

Ensuring Fellow Enrollment Requirements

This document outlines the standard process for ensuring compliance with fellow enrollment requirements. In orange font, control measures have been introduced to provide validation and verification steps that engage multiple stakeholders across the process, to introduce additional layers of oversight and management across a fundamentally human-led process.

Participants
TGC: Training Grant Coordinator
TGT: Training Grant Trainees
PI/Co-PI(s): Principal Investigator and co-Principal Investigator(s)
SC: Selection Committee (typically consisting of the PI, co-PI(s), TGC, and additional members with relevant expertise to evaluate applications)

PIs and Co-PIs must work collaboratively to ensure that Fellow/Trainee enrollment requirements and eligibility are met, both during the enrollment process and throughout the duration of the fellowship/training grant. This process can occur at any point during the year.

- 1. Fellowship Application and Enrollment Process Development:** PIs and Co-PIs, with support from TGCs, should develop a comprehensive enrollment process that outlines all the steps that participants need to follow to enroll in the program. Fellowship application forms should clearly document fellowship enrollment requirements and eligibility criteria (e.g., citizenship, current degree standing, GPA, provision of transcripts, registered as full-time student, etc.), and provide all the necessary information and guidance for applicants to complete the enrollment process successfully. These enrollment requirements and eligibility criteria should include requirements associated with course load for each TGT applicant. The enrollment requirements and eligibility criteria must be understood and agreed upon by both PI and co-PI, and understood by the TGC and SC.
- 2. Receipt and Review of Applications and Verification of Enrollment Requirements and Eligibility:** As a part of the applicant review process, the SC must review applicant materials to ensure compliance with enrollment requirements and eligibility, prior to acceptance into the Training Grant or Fellowship program.

Control Point: Regularly audit and verify the completeness and accuracy of all enrollment documentation for each Fellow. The TGC should collect all documents that pertain to eligibility. The PI and Co-PIs should conduct periodic checks to ensure that all required documents, such as transcripts and enrollment forms, are up-to-date and accurate.

- 3. Training Grant Trainees are Enrolled and Active in the Program:** Along the period of performance of the award, continued review, and assurance that eligibility and enrollment requirements are continually met by all TGTs should continue.

Control Point: A systematic process to verify that each enrolled Fellow meets the eligibility criteria set by the Sponsor should be implemented. The PI and co-PI, with support from the TGC,

should conduct eligibility checks at specified intervals throughout the period of performance (i.e., every semester), ensuring that Fellows continue to meet the program's criteria.

Control Point: The PI and co-PI, with support from the TGC, should establish a protocol for escalating and resolving any enrollment issues promptly. This protocol should clearly define the steps and responsible parties involved in addressing discrepancies or challenges related to enrollment, ensuring quick resolution.

4. **Enrollment/Eligibility Changes Across Duration of Fellowship/Training Grant:** If a Training Grant Trainee fails to continue to meet enrollment requirements or eligibility criteria (e.g., not maintaining required course load volumes or GPA requirements), they must notify the PI or co-PI, per the terms of their training grant/fellowship award letter. Per funding agency award terms and conditions, if the PI and co-PI determine that the funding agency must be notified of changes, they must do so in a timely and responsive manner

Control Point: A clear communication protocol for reporting any changes in enrollment status to the funding agency should be established by the PI and co-PI. The PI should promptly inform the funding agency of any changes in the fellowship cohort, such as new enrollments or withdrawals due to changes in enrollment status or other eligibility requirements.