

Intramural Research Training Award (IRTA) Program – Automated Fellowship Payment System

A. Purpose

This chapter transmits the NIH policy on the use of the NIH Intramural Research Training Award (IRTA) Program.

IRTA Traineeships are established for the principal benefit of the participant and to provide opportunities for developmental training and practical research experience in a variety of disciplines related to biomedical research, medical library research and related fields. Traineeships are designed to provide research training “for which fellowship support is not provided under Section 487 of the PHS Act, and which is not residency training of physicians or other health professionals.”

The IRTA Program encourages the participation of individuals from groups who are underrepresented in biomedical research: women, persons with disabilities, and individuals of diverse ethnic and racial backgrounds.

Service is a by-product of the IRTA Program unlike Research and Clinical Fellowships where service is a dominant part of the training objective. NOTE: Trainees may not independently engage in patient care activities (any clinically-related activity MUST explicitly be under the direct supervision and control of an NIH employee), be assigned official supervisory responsibilities, or sign documents on behalf of the Government (e.g., requisitions).

Postdoctoral To provide advanced practical research experience to physicians and other doctoral researchers who are at the beginning stages of their professional research careers. Traineeships are not appropriate for scientists who have already demonstrated significant research achievements or who have proven records as independent researchers.

Pre-doctoral To provide practical research training and experience to students, by supplementing academic course work and/or encouraging pursuit of professional careers in biomedical research to: 1) students enrolled in doctoral degree programs in biomedical sciences. The research experience that frequently involves dissertation research, is undertaken as an integral part of the student’s academic preparation and will involve close cooperation and planning between NIH and the academic institution; 2) students who are enrolled in graduate, other doctoral or medical degree programs and who have written permission from their school to interrupt their current schooling and to return within one year to their degree granting program.

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Post-baccalaureate To provide (1) recent college graduates, (graduated no more than two years prior to activation of Traineeship), an introduction to individuals early in their careers to the research field; encourage their pursuit of professional careers in biomedical research; and allow additional time to pursue successful application to either graduate or medical school programs, or (2) students who have been accepted into graduate, other doctoral, or medical degree programs and who have written permission from their school to delay entrance for up to 1 year.

Technical To produce a cadre of highly trained research support professionals capable of performing the latest advanced techniques in a laboratory by developing the trainee's skills in the conduct of basic and applied research.

Student To provide a developmental training experience to promising high school, undergraduate, and graduate students who have expressed a strong interest in or are studying disciplines related to biomedical sciences.

B. Legal Authority and References

(1) The Director, NIH, may conduct and support research training for which fellowship support is not provided under Section 487 of the PHS Act and which is not residency training of physicians or other health professionals [42 U.S.C. 282(b)(13)];

(2) the Directors of the national research institutes may conduct and support research training for which fellowship support is not provided under Section 487, and which is not residency training of physicians or other health professionals [42 U.S.C. 284(b)(1)(C)];

(3) the National Center for Complementary and Alternative Medicine, OD, NIH, may conduct research training as described in 42 U.S.C. 287c-21(a);

(4) the National Library of Medicine (NLM) may conduct research training as described in 42 U.S.C. 286b-3 (NLM Traineeships limited to Post-baccalaureate students only);

(5) the National Center on Minority Health and Health Disparities, OD, NIH, may conduct research training as described in 42 U.S.C. 287c-31

(5) 42 CFR Part 63, Public Health Service Regulations re: Traineeships

C. Program Administration See Appendix 10 (Delegations of Authority)

D. Program Exceptions

Approval by the DDIR is required for all exceptions to program provisions. Requests for exceptions to program provisions must be fully justified in writing, describing the nature and basis for the exception.

E. Resources and Funding

Trainees are not Federal employees and are subject to the availability of space, funds, preceptors' time, and limited by the number of training assignments available within participating Institutes or Centers.

F. Eligibility

Traineeships are contingent upon submission of acceptable proof of U.S. citizenship or resident alien status and a medical evaluation, is applicable. In addition, trainees must meet the requirements of one of the categories specified below:

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| Postdoctoral | Individuals who possess a Ph.D., M.D., D.D.S., D.M.D., D.V.M. or equivalent degree in a biomedical, behavioral, or related science; or certification by a university as meeting all the requirements leading to such a doctorate; and 5 or fewer years of relevant postdoctoral experience and up to 2 additional years of experience not oriented towards research (i.e., clinical training for physicians). |
| Pre-doctoral | Students enrolled in Ph.D., M.D., D.D.S., D.M.D., D.V.M., or equivalent degree programs at fully accredited U.S. universities (which frequently involves dissertation research). The research experience is undertaken as an integral part of the student's ongoing academic preparation and is credited towards completion of degree requirements or students who are enrolled in graduate, other doctoral or medical degree programs and who have written permission from their school to interrupt their current schooling and to return within one year to their degree granting program. |
| Post-baccalaureate | Individuals who have (1) graduated from a fully accredited U.S. college or university no more than 2 years prior to the activation date of Traineeship, and intend to apply to graduate school in biomedical research or medical school within the next year or (2) students who have been accepted into graduate, other doctoral or medical degree programs and who have written permission from their school to delay entrance for up to 1 year. |

Technical Individuals who have graduated from a fully accredited U.S. college or university with a bachelor's or master's degree in any discipline.

Student Students who are at least 16 years of age and are enrolled at least half-time in high school or have been accepted for or are enrolled as an undergraduate or graduate in an accredited U.S. college/university, in good academic standing. Each IC is responsible for establishing its own policy on the granting of Traineeships to students who are relatives of IC employees. However, in no case, may trainees receive a training assignment in a Lab/Branch where a relative has authority for resource allocation decisions. For minors under 18 years of age, if required by State or local government law, work permits must be obtained. A written agreement of a parent or guardian is also required. In addition, restrictions published by the Dept. of Labor must be followed regarding assignments that may be hazardous or detrimental to the health and well-being of students.

G. Duration of Program Components

Time spent on a Traineeship within any component counts toward the total component duration, regardless of the number of Traineeships granted by different ICs. Neither the duration of the award period nor the original termination date will be extended due to periods of excused or unexcused absence. All renewals must be in writing and include beginning and termination dates.

	Postdoctoral	Pre-doctoral	Post-Baccalaureate	Technical	Student
Initial Traineeship	1 or 2-year (2-year Traineeships must be processed in 1-year increments.)	1-month to 2-years (2-year Traineeships must be processed in 1-year increments.)	1 year	2 years (2-year Traineeships must be processed in 1-year increments.)	1-month to 1-year. Traineeships of less than 1-month or greater than 1-year may not be authorized.
Renewal of Traineeship	1-year increments	1-month to 1-year increments	1-year increments	1-year increments	1-month to 1-year increments
Maximum Traineeship	5 years	5 years	2 years	3 years	Traineeship period unlimited as long as

					student meets eligibility criteria.
Terminal Extension	A terminal Traineeship period not to exceed 3 months is permitted.				

H. Upon Conclusion of Traineeship

- Trainees do not incur a service payback obligation.
- Provided they meet eligibility requirements, trainees may be considered for, but are not entitled to, employment or other training at the NIH.

I. Schedules: The automated FPS is programmed for full-time schedules. For full-time schedules less than one year in duration, the system will calculate the correct amount of pro-rated funds to obligate. However, for part-time schedules, ICs must compute the percent of time and enter the annual prorated stipend in the Fellowship Payment stipend screen.

Scheduling policy for the different components is as follows:

Postdoctoral Trainees are normally expected to devote 40 hours per week to the training assignment. However, part-time schedules may be arranged on a case-by-case basis if approved by IC Scientific Director. An IRTA trainee may not be part-time for more than an 8-year calendar period. Intermittent schedules are not permitted.

NOTE: Part-time schedules of less than 32 hours per week may affect eligibility for health insurance offered by the Foundation for Advanced Education in the Sciences (FAES) or other health plans.

Pre-doctoral, Post-Baccalaureate Part-time schedules may be negotiated and pre-arranged. Intermittent schedules are not permitted

Technical Students **NOTE:** Part-time schedules of less than 32 hours per week may affect eligibility for health insurance offered by the Foundation for Advanced Education in the Sciences (FAES) or other health plans.

J. Stipends

Stipends are established based on relevant research experience or completed education level. Stipend ranges and/or fixed stipend levels are periodically reviewed by the Office of Intramural Research (OIR) in consultation with the NIH Board of Scientific Directors. **NOTE:** The stipend

ranges and schedules do not necessarily apply to North Carolina (NIEHS, Montana (RML-NIAID), and Arizona (Phoenix-NIDDK). See appendices for detailed information.

INITIAL STIPENDS

Postdoctoral (See Appendix 1)	Stipends are established based on 5 or fewer years of relevant postdoctoral research experience and up to 2 additional years of experience not oriented towards research (i.e., clinical training for physicians). NOTE: Stipend level must be prorated based on training schedule.
Pre-doctoral (See Appendix 2)	Stipends are established based on the number of years of post-baccalaureate education completed upon activation of Traineeship. NOTE: Stipend level must be prorated based on training schedule.
Post-Baccalaureate (See Appendix 3)	Stipends are set by OIR in consultation with the NIH Board of Scientific Directors. NOTE: Stipend level must be prorated based on training schedule.
Technical (See Appendix 4)	Stipends are established based on the degree and amount of relevant experience at activation of Traineeship. NOTE: Stipend level must be prorated based on training schedule.
Student (See Appendix 5)	Stipends are established based on the amount of education completed upon activation of Traineeship. NOTE: Stipend level must be prorated based on training schedule.

ANNUAL INCREASES

Postdoctoral	A stipend increase of up to \$2,000 per annum may be granted based on growth, development, and accomplishments, but where warranted, increments can be larger providing they do not exceed the appropriate stipend range. ICs may approve a one-time exceptional stipend increase of one stipend step level at the time of renewal for 10 percent of its trainees, e.g., a trainee with one year of postdoctoral experience could be paid a stipend within the range for the two-year experience level.
Pre-doctoral	A stipend increase to the next higher level on Appendix 2 may be granted per annum based on progress in academic studies and/or the training assignment, for each year the trainee remains in the program.

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Post-Baccalaureate	A stipend increase to the next higher level on Appendix 3 may be granted, if the award is renewed for second (and final) year in the program.
Technical	A stipend increase to the next higher level on Appendix 4 may be granted per annum based on progress in academic studies and/or training assignment, for each year the trainee remains in the program.
Student	Eligible for the next higher stipend increase based on the amount of education completed.

SPECIALTY ALLOWANCES

Postdoctoral	An additional allowance of up to \$10,000 may be added to the initial stipend level of postdoctoral trainees or equivalent experience in one of the following eight specialty categories: <ol style="list-style-type: none"> 1. Engineer (electrical, chemical, mechanical, biomedical); 2. Computer Scientist; 3. Computational Biologist: (informatics, information technology); 4. Physicist; 5. Chemist (analytical, physical, organic, and inorganic); 6. Bio-statistician; 7. Epidemiologist; 8. Mathematician; or 9. <i>IC Competitive Fellowship, e.g., Kety Fellowship in NIMH.</i>
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K. Method of Stipend Payment

Stipends are paid in arrears on a 30-day monthly basis.

L. Advance Payment for Trainees

Postdoctoral	An automatic \$2,000 advance will be provided for trainees after Activation
Pre-doctoral Post-Baccalaureate Technical Student	An amount less than \$2,000 may be provided after activation, based on hardship as determined and approved by the IC Scientific Director prior to the award start date that is entered into the FPS

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Trainees, in all components, are strongly encouraged to immediately establish (or correct) an electronic file transfer in the ADB via the Automated Clearinghouse (ACH) Vendor miscellaneous payment enrollment form in the ADB vendor database.

Any advance payment will reduce the annual stipend payment. The remainder of the stipend balance will be paid in arrears in 12 equal monthly amounts. Subsequent monthly stipend payments, that have ACH, are direct deposited usually within the first 5 business days of each month. Trainees who do not have established electronic file transfers to their bank accounts will receive stipend payments by check on or about the 10th business day of each month.

If the trainee leaves within 12 months of the initiation of the award, the final check may NOT be for the 1/12th amount because it will have been offset by the balance of the advance. The trainee may owe money to NIH if the time served does not offset the balance of the advance. A personal check covering a stipend overpayment must be hand-carried to the Office of Financial Management "Fellowship Payment Office" with a copy of the ADB generated termination notice. Any un-recovered overpayment will be treated as a debt owed the U.S. Government.

M. Renewals

Stipends will be made in equal monthly payments.

N. Pay Certification

Stipend payments will be certified monthly and authorized in the ADB by the IC Designated Program officials between the 20th - 25th of the month so the Office of Financial Management (OFM) may authorize payments each month. If the IC does not certify and authorize payment for a trainee, no stipend payment will be issued for that month until certification is received.

O. Supplemental Funding

Supplemental funding should be granted to Trainees who wish to come to NIH for a period of research training under the auspices of traineeships or grants awarded by outside (non-Federal) organizations or institutions, when the funding provided is insufficient to support the Trainees during research training in NIH laboratories.

Supplemental Funding should be granted:

- ONLY to Trainees who have already been approved for or currently receive outside (non-Federal) support;
- ONLY to Trainees NOT receiving support under the NRSA Program;
- ONLY to Trainees that have NO employment relationship with the outside (non-Federal) sponsor, other issues, e.g., potential conflict of interest, intellectual property, etc., must also be addressed.

Date: 08/01/03

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Issuing Office: OHR, 496-1443

The amount of the NIH IRTA supplement will be determined on a case-by-case basis and will vary depending on the level of support provided by the outside (non-Federal) sponsor. The supplement will be fixed at such a rate that the combined level of support will match the stipend rate for a similarly qualified Trainee. Supplemental funding that would result in a combined amount from NIH and the outside (non-Federal) sponsor that is either less than or in excess of the authorized stipend rate for the relevant trainee level and component may not be approved. Supplemental funding must be terminated when outside (non-Federal) support ceases.

An IC cannot provide a supplement solely to provide health insurance coverage – a stipend must also be authorized.

P. Application Procedures

Applicants may apply directly to a specific IC or may send application documentation to the NIH Office of Education (OE). Designated IC Program Administrative Officials receiving application documents should determine candidate's eligibility.

Applications received by OHR, NIH should be forwarded to OE, NIH at <http://www.training.nih.gov/about.asp>

Q. Selection Procedures

Traineeship preceptors and Laboratory/Branch Chiefs will review applications, evaluate and recommend candidates, and develop individualized training plans for approval by the IC Scientific Director. Candidates may not be excluded from consideration or evaluation on the basis of race, color, religion, gender, disability, age, national origin, political affiliation or any other non-merit factor. Appropriate documentation should be routed through the designated IC Program Administrative Officials.

R. Application Documentation

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| Postdoctoral | CV, bibliography (if applicable), 3 letters of reference, applicant's statement of research goals, official copy of transcript. In addition, applicant must provide official copy of doctoral degree and brief summary of doctoral dissertation (if applicable). |
| Pre-doctoral | CV, bibliography (if applicable), 3 letters of reference emphasizing research potential, applicant's statement of research goals, official copy of undergraduate, graduate, and/or medical school transcript. Verification from the university that the applicant is in good academic standing; is enrolled in a doctoral degree program; and that the school is agreeable to the student's participation. |
| Post-Baccalaureate | CV, bibliography (if applicable), 3 letters of reference emphasizing potential, applicant's statement of research goals, and official copy of undergraduate |

school transcript.

Technical Resume or CV, 2 letters of reference, statement of career goals, and official copy of undergraduate transcript.

Student Resume or CV, 2 letters of reference, official copy of school transcript, letter from school verifying academic standing, information on honors and achievements, and statement of interest in biomedical research.

S. Mentoring

The principal responsibility rests with training preceptor; other assistance is available from IC Lab/Branch Chiefs and Scientific Director.

T. Career Counseling

The NIH Office of Education and NIH Work/Life Center Staff are available for career counseling.

U. Training and Tuition

Trainees, in all components, may receive training or tuition assistance to the extent that it is directly related to the NIH research experience.

Individual Development Plans (IDPs) are required for all trainees. When Trainees will be working with animals, exposed to hazardous situations, or in contact with patients, ICs are responsible for assuring that Trainees receive appropriate instruction in safety, use of equipment, handling hazardous materials, and proper animal care and treatment.

Trainees may not engage independently in any patient care activities. Any clinically related activities **MUST** explicitly be under the direct supervision and control of an NIH employee.

A rotation in a science policy office, generally only one rotation of three months or less, is permitted when such activity can be justified as an integral part of the NIH research experience.

All training, regardless of duration or type, must be documented in the training plan and/or other appropriate administrative training databases.

All trainees, regardless of whether they receive supplemental and/or sole NIH funding, are to receive training in an equitable manner. In addition to the above:

Date: 08/01/03

Replaces: 12/23/02

Issuing Office: OHR, 496-1443

Technical ICs are expected to fund training directly related to the purpose of the Traineeship, generally consisting of two courses per year at an accredited academic institution. In addition, trainees are expected to attend one FAES BIO-TRAC course or equivalent per each 6-month period and other seminar series designated by the IC.

V. Travel

Travel cost to NIH for trainee, dependents, movement of household goods, and temporary storage of household goods NTE \$3,000 is permitted at the discretion of the IC; no allowance for return travel is authorized.

Payment of travel to scientific meetings or training at a remote site is at the discretion of the IC and is subject to availability of funds.

IRTA trainees may accept *payment only on an “In Kind” basis to cover* travel and per diem expenses from an outside entity while attending an “official duty” type event for the purpose of teaching, speaking or writing (such as presenting a paper at a scientific meeting), provided there is no conflict of interest in the source of the funds. No honorarium, or compensation for services rendered, may be accepted. Reimbursement must be from nonfederal funds. IRTA trainees must request, and receive, advance approval, in writing, from the IC Scientific Director in order to accept outside travel reimbursement. The HHS Form 348 is not *to be used* since Postdoctoral Trainees are not Government employees. However, *IC administrative staff, on behalf of an IRTA Trainee, must complete an Acceptance Letter and a Certification Checklist indicating that the funding source is non-federal. For additional information, see NIH Manual 1500, Chapter 10-00(F)(3).*

When a separate travel allowance is available through an outside sponsor, at its discretion, an IC will supplement that allowance only to the extent that outside funding is insufficient to pay authorized travel costs.

A personal check covering a travel advance overpayment must be hand-carried to the Office of Financial Management Fellowship Payment Office with a copy of the ADB generated termination notice. Any un-recovered overpayment will be treated as a debt owed the U.S. Government.

W. Termination of Traineeship

Use the ADB to process terminations of all trainees immediately.

Postdoctoral See <http://www1.od.nih.gov/oir/sourcebook/irp-policy/early-term.htm> for early termination of postdoctoral fellows.

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Issuing Office: OHR, 496-1443

Pre-doctoral Termination of the traineeship may be made prior to specific expiration date
Post- for scientific or other forms of misconduct or failure to comply with terms of
Baccalaureate the traineeship or to carry out or satisfy the purpose for which it was made.
Technical All termination proposals for cause must be in writing and provide the
Student trainee with an opportunity to make a reply before a decision is rendered. In
the case of personal incompatibility or any unforeseen programmatic
circumstances, and absent any conduct issues, the IC should arrange for
transfer of the trainee to another laboratory.

Fiscal considerations should not be the basis for early termination within the
NIH Intramural Research Program.

Trainees must reimburse OFM, NIH for any and all stipend overpayments prior to OFM
clearance. A personal check must be hand-carried to the OFM "Fellowship Payment Office"
with a copy of the ADB generated termination notice. Any un-recovered overpayment will be
treated as a debt owed the U.S. Government. In addition, the Foundation for Advanced
Education in the Sciences (FAES) (Alexis Alleyne 301-496-8064) must be notified immediately
and proper clearance obtained when a Traineeship is terminated to avoid overpayment of health
insurance. The FPS-generated notice must also be hand-carried to FAES, who will provide
advice and answer questions on COBRA benefits.

X. Transfer

If a trainee is transferring to another IC within NIH, the losing IC must indicate this in the FPS
module and notify the gaining IC. The gaining IC must accept and retrieve the trainee's record.
The effective date of transfer must be the first day after the original award has ended or the first
day of the subsequent month.

Y. Excused Absence with Stipend

Trainees do not earn annual or sick leave. However, they are excused for: 1) Federal holidays, 2)
ill-health, 3) personal emergencies, and 4) vacations when awards are for more than 90 days. For
vacations, two weeks excused absence is suggested and the number of days should be prorated
for Traineeships of 90 days or less.

Six weeks of excused absence will be granted for the birth or adoption of a child or other family
health care. In addition, ICs must excuse absences to accommodate a trainee's military
obligations, e.g. active duty, active duty training, and inactive duty training NTE six weeks per
year.

Preceptors may exercise discretion in granting additional short absences (less than a week per
year) as they deem appropriate. More extended absences must be approved by the IC Scientific
Director.

Date: 08/01/03

Replaces: 12/23/02

Issuing Office: OHR, 496-1443

Z. Excused Absence without Stipend

Absence without stipend may be approved by the preceptor with concurrence from the respective IC Scientific Director. Through the ADB, the IC must enter the effective date to temporarily stop payment and must reactivate the award in the ADB to resume payment.

FAES Elected Health Insurance: Should trainee plan to be absent without stipend for less than 3 months, FAES requires the trainee to maintain continuous health insurance coverage. Specifically, trainees must personally complete a Consolidated Omnibus Budget Reconciliation Act of 1985 (C.O.B.R.A.) Application through FAES and begin to pay health insurance coverage premiums on the 1st day of the month following the start date of the unpaid absence and continue to pay for any month when trainee is not in a pay status on the first day of the month. For example, if the trainee is absent without stipend effective June 15th through August 15th, the trainee must pay health insurance premiums beginning July 1st (1st day of the month following the start date of unpaid absence) and pay the premium for the month of August (any month when trainee is not in a pay status on the first day of the month)

Should the trainee plan to be absent without stipend for more than 3 months, the trainee may choose to stop coverage and not pay the premium. Upon return to NIH, the trainee may then re-enroll as a new subscriber. Should trainee prefer to continue health insurance coverage during this period of absence, the trainee must complete a C.O.B.R.A. application through FAES. Generally, C.O.B.R.A. coverage is limited to 18 months.

Regardless of total time spent in unpaid absence, respective ICs must provide to FAES written notification generated from the ADB to include start and end date of unpaid absence. In addition, upon trainee's return, ICs must provide a written notification generated from the ADB to FAES and OFM.

AA. Medical Treatment

All trainees may use the Occupational Medical Service for injuries sustained and emergency care on the training assignment. Trainees are entitled to workers' compensation and benefits under the Federal Employees Compensation Act, 5 U.S.C. 8101(1)(B).

BB. Health Insurance

All trainees must have adequate health insurance coverage to receive training in NIH facilities. This requirement may be satisfied by a policy held either in the Trainee's name or in another's name with the Trainee identified as a family member. Verification of health benefit enrollment is required.

One approved plan of health insurance *is* available through the Foundation for Advanced Education in the Sciences (FAES). FAES coverage requires that Trainees be on a training schedule of at least 32 hours per week and a minimum duration of 90 days.

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Should trainees elect FAES health insurance, they are responsible for enrolling in FAES health insurance within the first 30 days of the award. Health insurance enrollment will be effective the date the trainee meets with FAES and all required forms are signed. Enrollment data that reflect the FAES effective date must be entered into the FPS . Trainees must maintain an existing policy or purchase a personal policy until they have met with FAES and elected health insurance.

Funds for individual or family FAES' fee-for-service Preferred Provider Option health insurance are provided by the sponsoring IC at the direction of the trainee. For a non-FAES policy, NIH will pay or reimburse for a policy issued in the Trainee's name in an amount not to exceed that of the FAES' fee-for-service Preferred Provider Option, individual or family coverage, as appropriate. In addition, NIH will reimburse for any additional health insurance cost, if incurred, as a result of being covered under a spouse's plan and identified as a "family member" in an amount not to exceed the cost of the FAES' fee-for-service Preferred Provider Option. Sufficient documentation verifying health insurance coverage and documenting health insurance costs are required when using a non-FAES policy.

When the outside sponsor provides insufficient funding for the purchase of health insurance coverage, the IC may provide supplemental funding to permit the purchase of a policy equivalent in cost to the FAES' fee-for-service Preferred Provider Option, individual or family coverage, as appropriate. An IC cannot provide a supplement solely to provide health insurance coverage – a stipend must also be authorized. See Section Z, “Excused Absence without Stipend” if applicable.

Students

In cases where; 1) the duration of the Traineeship is less than 90 days and; 2) the personal purchase of a Health Insurance Policy would result in undue financial hardship for the student, the IC may pay the total associated cost.

CC. Retirement Benefits

Trainees are not eligible for Federal retirement benefits.

DD. Social Security/Medicare

Since all IRTA Traineeships are considered awards for training and not wages for service, neither Social Security nor Medicare is deducted from stipends. Although definitive determinations regarding Social Security obligations and coverage must be made by the Internal Revenue Service and the courts, it is the opinion of the NIH Legal Advisor that Trainees would not be considered to be self-employed for purposes of coverage under the Social Security Act and therefore, need not make Social Security or Medicare payments on their own behalf.

EE. Income Taxes

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Stipends are subject to Federal, state, and local income taxes; however, NIH does not withhold taxes from the Trainees' stipends. The Office of Financial Management (OFM) annually prepares and sends appropriate income information to the IRS and to Trainees. Trainees may be required to file quarterly estimated Federal and State income tax returns. Since interpretation and implementation of the tax laws are the responsibility of the IRS and courts, Trainees should consult their local IRS office if they have questions about the applicability of the current tax code to the taxability of Traineeships, the proper steps to be taken regarding tax obligations, and concerns regarding their own situations.

FF. Tort Claims

It is the opinion of the Office of General Counsel that Trainees are eligible for coverage under the Federal Tort Claims Act (28 U.S.C. 2671 et seq.) for damages or injuries that arise from actions occurring within the scope of their assignment and while under the direct control and supervision of a Federal employee. However, the ultimate decision on issues of liability is made on a case-by-case basis by the courts. Should claims arise from the actions of Trainees acting within the scope of their assignments while under the direct control and supervision of a federal employee, NIH would ask that they be defended by the Department of Justice as if they were Federal employees.

GG. Outside Work

Outside employment for Trainees must be approved in accordance with OHR's Manual 2300-735-4, "Outside Work and Related Activities with Outside Organizations."

(<http://ethics.od.nih.gov/chapters/735-4/735-4.htm>)

HH. Program Evaluation

The NIH Office of Education will periodically evaluate the IRTA Program for representation of women, minorities, and disabled persons; to assess its relationship with other NIH Traineeship Programs; and to determine whether it is functioning effectively and accomplishing the purpose for which it was designed. The results of these evaluations and any recommendations for changes to the Program will be presented to OIR, NIH and the NIH Board of Scientific Directors for consideration.

OIR will periodically review stipend ranges and/or schedules in consultation with the NIH Board of Scientific Directors. Recommended adjustments by OE, NIH and OIR, NIH will be submitted to the IC Directors for review and concurrence and then to the Director, NIH for final approval.

II. Publications

The publication and presentation of scientific research by Trainees are governed by the same policies as applied to other scientists, either employed by or in training at NIH Manual 1183 "NIH Publications and Audiovisuals: Preparation, Review, Approval, and Distribution."

JJ. Inventions

Trainees are bound by all provisions of Executive Order 10096, as amended, 45 C.F.R. Part 7 and any orders, rules, regulations or the like issued there under as if Trainees were government employees who conceived an invention or first actually reduced it to practice while at the NIH. Trainees will disclose promptly, to the appropriate NIH officials, all inventions which they conceive or first actually reduce to practice during their assignment at the NIH, and to sign and execute all papers necessary for conveying to the government the rights to which it is entitled by virtue of Executive Order 10096, as amended.

KK. Privacy Act

Records must be maintained in accordance with Privacy Act System Notice: 09-25-0158, Administration: Records of Applicants and Awardees of the NIH IRTA Program, HHS/NIH/OD/OIR/OE

LL. Retention and Disposal of Records

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of in accordance with NIH Manual [1743](#), <http://www1.od.nih.gov/oma/manualchapters/management/1743/>, "Keeping and Destroying Records," Appendix 1, "NIH Record Control Schedule," Item 2300-320. Refer to NIH Chapter 1743 for specific disposition instructions.

NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

MM. Management Controls

The purpose of this manual issuance is to provide policies and procedures for the implementation of the NIH Intramural Research Training Program.

Date: 08/01/03

Replaces: 12/23/02

Issuing Office: OHR, 496-1443

1. The Offices responsible for management controls relative to this manual issuance are the Office of Intramural Research (OIR) and the Office of Human Resources (OHR). Through this issuance the OIR/OHR are accountable for the method used to ensure that management controls are implemented and working.
2. Frequency of Review: Periodic review of fellowship process will be completed to determine if ICs are in compliance with policy. Reviews will be conducted every 3-5 years.
3. Method of Review: The OIR/OHR will initiate and lead reviews consisting of a random sampling of fellowship files/documentation using a checklist that will monitor the IC's compliance with various important aspects of the policy.
4. Review reports are sent to the Deputy Director for Intramural Research, Director of Human Resources, and to the Deputy Director for Management, NIH.

NN. Required Forms

Activation and Renewals:

Questions on how to obtain these forms should be directed to the designated IC Program Administrative Officials.

- NIH 2590-1, Verification of U.S. Citizenship or Permanent Residency Status
http://forms.nih.gov/adobe/personnel/NH2590_1.PDF
- Fellowship Request (ADB generated)
- Fellowship Activation (ADB generated)
- Election of Health Insurance Choice 1, 2, or 3 (ADB generated)
- Absence without stipend and reactivation (ADB generated)

These documents (or copies) (in printed paper version) should be retained by the ICs as official records of the Fellowship Payment System.

Terminations:

- Fellowship Termination Notice (ADB generated)

To see Appendices 1 through 5 as of 4/08 – click on specific appendix number and view on screen or print as desired.

Appendix 6

SAMPLE NOTIFICATION OF TRAINEESHIP

Dear _____:

I am pleased to officially inform you that you have been selected by the ____ (IC) ____ to receive an NIH Intramural Research Training Award (IRTA) [IC should complete entry, e.g. Pre-doctoral Traineeship]. This Traineeship is contingent upon submission of acceptable proof of U.S. citizenship or resident alien status. [If applicable IC should enter the following: In addition, you must have a medical evaluation as directed by Occupational Medical Services procedures.]

The training preceptor for your IRTA Traineeship will be Dr. _____, ____ (title) _____, (organization). The initial Traineeship commitment is for a period of ____ [month(s)/year(s)], beginning _____ through _____. (For 2-year commitments, add the following: “Accounting procedures require that this Traineeship be processed one year at a time”.) Traineeships may be renewed beyond the initial commitment for no more than one year increments, up to the maximum duration of _____ year(s). Renewal of IRTA Traineeships beyond the initial commitment is based on demonstrated progress in the training assignment, education completed (if applicable), and mutual agreement between the IRTA trainee, the training preceptor, the Laboratory/Branch Chief, and the (IC) Scientific Director.

Your initial stipend will be \$ _____ per (month/annum). Additional information concerning program provisions, required proof of citizenship or resident alien status, and other benefits is contained in the “Statement of IRTA Program Provisions” enclosed with this letter. Also enclosed is the “IRTA Traineeship Agreement” that must be completed to signify your acceptance of the Traineeship. Please read the Agreement carefully, sign and date the original, and return it to (the Designated IC Program Administrative Official) in the enclosed self-addressed envelope.

(Name/Appropriate Office) will contact you regarding arrangements for [**If applicable ICs should enter the following: a medical evaluation**], and will provide you with other pertinent information, as well as instructions regarding activation of your Traineeship.

We are looking forward to your participation in the NIH IRTA Program, and hope you will find it to be a rewarding experience.

Sincerely,

IC Scientific Director

or

Other IC authorized delegated official

Enclosures

STATEMENT OF IRTA PROGRAM PROVISIONS

A. PROGRAM PURPOSE

IRTA Traineeships are established for the principal benefit of the participant and are designed to provide opportunities for developmental training and practical research experience in a variety of disciplines related to biomedical research, medical library research, and related fields.

The IRTA program is also intended to increase the participation of individuals from groups who are underrepresented in biomedical research: women, persons with disabilities, and individuals of diverse ethnic and racial backgrounds.

Trainees may not independently: engage in patient care activities, (any clinically related activity MUST explicitly be under the direct supervision and control of an NIH employee), be assigned supervisory responsibility, or sign documents on behalf of the Government (e.g., requisitions).

B. PROGRAM ELIGIBILITY

Traineeships are contingent upon submission of acceptable proof of U.S. citizenship or resident alien status. In addition, if applicable, trainees must have a medical evaluation as directed by OMS procedures and meet the requirements of one of the categories specified below:

- **Postdoctoral** - Individuals who possess a Ph.D., M.D., D.D.S., D.M.D., D.V.M., or equivalent degree in a biomedical, behavioral, or related science and 5 years or fewer of professional level, relevant postdoctoral research experience and up to 2 additional years of experience not oriented towards research (i.e., clinical training for physicians);

Duration - Initial Traineeship	-----1 or 2-year(s)
Renewal	-----1-year increments
Maximum Traineeship	-----5 years*

- **An IRTA trainee may not be part-time for more than an 8-year calendar period**
- **Pre-doctoral** - Students enrolled in Ph.D., M.D., D.D.S., D.M.D., D.V.M., or equivalent degree programs at fully accredited U.S. universities, (which frequently involves dissertation research), is undertaken as an integral part of the student's ongoing academic preparation and is credited towards completion of degree requirements; or students who are enrolled in graduate, other doctoral or medical degree programs and who have written

Date: 08/01/03

Replaces: 12/23/02

Issuing Office: OHR, 496-1443

permission from their school to interrupt their current schooling and to return within one year to their degree granting program;

Duration - Initial Traineeship	-----1 month to 2-year(s)
Renewal	-----1 month to 1-year increments
Maximum Traineeship	----- 5 years

- **Post-baccalaureate** - Individuals who have graduated, no more than 2 years prior to the traineeship activation date, from an accredited college or U.S. university and intend to apply to an accredited U.S. university graduate or medical school program within the next year; or students who have been accepted into graduate, other doctoral or medical degree programs and who have written permission of their school to delay entrance for up to 1 year;

Duration - Initial Traineeship	-----1 year
Renewal	-----1-year increments
Maximum Traineeship	-----2 years

- **Technical** - Individuals who have graduated from an accredited college or U.S. university with a bachelor's or master's degree in any discipline;

Duration - Initial Traineeship	-----2 years
Renewal	-----1-year increments
Maximum Traineeship	-----3 years

- **Student** - Students who are at least 16 years of age and enrolled at least half-time in high school or have been accepted or enrolled in an accredited college or U.S. university and are in good academic standing.

Duration - Initial Traineeship	-----1 month to 1 year -----
Renewal	-----1 month to 1-year increments
Maximum Traineeship	----- unlimited as long as student meets eligibility criteria

For all categories of IRTA trainees: verification of supplemental funding from an outside sponsor is required, if applicable.

Trainees may be terminated prior to their specified expiration date for scientific or other forms of misconduct, failure to comply with terms of the Traineeship or to carry out or satisfy the purpose for which it was made. When termination is proposed for such reasons, the trainee will be given an opportunity to address these reasons before a decision is rendered. In the case of interpersonal incompatibility or other unforeseen programmatic circumstances, and absent conduct issues, the IC should arrange for

transfer of the trainee to another laboratory.

C. UPON CONCLUSION OF TRAINEESHIP

Trainees are not entitled to, but may be considered for, employment or other training at the NIH.

D. STIPENDS

1. Stipends are established based on relevant research experience or completed education. However, when a trainee is receiving supplemental funding the stipend will be fixed at such a rate that the combined levels of stipend support will match the rate for a similarly qualified trainee in the applicable component.
2. An automatic \$2,000 advance will be provided for new postdoctoral trainees at the time of activation. An amount less than \$2,000 may be provided after activation for all other categories of IRTA trainees based on hardship as determined and approved by the IC Scientific Director, prior to the award start date that is entered into the FPS.
3. Stipends will be paid in arrears on a 30-day monthly basis, i.e., the stipend payment received for a given month will reflect the amount owed from the preceding month.
4. When a Traineeship is terminated prior to its normal expiration date, the trainee is no longer entitled to a stipend and any stipend checks received or deposited to the trainee's account inappropriately after the termination date are inadvertent and do not belong to the trainee, but are the property of the United States. Trainees should reimburse the U.S. Government for any overpayment that may occur. Knowingly cashing, depositing, or converting any such check to the Trainee's use could result in criminal penalties. In addition, any un-recovered overpayment will be treated as a debt owed the U.S. Government

E. BENEFITS

1. Trainees must have adequate health insurance coverage to receive training in NIH facilities. This requirement may be satisfied by a policy held either in the trainee's name or in another's name with the trainee identified as a "family member." Verification of health benefit enrollment is required.

One approved plan of health insurance *is* available through the Foundation for Advanced Education in Sciences (FAES), and enrollment can be completed upon arrival at NIH. FAES coverage requires that trainees be on a training schedule of at least 32 hours per week for a minimum duration of 90 days.

Date: 08/01/03

Replaces: 12/23/02

Issuing Office: OHR, 496-1443

Should a trainee elect FAES health insurance, he/she is responsible for enrolling in FAES health insurance within the first 30 days of their appointment. Health insurance enrollment will be effective the date the trainee meets with FAES and all required forms are signed and enrollment data are entered in the FPS.

Trainees are advised not to cancel an existing policy until they have met with FAES.

Funds for individual or family FAES' fee-for-service Preferred Provider Option health insurance are provided by the sponsoring IC at the direction of the trainee. For a non-FAES policy, NIH will pay or reimburse for a policy issued in the trainee's name in an amount not to exceed that of the FAES' fee-for-service Preferred Provider Option, individual or family coverage, as appropriate. In addition, NIH will reimburse for the additional health insurance cost, if incurred, as a result of being covered under a spouse's plan and identified as a "family member" in an amount not to exceed the cost of the FAES' fee-for service Preferred Provider Option. Sufficient documentation verifying health insurance coverage and documenting health insurance costs are required for a non-FAES policy.

For supplemental IRTAs, when the outside sponsor provides insufficient funding for the purchase of health insurance coverage, the IC may provide supplemental funding to permit the purchase of a policy equivalent in cost to the FAES fee-for-service Preferred Provider Option, individual or family, as appropriate. A supplement to cover the cost of health insurance solely cannot be made, a stipend must also be authorized.

If a trainee separates from NIH; terminates his/her FAES health insurance coverage; subsequently returns to NIH; and wants to enroll again in the FAES plan; the trainee must personally pay the premiums for each of the months since termination of coverage if there was less than a three month break in the training period. If more than a three-month break in the training period occurs, the trainee may drop coverage and re-enroll again upon return to NIH as if a new subscriber.

2. Trainees do not earn annual or sick leave, however, they are excused on Federal Holidays occurring during the Traineeship period. The training preceptor may, at his/her discretion, excuse the trainee for reasonable cause such as ill-health, personal emergencies, or vacations (generally, up to two weeks per year) when Traineeships are for more than 90 days. Six weeks of excused absence will be granted for the birth or adoption of a child, and other family health care. In addition, a maximum of six weeks per year will be excused to accommodate a trainee's military obligations, e.g., active duty, active duty training, and inactive duty training. Preceptors may exercise discretion in granting additional short absences (less than a week per year) as they deem appropriate. More extended

absences must be approved by the IC Scientific Director.

3. Travel costs to NIH for trainee, dependents, and movement of household goods and temporary storage of household goods NTE \$3,000 are permitted BUT is at the discretion of the IC; no allowance for return travel is authorized. A personal check covering a travel advance overpayment must be hand-carried to the Office of Financial Management Fellowship Payment Office with a copy of the ADB generated termination notice. Any un-recovered overpayment will be treated as a debt owed the U.S. Government.
4. Trainees may receive government-sponsored training directly related to the purpose of the training assignment.
5. Payment of travel to scientific meetings is at the discretion of the IC and is subject to availability of funds. IRTA Fellows may accept reimbursement for travel and per diem expenses from an outside entity while attending an "official duty" type event for the purpose of teaching, speaking or writing (such as presenting a paper at a scientific meeting), provided there is no conflict of interest in the source of the funds. No honorarium, or compensation for services rendered, may be accepted. Reimbursement must be from non-federal funds and approved by the IC.

F. DEDUCTIONS

Stipends are subject to Federal, state, and local income tax; however, NIH does not withhold taxes from the trainee's stipend. The Office of Financial Management (OFM.) annually prepares and sends appropriate income information to the IRS and to trainees. Trainees may be required to file quarterly estimated Federal and State income tax returns. Since interpretation and implementation of the tax laws are the responsibility of the IRS and courts, trainees should consult their local IRS office if they have questions about the applicability of the current tax code to the taxability of Traineeships, the proper steps to be taken regarding tax obligations, and concerns regarding their own situations.

Since IRTA traineeships are considered awards for training and not wages for services, neither Social Security nor Medicare is deducted from stipends. Although definitive determinations regarding Social Security obligations and coverage must be made by the Internal Revenue Service and the courts, it is the opinion of the NIH Legal Advisor that trainees would not be considered to be self-employed for purposes of coverage under the Social Security Act and therefore, need not make Social Security or Medicare payments on their own behalf.

G. OUTSIDE WORK

Outside employment for trainees must be approved in accordance with OHR's Manual

2300-735-4 “Outside Work and Related Activities with Outside Organizations.”
[<http://www1.od.nih.gov/ohrm/>]]

H. PUBLICATIONS

The publication and presentation of scientific research by trainees are governed by the same policies as applied to other scientists, either employed by or in training at NIH (NIH Manual 1183 “NIH Publications and Audiovisuals: Preparation, Review, Approval, and Distribution.”

I. INVENTIONS

Trainees are bound by all provisions of Executive Order 10096, as amended, 45 C.F.R. Part 7 and any orders, rules, regulations or the like issued thereunder as if Trainees were government employees who conceived an invention or first actually reduced it to practice while at the NIH. Trainees will disclose promptly, to the appropriate NIH Officials, all inventions which they conceive or first actually reduce to practice during their assignment at the NIH, and to sign and execute all papers necessary for conveying to the government the rights to which it is entitled by virtue of Executive Order 10096, as amended.

J. PRIVACY ACT NOTIFICATION STATEMENT

Records must be maintained in accordance with Privacy Act System Notice: 09-25-0158, Administration: Records of Applicants and Awardees of the NIH IRTA Program, HHS/NIH/OD/OIR/OE.

K. DOCUMENTS ACCEPTABLE FOR VERIFICATION OF U.S. CITIZENSHIP OR RESIDENT ALIEN STATUS

Trainees must provide documented evidence of their U.S. citizenship or resident alien status before their Traineeships may be activated. You may establish your citizenship or resident alien status by providing one or two documents, as indicated from the following list: Originals or copies are acceptable.

List Identity and IRTA Eligibility

- United States Passport (Current or Expired)
- Certificate of United States Citizenship
- Certificate of Naturalization
- Alien Registration Card with photograph
- A State-issued driver’s license or I.D. card with a photograph, or information including name, sex, date of birth, height, weight (if on license), and color of eyes AND birth certificate

Date: 08/01/03

Replaces: 12/23/02

Issuing Office: OHR, 496-1443

- School ID card with photograph AND birth certificate
- U.S. Military Card AND birth certificate
- Other Officially issued identifying document that provides proof of U.S. citizenship or permanent residency status may be acceptable at the discretion of the IC designated program administrative official

Intramural Research Training Award (IRTA) Traineeship Agreement

In accepting this Intramural Research Training Award (IRTA) Traineeship, I understand that I am not a Government employee. I certify that I have read the "Statement of IRTA Program Provisions" and agree to comply with the terms outlined.

A. PROGRAM ELIGIBILITY

1. I meet the educational/experience requirements for participation in the applicable IRTA Program component and will provide verification as required.
2. I am a U.S. citizen or resident alien. I will provide acceptable proof of my citizenship or resident alien status at the time I report to activate my Traineeship.
3. [If applicable, ICs should enter the following: I understand that I may have to complete a medical evaluation as directed by the Occupational Medical Services procedures.]

B. DURATION

I understand that my initial Traineeship commitment is for the period beginning (date) and ending (date) and that renewal beyond the initial commitment is contingent upon demonstrated progress in the training assignment and the approval of appropriate (IC) officials. I agree to notify my training preceptor as soon as possible and negotiate mutually acceptable terms for termination should I wish to leave the Program before the scheduled end date of my Traineeship.

I understand that Trainees may be terminated for scientific or other forms of misconduct, failure to comply with the terms of the traineeship or to carry out or satisfy the purpose for which it was made. When termination is proposed for such reasons, I understand I will be given an opportunity to address the reasons before a decision is rendered. In the case of interpersonal incompatibility or any unforeseen programmatic circumstances, and absent any conduct issues, the IC will arrange a transfer to another laboratory.

I further understand that upon conclusion of my Traineeship, I am not entitled to future training or employment at the NIH.

C. STIPENDS

(1) As a (IC should complete entry, e.g., Pre-doctoral) trainee I understand that my monthly stipend will be paid in arrears, and that the payment for a given month will reflect the amount owed from the preceding month. I will immediately notify my

Date: 08/01/03

Replaces: 12/23/02

Issuing Office: OHR, 496-1443

training preceptor and other appropriate IC officials of any change in my status that might affect my stipend payment, including any supplemental funding or decision to terminate my Traineeship earlier than anticipated. I understand that if my Traineeship is terminated earlier than anticipated that I am no longer entitled to stipends and that any stipend checks received or deposited to my account inappropriately are inadvertent and do not belong to me, but are the property of the United States. I agree to reimburse the U.S. Government for any overpayment that may occur. I understand that knowingly cashing, depositing, or converting any such check for my use could result in criminal penalties. In addition, any un-recovered overpayment will be treated as a debt owed the U.S. Government.

D. BENEFITS

1. I will have adequate health insurance coverage either through *the* approved plan with the Foundation for Advanced Education in the Sciences (FAES), or through another private plan, and will provide proof of such coverage. For the FAES option, I will enroll within 30 days of my award start date. I understand that payments or reimbursement from NIH will be limited to an amount equivalent to the cost of FAES' fee-for-service Preferred Provider Option, individual or family coverage, as appropriate and will be provided if the policy is issued in my name. In addition, NIH will reimburse me for any additional health insurance cost, if incurred, as a result of being covered under a spouse's plan with my name listed as a "family member" not to exceed an amount equivalent to the cost of the FAES fee-for-service Preferred Provider Option.

I also understand that should I separate from NIH; terminate my FAES health insurance coverage; subsequently return to NIH; and want to enroll again in an FAES plan; I must personally pay the premiums for each of the months since termination of coverage if there was less than a three month break in the training period. If more than a three-month break in the training period occurs, I may drop coverage and re-enroll again upon return to NIH as if a new subscriber.

2. I understand that I may be reimbursed for travel costs for me, my dependents, movement of household goods, and temporary storage of household goods, NTE \$3,000 at IC discretion and that there is no allowance for return travel. To obtain reimbursement for travel to NIH to begin my Traineeship, I will provide the ticket coupon for travel by commercial carrier (e.g., bus, train, air) or odometer readings for travel by private automobile, and lodging receipts, if any. I understand that all reimbursement will be in accordance with applicable Government regulations. Further, I will hand-carry a personal check covering any travel advance overpayment to the Office of Financial Management Fellowship Payment Office with a copy of the ADB generated **termination** notice. Any un-recovered overpayment will be treated as a debt owed the U.S. Government.

Date: 08/01/03

Replaces: 12/23/02

Issuing Office: OHR, 496-1443

3. I will seek advance approval for travel to scientific meetings and understand that the authorization of such allowances is discretionary. In addition, I will also seek advance approval for travel reimbursements funded by an outside entity and understand that funding source should be nonfederal.
4. I will seek advance approval for training/tuition directly related to the purpose of my Traineeship. I understand that the authorization of allowances for additional training must be in accordance with governing Government regulations and is at the discretion of the IC.

E. DEDUCTIONS

1. I understand that I am not eligible for coverage under the Federal Employees Retirement System, and that deductions for this program, as well as Social Security and Medicare, will not be withheld from my stipend.
2. I understand that my Traineeship is subject to Federal, State, and Local income taxes, however, NIH does not withhold taxes from my stipend. As required, I will file quarterly estimated returns with the appropriate agencies.

F. LEAVE OF ABSENCE AND OUTSIDE WORK

I will seek advance approval from my training preceptor for any leave of absence, and will seek advance approval from my preceptor and other appropriate officials to engage in outside employment.

G. PUBLICATIONS AND INVENTIONS

1. I will seek advice from my preceptor and request clearance for any publication resulting from my Traineeship in compliance with NIH's publication policies.
2. I will be bound by all provisions of Executive Order 10096, and any orders, rules, regulations or the like issued thereunder where NIH determines the rights of the Government and the trainee to inventions conceived or actually reduced to practice during the period of the Traineeship. Furthermore, I will promptly disclose to my preceptor and other appropriate officials all inventions that are conceived or first reduced to practice during the term of my Traineeship at NIH, and will sign and execute all papers necessary to convey to the Government the rights to which the Government is entitled in accordance with any determination made under the provisions of Executive Order 10096.

H. OTHER ADMINISTRATIVE REQUIREMENTS

While on the premises of NIH, I will conform to all applicable administrative instructions and requirements of NIH and the Department of Health and Human Services, including all regulations and procedures concerning conduct, safety, and animal care.

Signature of Trainee

Date

Signature of Parent or Guardian
(if a minor under 18 years of age)

Date

SAMPLE NOTIFICATION FROM DESIGNATED IC PROGRAM OFFICIAL

Dear Dr. _____:

Your NIH Intramural Research Training Award (IRTA) Traineeship with the IC has been approved, beginning _____ through _____, [if applicable ICs should enter the following - subject to a medical evaluation as directed by OMS procedures] and submission of acceptable proof of U.S. citizenship or resident alien status. (For two year commitments, add - "Accounting procedures require that this Traineeship be processed one year at a time.")

(IF APPLICABLE) The pre-activation physical examination may be conducted by the Occupational Medical Service, NIH, in Bethesda, Maryland, at no cost to you. Alternatively, it may be completed by a physician of your own choosing, but at your own expense. Please call NAME on _____ to arrange an examination by the Occupational Medical Service or to obtain the necessary forms for completion by a private physician if you choose the latter option.

Proof of U.S. citizenship or resident alien status must be provided at the time you report to activate your Traineeship. Acceptable proof for this purpose is indicated in the "Statement of IRTA Program Provisions" that was enclosed with your Traineeship award letter.

Under the terms of your IRTA Traineeship, you are required to be covered by adequate health insurance in order to receive training in NIH facilities. This requirement may be satisfied by a policy held either in your name or in another's name with you identified as a family member. **One** approved plan of health insurance **is** available through the Foundation for Advanced Education in the Sciences (FAES). A Brochure or leaflet describing the FAES plan **is** enclosed. The IC will provide funds in an amount not to exceed the cost of FAES' fee-for-service Preferred Provider Option, individual or family as appropriate, in addition to your regular stipend, for a policy issued in your name.

Alternatively, you may purchase another private health plan in your own name, in which case, an allowance will be provided by NIH not to exceed the cost of FAES' fee-for-service Preferred Provider Option, individual or family, as appropriate. Also, if incurred, NIH will reimburse you for any additional health insurance cost as a result of being covered under a spouse's policy with your name listed as "family member" not to exceed the cost of the FAES' fee-for-service Preferred Provider Option. Please be prepared to indicate your choice of health plan or to provide proof of existing coverage at the time you report to begin your IRTA Traineeship.

Sincerely,

Enclosures

(Designated IC Program Official)

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY			REDELEGATED NO; YES, TO WHOM	RESTRICTIONS/ COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	PRIMARY IC OFFICIAL		

Appendix 10

NIH ADMINISTRATION OF INTRAMURAL TRAINING AWARD (IRTA) PROGRAM					
1. To coordinate the administration of the NIH IRTA Program	DDIR, NIH			NO	
2. To coordinate the establishment of new NIH IRTA components to meet evolving training needs	DDIR, NIH			YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulations, and written policy	
3. To coordinate modifications of the individual IRTA component provisions NIH-wide	DDIR, NIH			YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulations, and written policy	
4. To coordinate the establishment of stipend levels, adjustments, and changes for all components of the NIH IRTA Program	DDIR, NIH			YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulations,	

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY			REDELEGATED NO; YES, TO WHOM	RESTRICTIONS/ COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	PRIMARY IC OFFICIAL		

				and written policy	
5. To coordinate & approve any and/or all exceptions to the NIH IRTA Program provisions	DDIR, NIH			YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulations, and written policy	
6. To maintain the Traineeship Stipend Outlay, including processing financial documents to arrange for and assure the proper payment, adjustment, or termination of stipends and other authorized allowances	OFM, NIH			NO	
7. To provide required financial information on individual trainees annually to the Internal Revenue Service (IRS) and to the trainees	OFM, NIH			NO	
8. To maintain required accounting information and generate necessary reports	OFM, NIH			NO	
9. To provide					

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY			REDELEGATED NO; YES, TO WHOM	RESTRICTIONS/ COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	PRIMARY IC OFFICIAL		
staff assistance to the DDIR, NIH and OIR, NIH as needed/required		OHR, NIH SASE, OHR		NO	
10. To provide advice and/or guidance to designated IC program and/or administrative officials of the purposes and requirements of the NIH IRTA Program, as well as its relationship and appropriate usage to other NIH scientific mechanisms		OHR, NIH SASE, OHR		NO	
11. To evaluate the IRTA Program effectiveness and determine if the Program is accomplishing its purpose	Office of Education (OE), NIH			NO	Evaluation of the Program for representation of women, minorities, and disabled persons; to assess its relationship with other NIH Traineeship Programs; and determine whether it is functioning effectively and accomplishing its purpose. Evaluation results and any recommendation for changes to the Program will be presented to OIR, NIH, the

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY			REDELEGATED NO; YES, TO WHOM	RESTRICTIONS/ COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	PRIMARY IC OFFICIAL		

					NIH Board of Scientific Directors, the IC Directors for review and concurrence and finally to the Dir, NIH for consideration and approval
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IC ADMINISTRATION OF INTRAMURAL TRAINING AWARD (IRTA) PROGRAM

1. To provide advice and guidance to IC scientific program officials of the purposes and requirements of the IRTA Program provisions			Designated IC Program Admin. Officials	NO	
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2. To assure that: applicants meet eligibility requirements; necessary documentation is present and complete; Trainee schedules are determined; documentation to activate, renew, and terminate the Traineeships are distributed; the completion of medical exams are arranged; U.S. Citizenship or resident alien status is verified; and orientation for each trainee, including advising on benefits available,			Designated IC Program Admin. Officials	NO	
--	--	--	--	----	--

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY			REDELEGATED NO; YES, TO WHOM	RESTRICTIONS/ COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	PRIMARY IC OFFICIAL		

is conducted					
TRAINEESHIPS					
1. To approve initial Traineeships within the NIH IRTA Program provisions for all IRTA components	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chfs	
2. To approve renewal of Traineeships within the NIH Program provisions for all IRTA components	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chfs	This includes authority to grant a terminal Traineeship period not to exceed 3 months
3. To approve the transfer or reassignment of trainees between ICs	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs	The losing IC must agree by e-mail or telephone to the transfer or reassignment and the release of the Trainee. Transfer from and to must be completed in the FPS
4. To approve part-time schedules on a case-by-case basis for trainees within all IRTA components	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs	
5. To revoke Traineeships in whole or in part	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs	Use the ADB to process the termination immediately. See Section W. Termination of Traineeship for detailed information

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY			REDELEGATED NO; YES, TO WHOM	RESTRICTIONS/ COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	PRIMARY IC OFFICIAL		

					pertaining to termination
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STIPENDS

1. To approve initial stipends and/or stipend increases within the NIH IRTA Program provisions (except increases for POSTBACS)	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chfs	This includes the authority to grant a specialty allowance of up to \$10,000 when a postdoctoral trainee has a degree or equivalent experience in one of the eight specialty allowances specified under stipend allowances. This also includes the authority to grant a one-time exceptional stipend increase at the time of renewal of one stipend level for 10 percent of an IC's postdoctoral trainees, i.e., a trainee with one year of postdoctoral experience could be paid a stipend within the range for the two-year experience level.
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2. To approve a stipend increase of \$1,000 for the second year of a Postbaccalaureate traineeship	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs	
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ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY			REDELEGATED NO; YES, TO WHOM	RESTRICTIONS/ COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	PRIMARY IC OFFICIAL		

SUPPLEMENTAL FUNDING

1. To approve supplemental funding in accordance with NIH-wide established Program provisions	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs	Combined NIH and supplemental funding must be comparable to the stipend level of equally qualified trainees in awarded component
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MENTORING

1. To provide principal mentoring	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chfs IC Preceptors	
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TRAINING/TUITION

1. To approve a rotation in a Science Policy office, generally one rotation of three months or less, when the activity can be justified as an integral part of the NIH research training experience	DDIR, NIH			NO	
2. To approve training/tuition (other than rotations) to the extent it is directly related to the NIH research experience	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs	
3. To develop Individual Development	DDIR, NIH		IC Dirs	YES TO:	Trainees may not engage in primary patient

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY			REDELEGATED NO; YES, TO WHOM	RESTRICTIONS/ COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	PRIMARY IC OFFICIAL		
Plans (IDPs) and assure instruction in safety, use of equipment, handling hazardous materials, proper animal care and treatment, and patient contacts				IC Sci Dirs IC Lab/Br Chfs IC Preceptors	care activities. Any clinically related activity MUST be explicitly under the direct supervision and control of an NIH employee physician
EXCUSED ABSENCE with STIPEND					
1. To approve extended absences) see section Y)	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs	