Frequent Asked Questions

1. **What is a training grant?**
   Training grants are designed to help develop or enhance research training opportunities for individuals who are preparing for careers in specified areas of biomedical, behavioral and clinical research. Training grants provide stipend and tuition support for graduate students and postdocs.

2. **How do I find training grant funding opportunities?**
   To locate a training grant funding announcement number, please visit our Resources page for Faculty Funding Opportunities.

3. **I have selected my training grant funding opportunity, what should I do next?**
   If you have already selected a Funding Opportunities, you should contact the Office of Training Grants and Fellowships (OTGF) to let us know you are applying for a training grant opportunity so that we can assist you with the training data training data tables and other information you may wish to consider for your application.

4. **What information will I need to provide to the OTGF?**
   To assist you with the preparation of your data tables, OTGF will need the following information.
   - Application type: New or Non-Competitive Renewal (RPPR). For a non-competitive renewal, a historical list of trainees appointed to the grant is required.
   - Type of Trainees: Predoctoral students, Research Postdocs and/or Clinical Postdocs
   - List of BCM participating faculty
   - List of any departments or graduate programs to include or exclude.
   - Inclusion or exclusion of 2nd choice graduate programs for Table 6A (pre-doc applications only)

   Faculty who intend to apply for a training grant should contact the Office of Training and Fellowship Support as early as possible to learn more about the data table information we can provide.

5. **I have non-BCM participating faculty, how do I include these faculty in my application?**
   If the application includes non-BCM faculty, the department will need to work with the other institution(s) to gather the needed information for those faculty.

6. **What is a 2nd choice program?**
   During the process for applying to graduate school, a candidate can choose a primary program of interest and a secondary program of interest. If desired, application information for secondary program choices can be included in the training tables generated by the OTGF.

7. **How do I know if I should include 2nd choice programs?**
   The PI/Director makes the determination of whether to include 2nd choice programs. Inclusion will increase number of graduate program applicants reported in the training table.

8. **Is there any benefit to including 2nd choice programs?**
   It depends. The inclusion of the 2nd choice programs may reflect a greater depth of demand for the program and increase selectivity for applicants.
9. **What data tables can OTGF provide?**

OTGF can provide information for Tables 1 Part I and II, as well as Tables 2, 3, 4, 5A/B, 6A and 8A/C Part I, II and III. For each of the tables we are able to provide the following:

- **Table 1 Part I and Part II:** The *Table 1 Part I* provided will include the current census data for all GSBS predoctoral students by department or by program.

- **Table 1 Part II:** The *Table 1 Part II* table provided will include all current GSBS postdoctoral trainee census data by department.

- **Table 2:** The *Table 2* provided to you will include a complete list of your BCM participating faculty, their degree, rank, primary department/program, number of past and current BCM GSBS trainees. For this table, the “Research Interest” area is intentionally left blank so that each participating faculty member can inform you of their research interest in relation to the training grant application being submitted. For any participating faculty outside of BCM, OTGF will add the name of the individual(s) to the data tables as a place holder for the department(s) to work with the corresponding institution(s) to incorporate into the tables.

- **Table 3:** The *Table 3* provided will include all training grants known to OTGF that has been funded in **BRAIN** by the **Sponsored Programs Office**. Training grants that are pending would not be known to OTGF.

- **Table 4:** The *Table 4* provided will include all current research support that has been funded in **BRAIN** for each participating faculty member here at Baylor.

- **Table 5A:** The **NIH Data Tables** for new applications require 10 years of publication information. The available publication information for GSBS predoctoral students currently dates back to 2013. Beginning in July 2019, students will be required to include publication information in their biannual status reports.

- **Table 5B:** The **NIH Data Tables** for new applications require 10 years of publication information. In August 2017, the **Office of Postdoctoral Affairs** introduced the **Postdoc Application Profile System** (PAPS). Through the PAPS system, GSBS postdocs are required to update their profile (including all publications) on a yearly basis. Given the newness of this database, the publication information for Table 5B is limited to the inception of the database.

- **Table 6A Part I and II:** The *Table 6A Part I and II* provided will include complete GSBS predoctoral applicants, entrants to the program and their characteristics for the past five years as required by the **NIH Data Tables**

- **Table 6B Part I and II:** The *Table 6B Part I and II* provided will include new postdoc appointments, entrants to the department and their characteristics for the past five years
as required by the NIH Data Tables. These new appointments are limited to Postdoctoral Associates and Fellows monitored by the Office of Postdoctoral Affairs in the PAPS system. Postdocs holding appointments as a Clinical Postdoctoral Fellow, Psychology Fellow, Research Postdoctoral Fellow- MD and/or other professional degree types (DDS, DVM, M.B.B.S. D.M.Sc., etc) will not be reflected in any of the tables.

- **Table 7**: The OTGF is unable to provide Table 7.

- **Table 8A Part I and Part II**: For a non-competitive renewal application, a list of the trainees that have been appointed to the grant will need to be provided in order for OTGF to provide Table 8A Part I. All other predoctoral students who are Clearly Associated to the training grant will be included in Table 8A Part II. For Table 8A Part I and II, OTGF can provide complete information for the following areas:
  - Trainee Name
  - Faculty Member
  - Start Date
  - Summary of support
  - Terminal Degree
  - Topic of Research

The OTGF has limited alumni data (Initial Position, Current position and subsequent grant).

- **Table 8C Part I and Part II**: For a non-competitive renewal application, a list of the trainees that have been appointed to the grant will need to be provided in order to complete

**Table 8C Part I**: Postdocs who are Clearly Associated to the training grant will be included in Table 8C Part II. For Table 8C Part I and II, OTGF can provide complete information for the following areas:
  - Trainee Name
  - Faculty Member
  - Start Date
  - Summary of support
  - Terminal Degree

The OTGF has limited alumni data (Topic of Research, Initial Position, Current position and Subsequent Grant(s)).

- **Table 8A/C Part III**: The Table 8A/C Part III provided will include a sequential list of all GSBS trainees from the last 5 years who would have been eligible for an appointment, if an NIH training or related award were available.

10. **Does the training grant database have any personnel limitations?**

Unfortunately, yes. The training grant database is limited to BCM faculty, GSBS predoctoral students and GSBS postdocs. The GSBS predoctoral student population consists of all students in graduate programs. The GSBS postdoctoral population is limited to the postdoctoral population managed by the Office of Postdoctoral Affairs in the Postdoctoral Appointment Profile System (PAPS). This population includes Postdoctoral Fellows- PhD, Postdoctoral Associates and Visiting Fellows.

11. **Is there any data table information OTGF is unable to provide?**
Unfortunately, yes. OTGF provides GSBS specific information in relation to the institutional training grants at Baylor College of Medicine. For specific details regarding any BCM training grant, please contact the appropriate department or program.

12. If a trainee is paid from multiple sources, how does the training grant database determine the Summary of Support?
The training grant database was designed to extract the highest percentage of support from SAP for that training year.

13. Why is the Summary of Support for Table 8 not provided in the required NIH format?
The Summary of Support provided in Table 8 is the manner in which the training database extracts the data out from SAP. OTGF does not have access to SAP. Therefore, we are providing you with the information in the format that the database has extracted the information. The information should be updated as appropriate to conform to the agency in which you are applying.

14. How do I locate the Responsible Conduct of Research course information?
The Responsible Conduct of Research template is located on the Office of Training Grants and Fellowships Homepage.

15. Should I use the Standard Responsible Conduct of Research course template for my application?
No. The standard template OTGF provides should be personalized for your specific project or program.

16. The NIH NOT-OD-19-029 and NOT-OD-19-056 state that I must include a letter on letterhead signed by a key institutional leader that describes the institutional commitment to ensuring that proper policies, procedures, and oversight are in place to prevent discriminatory harassment practices for application submitted after January 25, 2019. Where can I find this information?
OTGF is able to assist with this required letter. Support statements from various institutional offices (e.g. Chair, Graduate School, Research, Provost, as appropriate) need to be combined into a single letter that includes a written description of the policies, procedures and oversight for prevention of discrimination and harassment. Please contact Kimberly Henderson for assistance at your earliest convenience.

17. The Table 6B Part I that I received contains duplicate information in the total Applicant Pool and New Entrants. Why is the Applicant Pool the same as the New Entrants?
Historically, Postdoc Applicants have not been tracked at the College and in the absence of that data, information for new entrants is used in both sections.

18. The Table 6B Part I that I received contains duplicate information in the total Applicants Eligible for Support and New Entrants Eligible for Support, why is the Applicants Eligible for Support the same as the New Entrants Eligible for Support?
Historically, Postdoc Applicants have not been tracked which is why you see equal values for the Applicants Eligible for Support and New Entrants Eligible for Support.