

Date:

Replaces: 08/01/03

Issuing Office: OIR, 496-1921

**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 \_\_\_\_\_, subject to [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-three 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 at \_\_\_\_\_ 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. At your direction, the IC will provide funds in an amount not to exceed the cost of FAES' fee-for-service health insurance, 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 health insurance, 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 health insurance. Please be prepared to indicate your choice of health plan or to provide proof of existing coverage before or at the time you report to begin your IRTA Traineeship.

Sincerely,

Enclosures

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(Designated IC Program Official)

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

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 Traineeship programs 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 Traineeship program 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 Traineeship programs of the NIH IRTA Program	DDIR, NIH			YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulations,	

**Appendix 10**

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:  OIR 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	

**Appendix 10**

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9. To provide 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 purposes	Office of Intramural Training and Education (OITE), 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

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					presented to OIR, NIH, the NIH Board of Scientific Directors, the IC Directors for review and concurrence and finally to the Dir, NIH for consideration and approval
<b>IC ADMINISTRATION OF INTRAMURAL TRAINING AWARD (IRTA) PROGRAM</b>					
1. To provide advice and guidance to IC scientific program officials on the purposes and requirements of the IRTA Program provisions			Designated IC Program Admin. Officials	NO	
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 is distributed; the completion of medical exams is arranged; U.S. Citizenship or resident alien status is verified; and orientation for each trainee,			Designated IC Program Admin. Officials	NO	

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including advising on benefits available, is conducted					
<b>TRAINEESHIPS</b>					
1. To approve initial Traineeships within the NIH IRTA Program provisions for all IRTA Traineeship programs	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 Traineeship programs	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 Traineeship programs	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 after	Use the FPS to process the termination immediately.

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				consultation with OIR	See Section W. Termination of Traineeship for detailed information pertaining to termination
<b>STIPENDS</b>					
1. To approve initial stipends and/or stipend increases within the NIH IRTA Program provisions	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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**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 Traineeship program
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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		IC Dirs		
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					Trainees may

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Individual Development Plans (IDPs) and assure instruction in safety, use of equipment, handling hazardous materials, proper animal care and treatment, and patient contacts	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs IC Lab/Br Chfs IC Preceptors	not engage in primary patient care activities. Any clinically related activity MUST be explicitly under the direct supervision and control of an NIH employee physician
<b>EXCUSED ABSENCE with STIPEND</b>					
1. To approve extended absences ) see section Y)	DDIR, NIH		IC Dirs	YES TO: IC Sci Dirs	