

## CCTSI TL1 Training Award Instructions

The purpose of this document is to provide guidance to departmental administrators about the TL1 award. The TL1 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. TL1 appointments begin July 1<sup>st</sup> and continue for 12-months to June 30<sup>th</sup> of next year. The CCTSI TL1 grant award is issued May 1<sup>st</sup> – April 30; there is a two month period where the training appointment extends past the end-date of the grant budget period.

1. We will provide a speedtype for the TL1 award for July – April and a new speedtype in May to cover stipend and tuition expenses for May & June... **NOTE:** only stipend and tuition & fees may be spent in May and June. All travel and training related expenses (TRE) must be incurred before April-30<sup>th</sup>.
2. Please make sure that the TL1 trainee is “hired” into Job Code 3204 Pre-doc Trainee. This is very important as job code 3204 is configured to only pay as stipend and no benefits expenses accompany the stipend payments. 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.
3. When using the TL1 award to pay tuition, please use accounting code 770200. Some departments are use account code 422430 “ALLSTD FAC TTNRMS NHRMS” which is booked as a fringe benefit expenses 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.
4. The TL1 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. All **travel expenses** to be charged to the TL1 award **MUST occur before April-30<sup>th</sup>** as remaining travel funds are not allowed to carry past April.