

CCTSI T32 Post-doc Training Award
Instructions

The purpose of this document is to provide guidance to departmental administrators about the T32 award; please be sure that a copy of this information is provided to your administrator. The T32 Program is issued by NIH under the “Ruth L. Kirschstein National Research Service Award (NRSA) Program”. The Program has specific rules that must be followed for expenses to be eligible. T32 appointments will begin October 1st, 2023 and continue for 24-months to September 30th, 2025. The CCTSI T32 NIH grant award is issued to the CCTSI for the period September 1st – August 30th each year; this creates a one month period where the training appointment will extend past the end-date of the grant budget period.... This situation creates some confusing budget considerations,

1. Stipends: T32 Post-doc stipends depend upon the “postgraduate year” of the trainee; PGY0 is the first year out of the doctoral program. The CCTSI T32 Post-doc program is budgeted around trainees in PGY5. The NRSA stipend levels are updated each year. The appropriate new stipend level for your Yr2 training appointment will begin October-2024. The CCTSI will work with your administrator to confirm the appropriate stipend level. We will ensure that the proper stipends are paid uninterrupted through September-2025.
2. Because the NIH T32 grant budget period ends August-31st, you must spend out your T32 budget categories by that date for each of your training appointment years (we will work with your administrator to be sure your stipend payments continue uninterrupted through September-2025); this means that *for the month of September* in both your Yr1 and Yr2 training appointments, we will only permit your stipend expenses.
NOTE: Tuition has special rules. If you have a tuition bill that needs to be paid in September, please contact the CCTSI Administrative Office to discuss the specific situation. Only tuition charged by the University of Colorado for coursework required for your training experience, is allowed to be charged to your T32 award.
3. Please make sure that the T32 Post-doc trainee is “hired” into Job Code 1438. This is very important as job code 1438 is configured to only pay the stipend amount and no benefits are charged. The NRSA program does not allow fringe benefits to be charged to the training award. Cleaning this up after-the-fact is administratively burdensome. We want to get this configured appropriately from the start of the training appointment. Please initiate communication with CCTSI administration if there are special circumstances that need to be coordinated.
NOTE: If the CU-Anschutz trainee is a resident, the trainee must remain in the “resident” job code and we will work with Resident Office to ensure that no benefits are charged to the T32 award.
NOTE: CSU Trainees should follow their institutional policies for T32 Training Stipend payments.
4. **Tuition:** Only tuition expenses for tuition billed by the University for coursework required as part of your training experience can be charged to your T32 award. When using the T32 award to pay tuition, please use accounting code 770200. Some departments use account code 422430 “ALLSTD FAC TTRMS NHRMS” which is booked as a fringe benefit expense and is charged Facilities and Administration (F&A) fees. Account code 770200 is configured to be exempt from F&A. NIH NRSA policy will not pay F&A on tuition and fees. When tuition is booked to 422430, the department must process journal entries to move the expenses to the proper accounting code....let’s avoid this clean-up.
NOTE: CSU Trainees should follow their institutional policies for T32 tuition payments.
5. **Travel:** The T32 award has a travel allowance for the trainees to attend the National Association of Clinical and Translational Science (ACTS) conference. This conference typically takes place in March or April. If you are not able to attend the ACTS conference, please work with Dr. Cicutto to determine if another educational conference appropriate to your training experience will be acceptable for you to attend and be paid by your T32 award budget.

6. Childcare: In April 2021, NIH began providing childcare support to recipients of full-time NRSA fellowships in recognition that the high cost of childcare impacts graduate students and postdoctorates funded through NRSA fellowships, and hinders their ability to successfully complete their training and fully participate in the extramural research workforce. NIH will provide an annual \$2,500 per each full-time predoctoral or postdoctoral NRSA trainee appointment. For childcare costs to be considered allowable, eligible full-time predoctoral or postdoctoral NRSA trainees must be appointed to the NRSA institutional research training award prior to use of the childcare costs. Childcare must be provided by a licensed childcare provider. Recipients must maintain all supporting documentation (e.g., proof provider is licensed) and make it available to NIH officials upon request. NIH does not require recipients to submit this supporting documentation except when specifically requested. If you incur eligible childcare expense, please work with your departmental administration to submit appropriate documentation for reimbursement charged to your T32 award.
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-177.html>