

memorandum

TO Students on Training Grants

FROM Phoebe Hackett
Director of Administration

SUBJECT **Guidelines for Students in a Degree Program with Funding from a Training Grant**

DATE August 2007

The Department has a limited number of NIH predoctoral training grants that are awarded annually to students who are U.S. citizens or permanent residents or, for certain training grants, international students. A training grant ordinarily provides tuition, fees for health insurance and registration, a monthly stipend, and limited travel funds.

Students on a training grant are expected to commit full-time to their educational training on a twelve-month basis. The NIH defines normal training activities as a minimum of 40 hours per week. All students on a training grant must be registered as full-time students.

During the summer period (June to August), trainees are generally assigned to collaborative research activities related to the particular training program in order to gain experience in the practice of biostatistical science. Faculty members supervise students for this activity. This summer research allows for personal contact between the student and faculty supervisor.

Students are expected to work 10 weeks during the summer months. Students who wish to participate in alternative summer activities may do so with the permission of their training grant director and the Department Chair, provided the activities are consistent with the overall training mission.

During the first two years of support, students on training grants ordinarily take at least one course per year of support in other departments in a substantive area relevant to their training program. Students should consult with the director of the training program about suitable courses. In special circumstances, students may alternatively devote 10 hours per week during one semester on a project related to their training by registering in BIO 300 (for GSAS students TIME-R). In general, the Department is flexible on these matters. In addition, all trainees are required to take or receive a certificate for a course entitled Research Ethics (HPM292) during their first year as a trainee. Some training grants have additional requirements beyond those listed above. Consult your training grant director if you have any questions.

Students supported on a training grant who are also carrying out dissertation research are expected to devote their research to a training grant-related topic. Students should work closely with both their advisors and training grant directors to ensure the appropriate commitment to the goals of the training grants.

Students should be aware that federal regulations limit the maximum period of time a student can remain on a predoctoral training grant to five years. Students who have been on training grants at other institutions should notify the Director of Administration.

The NIH has clear guidelines, included below, concerning part-time employment of trainees. The Department conforms to these guidelines provided the student obtains written permission for any outside employment from their advisor, the training grant director, the Director of Graduate Studies and the Department Chair. Students with less than a 3.5 GPA will not be allowed to take on outside employment.

From NIH Guidelines: Student Compensation

It is recognized that trainees as students may seek part-time employment coincidental to their training program in order to further offset their expenses. In circumstances of actual employment, the funds provided as compensation (salary or tuition remission) for services rendered, such as teaching or laboratory assistance, are not considered stipend supplementation. Funds characterized as compensation may be paid to trainees when there is an employer-employee relationship, the payments are for services rendered, and the situation otherwise meets the conditions of the compensation of students as detailed in the PHS Grants Policy Statement. Under these conditions trainees may be compensated for actual employment on Federal grants, including PHS research grants. However, it is expected that compensation from research grants will occur on a limited part-time basis for employment apart from the normal full-time training activities.

Compensation may not be paid from a research grant which supports the same research that is part of the trainee's planned training experience as approved in the training grant application. Institutional training grant program directors must approve all instances of employment on research grants in order to verify that the circumstances will not detract from or prolong the approved training program.

Under no circumstances may the conditions of stipend supplementation or the services provided for compensation interfere with, detract from, or prolong the trainee's approved NRSA training program. Additionally, compensation must be in accordance with institutional policies applied consistently to both federally and non-federally supported activities and supported by acceptable accounting records determined by the employer-employee relationship agreement.