terminate their appointment shortly after graduating, upon leaving the training program (i.e. no longer being supported by BEBTEH), 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, 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 PMID, 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 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 PMID, 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.

## Appendix D: Publications

**Funding Acknowledgement:** 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 publications directly supported by BEBTEH (and possibly completed after BEBTEH has terminated) as well as work sponsored by another source (e.g. previous training) that is completed using BEBTEH funding. It is critical that the actual grant number be included in the publication. Acknowledgements should take the form:

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 that were in any way sponsored by NIH funds or staff:

- PubMed Central ID number (PMCID)\* -- preferred option
- NIHMS number (a temporary # that indicates the PMCID process is underway.)
- 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 fallback option only since 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. For more information:

[http://publicaccess.nih.gov/citation\\_methods.htm#difference](http://publicaccess.nih.gov/citation_methods.htm#difference).

Detailed explanation: The NIH requires that the author's final version of any peer-reviewed journal article resulting from NIH-funded activities 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. Many of the journals will submit journal articles to PubMed Central automatically, but it is the responsibility of the author to ensure this takes place.

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

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. For 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 PMCID number. Effective May 25, 2008, Principal Investigators will need to cite the PMCID 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 PMCID numbers for articles already in PubMed Central may be included as well.

If you have questions regarding this, 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>

### **MyNCBI**

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. MyNCBI is used to generate publications lists for biosketches via SciENcv. More information is available on the BEBTEH Trainee Resources Shared Google Drive.

## Appendix E: Acknowledgement of Receipt and Understanding

### **BEBTEH Trainee Acknowledgement of Receipt and Understanding**

I acknowledge that I have received and read the Biostatistics, Epidemiologic, and Bioinformatic Training in Environmental Health (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 BEBTEH.
- 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.

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Trainee signature

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Date

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Trainee name (printed)

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BEBTEH Director signature

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Date