NIH T32 training grant Roles and Responsibilities (example)

Project Period   xx/xx/20xx-xx/xx/20xx

Key People
Program Director:
PI(s):
Co-I(s):
Program Coordinator:
Program Administrator/ Training Grant Support Office:
Admin Support:
Fiscal Officer:
OSP RA: [Team x-SRA Name, RA Name, FRA Name]
Agency Program Officer:
Agency Grants Management Contact:
Advisory Committee:
Selection Committee:

Program Directors (PIs anf Co-PIs):
PROGRAM
Oversight
- Responsible for ensuring program is executed as proposed, with authority to modify aspects of proposed training program as better alternatives are discovered. The PI does not have authority to change the scope of the program without consultation with the agency program officer.
- Responsible for appointment of steering committee members, recruiting selection committee members, maintaining communication with PhD program directors
- Responsible for monitoring trainee progress in program and mentor involvement
- Responsible for mediating problems occurring during the training period between trainees and selected mentors, between trainees and staff, and within training program cohorts via a documented conflict resolution protocol.
- Responsible for coordinating program evaluation efforts (may include advisory boards or evaluation service providers)
- Ensures mentor compliance with IDPs, mentoring agreements, and reporting
Communications
- Responsible for holding (monthly/ bi-monthly/ quarterly) meetings with other program PIs, staff, steering committee, etc.
- Responsible for primary communication with mentors and trainees regarding financial messaging (including offer letters and changes in stipend levels), regulatory or sensitive programmatic issues
- Responsible for communicating with OSP regarding any major changes to the award or potentail compliance issues
- Responsible for communicating any programmatic changes to relevant individuals (includes Co-PIs, advisory boards/ steering committees and trainees)
- Responsible for creating mentor agreement documents and updating annually or as needed
- Responsible for communicating conflict resolution processes to trainees and mentors.
Recruitment
- Responsible for reviewing website content and recruiting materials annually
- Responsible for site selection of in-person recruitment efforts
Trainee Selection
- Responsible for designing a consistent, appropriately transparent, rigorous and equitable review process
- Responsible for selection of reviewers

- Responsible for discussing committee recommendations with Co-PIs prior to issuing offers
- Responsible for ensuring content of offer letters includes regulatory requirements
- Responsible for routing appointment forms, termination forms, and progress reports to sponsored programs
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Program Evaluation
- Responsible for ensuring trainees are making satisfactory progress in the training program
- Responsible for ensuring evaluation processes are taking place in a timely manner and that results are reviewed with appropriate parties (including Co-PIs)

Reporting
- Responsible for content of annual progress reports
- Responsible for creating and collecting trainee reports (annually at a minimum)
- Ensuring the completion, accuracy and timeliness of programmatic (technical) reports.

BUDGET
- Authorizing only those expenditures which are reasonable and necessary to accomplish the project goals and are consistent with the sponsor's terms and conditions.
- Spending no more than the amount authorized by the sponsor for the project period
- Adhering to sponsor limitations on the amount of money that may be spent in any single budget category
- Incurring costs only for goods or services that will be used or received during the project period
- Documenting institutional and/or other cost share commitment(s).

COMPLIANCE
- Understanding and complying with the sponsor's general policies and specific terms and conditions covering the agreement
- Adhering to all educational and training requirements as the University requires
- Taking responsibility for understanding and complying with all institutional and sponsor policies, practices, and procedures
- Ensuring that trainees complete all required regulatory training including responsible conduct of research courses, Rigor & Reproducibility workshops, and any training related to their specific research (human subjects, animal use, biosafety, etc).

Program Coordinator:
- Develops content for website, coordinates with web designer, ensures information is updated
- Assists program director in developing recruitment materials
- Drafts request for applications and online application portal (PI edits/ approves)
- Develops annual timeline of events, advises on adjustments to application deadlines and program content
- Assembles application packets for selection committee review
- Develops application scoring rubric (Executive committee approves)
- Schedules review meetings and candidate interviews
- Tracks application demographics and qualifications for eventual NIH reporting
- Keeps electronic records of the following items for each trainee in a centrally accessible location: Applications, reviewer scores, Offer Letters, Trainee acceptances, NIH appointment forms, copies of IDPs, Copies of mentoring agreements, annual trainee reports, NIH termination forms and trainee outcomes (copies of publications, presentations, etc)
- Communicates with departments/ graduate coordinators on tuition, hiring, and changes in program (grad school forms)
- Organizes program activities for each semester
- Organizes annual retreat
- Assists with trainee travel to meetings
- Attends recruiting events & conferences
- Participates in weekly meetings with program PI, program administrator and training grant support office team

- Communicates with fiscal officer on all purchases/ planned expenses.
- Assists with program evaluation activities

Training Grant Support Office:
- Responsible for administering & reporting results of applicant demographics/ eligibility
- Responsible for trainee appointments & terminations in xtrain
- Assists with assembly of annual progress reports
- Approves language in offer letters (specifically financial language, commitments & terms/ conditions)
- Oversight of trainee tracking and trainee reports for inclusion in progress reports (NIH required fields only)
- Advises on allowability of expenses & adherence to NIH policy statements related to NRSA trainees
- Communicates potential compliance issues to executive team
- Assists with OSP communication and drafting inquiries to NIH Grants Management Specialist

Fiscal Officer:
- Responsible for monthly account reconciliations
- Meets with Program PI & coordinator monthly to discuss pending expenses
- Advises on expenses: Costs must be reasonable, allocable to the specific program, treated consistently in like circumstances & conform to any limitations of the cost principles or the sponsored agreement.
- Collaborates with sponsored programs to ensure financial reports are correct

Steering Committee:
- Guide selection process (and serve on selection committee if possible)
- Provide input on trainee progress
- Provide input on mentor/ mentee matches
- Provide input on program curriculum
- Provide input on program activities
- Ensure program is inclusive and diverse
- Commit to quarterly meetings
- Participate in program evaluation & review
- Review any requested changes to program

Program Mentors
- Provide research overviews/ lab tours for any prospective trainees seeking rotations
- Commit to financial support of trainees during training (remaining tuition & fees, additional stipend support if applicable)
- Manage trainee IDPs
- Mentorship agreements
- Participate in required program activities (incl Ethical Conduct of research, Rigor & reproducibility, and mentor training
- Provide content for annual trainee reporting
- Advise executive committee if any mentoring issues arise
- Ensure grant is cited on any publication arising from training of PhD student during entire enrollment in PhD program and ensures publications are NIH compliant.