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## National Institute of Health Institutional Training Grants

[www.nih.gov](http://www.nih.gov)

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The following are general guidelines for this agency. **Please see Notice of Grant Award for specific terms & conditions.** The Principal Investigator is responsible for ensuring that all requirements are met. The Office of Research Services will assist the Principal Investigator in accomplishing this.

### General:

The NIH awards National Research Service Award (NRSA) Institutional Training Grants (T32s, T34s, and T35s) to develop or enhance research training opportunities for individuals, selected by the institution, who are training for careers in specified areas of biomedical and behavioral research. This program supports both predoctoral and postdoctoral research training as well as limited specialized support at the prebaccalaureate level. Please note that this differs from “fellowships” in that fellowships are awarded to the institution on behalf of a specific individual/fellow. Training Grants are customarily appointed for full-time 12-month continuous periods. No individual may receive more than 5 years aggregate NRSA support at the predoctoral level and 3 years of aggregate NRSA support at the postdoctoral level, including any combination of support from institutional and individual NRSA. A Notice of Grant Award is issued to the grantee organization, normally for a budget period of 12 months. A predoctoral or postdoctoral trainee may be appointed at any time during the course of the budget period for an appointment period of 9-12 months, without prior approval by the NIH. Trainees are supported for 9-12-month full-time training appointments for which they receive stipends to defray living expenses. Refer to NIH website for FAQ’s [http://grants2.nih.gov/training/faq\\_training.htm](http://grants2.nih.gov/training/faq_training.htm)

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### Applying for Funding:

The application for the institutional training grant is Form PHS 398, available at <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Some training grant applications are received three times each year; most NIH Institute/Center have only one receipt date. Check with each IC for application deadline.

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### Renewals:

Institutional NRSA research training grants (T32) may be made for periods up to 5 years and are renewable. Awards within an approved competitive segment are normally made in 12-month increments with support for additional years based on satisfactory progress and the continued availability of funds.

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### Special Considerations:

All trainees are required to receive training in the Responsible Conduct of Research.

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### Budget Considerations & No Cost Extensions:

#### Stipend Levels:

- Stipend Levels must be followed. There are two levels for Prebaccalaureate trainees, one level for all predoctoral trainees, and eight levels for postdoctoral trainees. The correct level is determined based upon level and experience. The current levels can be found at <http://grants.nih.gov/training/nrsa.htm>. Once the correct stipend level has been determined, the trainee must be paid at that level for the entire period of the appointment.
- Stipends may be supplemented by an institution from non-Federal funds provided this supplementation is without obligation to the trainee.
- Trainees can receive compensation from research grants (federal or otherwise) for limited part-time employment apart from the normal full-time training activities. This compensation must reflect an employer-employee relationship and must be in accordance with normal University of Pennsylvania employment policies, and must be on work not related to the trainee appointment.

#### Other:

- These grants are NOT covered under “Expanded Authorities”.

- NRSA awards are not provided as a condition of employment. Employee Benefits are unallowable.
  - Tuition, fees, and health insurance (self-only or family) are allowable trainee costs.
  - Rebudgeting of Trainee Costs requires prior approval per below guidelines.
  - Facilities and Administrative Cost is 8%.
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## **Other Administrative Actions:**

### **Prior Agency Approval required for:**

- Change in program objectives or Principal Investigator/Program Director.
  - Change of Grantee Organization.
  - Any deviations from special terms or conditions stated on Notice of Grant Award.
  - Any change from the approved use of animals or human subjects.
  - Substitution of one animal model for another.
  - Need for additional funds.
  - Rebudgeting of trainee costs. Trainee costs include stipends, tuition and fees (including health insurance). These costs may not be used for other purposes except under unusual circumstances and then only with the prior written approval of the NIH. Unless otherwise restricted, rebudgeting into or within the stipends and tuition/fees categories is allowable without awarding office prior approval. Rebudgeting of funds awarded in lump sum for trainee-related expenses or trainee travel does not require NIH prior approval.
  - Any appointment or reappointment exceeding 12 months.
  - Any trainee receiving greater than 5 years of aggregate NRSA support at the predoctoral level or greater than 3 years at the postdoctoral level.
  - Any unpaid leave of absence exceeding 15 calendar days or sick leave or exceeding 30 days of parental leave.
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## **Specific Cost Sharing Requirements:**

Cost Sharing is not a requirement of NRSA Awards.

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## **Carryforward:**

For most training grants at the NIH, Expanded Authorities do not apply, thus automatic carryover of an unexpended balance is not permitted. However, some NIH Institutes include training grants under the Expanded Authorities allowing for automatic carryover (See the NOGA for specific information). Unliquidated obligations for the appointment beginning during the budget period can be expended in the following budget period. Only funds, appropriately reported as unliquidated obligations can be used in the following budget period.

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## **Other:**

- First \$25,000 of Program Income may use the additive alternative (can use funding to further the goals & objectives of project). Program income exceeding \$25,000 would normally be used to reduce Federal funding (deductive alternative) unless prior agency approval is granted to use the funds under the additive cost alternative.
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## **Funding:**

Funding for these awards is received via drawdowns under a Letter of Credit which is processed by DHHS/Smartlink.

Revenue Parent = LOCNIH

New Fund number assigned for each Budget Period.

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## **Invoicing Requirements :**

No invoicing required.

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## **Financial Reporting Requirements :**

Awards are NOT covered by SNAP (Streamlined Noncompeting Award Process).

An annual FSR is required no later than **90** days after the close of each budget period. Trainee stipends and tuition are obligated for the full 12-month appointment from the budget period in which the appointment is initiated. Portions of stipends and tuition that extend beyond the budget period are carried over as unliquidated obligations. However, if the report covers the final budget period of the project period, it must have no unliquidated obligations and must indicate the exact balance of unobligated funds.

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## **Non-Financial Reporting Requirements:**

The grantee must submit a Statement of Appointment (Form PHS 2271) to the NIH awarding office prior to or at the start of each trainee's appointment or reappointment. No stipend or other allowance may be paid until the appointment form has been submitted. If the support covers the individual's initial 12 months of postdoctoral support, a signed Payback Agreement also must be submitted.

Progress reports must be submitted with all applications for noncompeting continuation support in accordance with the instructions accompanying the application forms. Incomplete or inadequate progress reports may be returned for revision and may result in a delay of continued support. In addition, if continued funding is not being provided, a final progress report must be submitted to the NIH awarding office within **90** days after the end of the final budget period of the project period.

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## **Non Financial Closeout:**

Termination Notices are the basis for validating the total period of NRSA support and the amount of payback obligation (if any) for each NRSA trainee. The Program Director is responsible for the submission of a Termination Notice on each trainee immediately upon the termination of his/her support.

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