

**PhD and Postdoctoral Student Handbook
Department of Medical Informatics and Clinical Epidemiology
2017-2018**

Oregon Health & Science University



Table of Contents

Who to go to.....	3
Expectations.....	3
Tuition/Fee Statements	3
Course Registration.....	3
Tracking Benchmarks.....	4
On-campus requirement.....	4
Postdoctoral Fellowship Time Off Guidelines.....	4
NIH Grants Policy Statement	5
Obtaining an ORCID	5
Obtaining an NIH eRA Commons ID.....	6
Study Space.....	6
Required Compass Training	6
Other Required Training	6
Preparing Grant Applications.....	6
Individual Fellowship Grants from NIH (F Grants)	7
F31 Funding.....	8
NLM Scientific Program Contacts	8
Creating a public presence.....	8
Etiquette Policy	8
Career & Professional Development Services	8
Meeting with the advisor.....	9
Semiannual Meetings with the Dissertation Advisory Committee (DAC)	9
Semiannual Meetings with the Thesis Advisory Committee (TAC)	9
Travel and Discretionary Funding	9
Health Insurance	10
Tax Implications for Funded PhD Students.....	10
Internal Revenue Code on Taxability of Scholarships and Fellowships	10
Form 1099.....	11
APPENDIX A Expectations	12
APPENDIX B National Library of Medicine (NLM) Funded Students.....	16
APPENDIX C NLM Request for Funding Policy and Forms	21
APPENDIX D Citing and Submitting Grant-Funded Publications and Presentations.....	25

Who to go to...

Andrea Ilg – stipend information, laptops, tuition questions, space, requests for funding, web page set-up – ilgan@ohsu.edu
Lynne Schwabe – xTrain, appointment forms, textbooks, travel, reimbursements – schwabel@ohsu.edu
Alicia Nam –healthcare coverage (postdocs only) – nama@ohsu.edu
Diane Doctor – all things related to coursework, progress and graduation – doctord@ohsu.edu
Kathryn Pyle – applying for grants – pylek@ohsu.edu
Virginia Lankes – Career Specialist, Individual Development Plans (IDPs) – lankes@ohsu.edu
Karen Eden – faculty lead for fellows and PhD students – edenk@ohsu.edu
Jackie Wirz –student assistance resources – wirzi@ohsu.edu
Shoshana Zeisman-Pereyo – Student Learning Support Specialist – zeismanp@ohsu.edu
Office of Postdoctoral Affairs – opa@ohsu.edu

Expectations

All PhD and postdoctoral students must meet certain expectations each year to remain in good standing in the biomedical informatics program. These expectations include regular attendance at presentations by student, faculty and guest speakers; presenting and moderating annually in BMI 505F/605F Reading & Conference (“Fellows Meeting”); and meeting the educational requirements of the respective degree programs. For a detailed listing of these requirements, see Appendix A *PhD and Postdoctoral Student Expectations*.

Tuition/Fee Statements

Students will receive an electronic tuition and fees statement during the second week of the term.

Course Registration

PhD and postdoctoral students are expected to take all classes on campus, unless a class is offered online only. PhD students must maintain full-time status (9 credits) for fall, winter and spring quarters. Students must maintain at least part-time status (5 credits) for summer. Postdoctoral students in the certificate program or who are non-degree-seeking are *not* subject to these registration requirements.

All fellows and PhD students are required to take BMI 505F/605F Reading & Conference (“Fellows Meeting”) every fall, winter and spring (1 credit each term). Students are required to give a research presentation in this class and moderate a session once each year. PhD students are required to take a total of 10 credits (and 10 terms) of BMI 605F. Other iterations of BMI 605 Reading & Conference (other than the Fellows Meeting) do not apply to this requirement. Students are encouraged to continue taking the class even when they have met the 10-credit requirement. They are excused from the class during their final term, when they defend their dissertations.

Students with fewer than 10 terms of participation may be excused from the class during the term they defend, but must request approval in advance from the PhD committee. The student's mentor must provide a statement confirming intention to defend during the specified term. If students need to miss a term prior to the defense term, they must request approval in advance by providing written justification for the absence to the PhD committee. The students will still be required to complete 10 terms. (Some MS students who transfer into the PhD program may graduate before completing 10 terms of the class.)

Postdoctoral students in the certificate or master's programs are required to take BMI 505F Reading & Conference ("Fellows Meeting") every fall, winter and spring as long as they are in the program (including the defense term). A student volunteer will act as the class coordinator each term, will schedule weekly presentations, and will take attendance. Two DMICE faculty members (one from each track) facilitate the course each term.

Tracking benchmarks – PhD Candidates

At the recommendation of the PhD Committee, we have developed a list of Benchmarks to assist PhD Candidates and their committees to evaluate their progress post-qualifying exams. The report is in the form of an Excel spreadsheet and will be uploaded to *Box*, the cloud storage option available for all OHSU faculty, staff and students: <http://www.ohsu.edu/blogs/researchnews/2014/08/05/cloud-storage-now-available-for-ohsu-researchers/>. This page includes instructions for setting up a Box account if you do not already have one. Box should work with all browsers. If you have a Box account that uses your OHSU email address, go to <https://ohsu.box.com> to log in through the OHSU gateway. This page on the ITG website includes instructions for accessing Box from an iPhone or iPad: <https://o2.ohsu.edu/information-technology-group/help-desk/it-help-pages/box-at-ohsu.cfm> . For support, contact the ITG Help Desk at 503 494-2222.

Once you have passed your qualifying exams, please log into *Box* and update your Benchmarks as you complete them. The report will be visible to you, your advisor, your committee members, Dr. Eden, and Diane Doctor (your "Collaborators").

On-campus requirement

All PhD and postdoctoral students are required to complete their training onsite. Requests to study offsite for longer than one quarter must be approved by the student's advisor and by the program director. Students are required to attend master's and PhD proposal defenses, thesis and dissertation defenses, and informatics conferences **in person**. Students may view presentations via livestream when they are traveling. PhD students should download all relevant materials from Sakai at the end of each term in order to prepare for the comprehensive exam.

OHSU Biomedical Informatics

Postdoctoral Fellowship Time Off Guidelines

All Postdoctoral Fellows appointed to the National Library of Medicine training grant will follow the policy below when taking time off. In addition to this policy, OHSU and DMICE require the following:

1. Postdoctoral Fellows will communicate and receive approval from Faculty Mentor when requesting time off. Vacation time needs to be approved prior to taking the time off.
2. Postdoctoral Fellows are allowed 15 business days of vacation leave per year and will continue to receive stipends.
 - a. Postdoctoral Fellows will report vacation time to DMICE Administrative staff bi-monthly to DMICEtk@ohsu.edu
3. Postdoctoral Fellows are allowed 15 business days of sick leave per year and will continue to receive stipends.
 - a. Postdoctoral Fellows will report sick time to DMICE Administrative staff bi-monthly to DMICEtk@ohsu.edu
4. Request for time off, outside of the above parameters, will need mentor and program approval before taking the time off
5. Failure to adhere to these guidelines may result in termination of fellowship appointment.

NIH Grants Policy Statement

11.2.13.1 Leave

Vacations and Holidays. Kirschstein-NRSA fellows may receive the same vacations and holidays available to individuals in comparable training positions at the sponsoring institution. Fellows shall continue to receive stipends during vacations and holidays. At academic institutions, the time between semesters or academic quarters generally is considered an active part of the training period and is not considered to be a vacation or holiday.

Sick Leave and Other Leave. Kirschstein-NRSA fellows may continue to receive stipends for up to 15 calendar days of sick leave per year. Under exceptional circumstances, this period may be extended by the NIH awarding IC in response to a written request from an Authorized Organization Representative (AOR). Sick leave may be used for medical conditions related to pregnancy and childbirth.

Parental Leave. Kirschstein-NRSA fellows may receive stipends for up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of a child when individuals in comparable training positions at the sponsoring institution have access to this level of paid leave for this purpose. Either parent is eligible for parental leave. The use of parental leave requires approval by the sponsor.

Terminal Leave. A period of terminal leave is not permitted, and payment may not be made from grant funds for leave not taken.

Unpaid Leave. Individuals requiring extended periods of time away from their research training experience, that is, more than 15 calendar days of sick leave or more than 60 calendar days of parental leave, must seek approval from the NIH awarding IC for an unpaid leave of absence. A request letter must be submitted by the AOR on behalf of the fellow and must advise the NIH awarding IC of the dates of the leave of absence. Upon approval of the request, the NIH awarding IC will issue a revised Notice of Award extending the ending date of the current budget/project period by the appropriate number of days or months of unpaid leave time. Recipients are precluded from spending award funds during the leave of absence; although continued coverage of health insurance would be allowable if in accordance with policy of the sponsoring institution.

During a leave of absence, documentation to suspend the award and/or the accrual of service for calculating the payback obligation must be completed and retained by the sponsoring institution. When the fellowship is eventually terminated, the leave of absence must be clearly documented on the Termination Notice.

http://grants.nih.gov/grants/policy/nihgps_2012/nihgps_ch11.htm

Obtaining an ORCID (Open Researcher and Contributor ID)

All students are required to obtain an ORCID. ORCID is an organization that provides a unique and persistent identifier to researchers, with the goal to reliably attribute research outputs to their true author, and will stay with you throughout your professional life. To register for an ORCID, go to:

<http://orcid.org/>. Report your ORCID to Graduate Studies via the survey at <https://www.surveymonkey.com/s/3L5VD7W>.

Obtaining an NIH eRA Commons ID

All students who are funded by NIH, whether on a training or a research grant, must obtain an eRA Commons ID. To request an eRA Commons ID, fill out the form on this page:

<http://ozone.ohsu.edu/research/rda/rgc/gcfastlaneform.shtml>

Study Space

All PhD and postdoctoral students have access to the shared cubicles and the printer in BICC 527.

Required Compass Training

All students are required to complete the following training modules in Compass:

- CITI Responsible Conduct of Research (RCR): Log in with your OHSU network ID at <https://www.ohsu.edu/idp/Authn/UserPassword>
- CITI Human Subjects Research (HSR): if you work on any human subjects project
- HIPAA – Privacy and You
- Respect at the University
- Integrity Foundations
- Integrity Booster
- Emergency Management Foundations

See <https://ohsu.csod.com/client/ohsu/default.aspx> for all of the above modules. Click on “OHSU employees and students, [click here to log in](#)” on that page. Log in with your network ID and password. Be sure to turn off the pop-up blocker before you take the training. You will have the option to print out your certificate but it is not necessary to do so. The training will automatically be stored in your record by the Office of Integrity.

Other Required Training

- Conflict of Interest in Research (COIR) disclosure form at <https://bigbrain.ohsu.edu/coi/>. Please select the Researcher role. This form must be submitted annually. You will receive a reminder from the COIR department when your COIR documents are about to expire. If you need any assistance with this, please contact Hilde Wette or Brook Miller at the OHSU Research Integrity Office. The number is 503 494-7887 option #1.
- Avoiding Plagiarism by Citing Your Sources
You can access this training module on the “Current Students/Student Resources” link on the DMICE website:
<http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/dmice/current-students/student-resources/index.cfm>. Click on the “Avoiding Plagiarism by Citing Your Sources” link. When you have successfully completed the training, send your confirmation certificate to me at doctord@ohsu.edu.

Preparing grant applications

Once PhD students have completed two years of coursework, they are encouraged to submit a grant application the following year. This grant writing experience will jumpstart the dissertation proposal process and, if awarded, looks very impressive on a CV. When applying for any type of grant whether

internal to OHSU (such as the Tartar Trust Fellowship) or external, contact Kathryn Pyle at least two (2) months before the grant deadline at pylek@ohsu.edu.

All PhD students are required to take BMI 552A/652A and BMI 552B/652B Research in Bioinformatics, in which students will prepare a grant proposal following F31 grant guidelines (see below). By the end of this class, students will have developed a rough draft of a proposal that could be further refined and used when applying for a grant. Students are encouraged to take the Vollum Writing Course on the OHSU campus. The course includes six individual meetings with the instructor with the goal of helping students complete manuscripts and grant proposals. The cost is \$500. If students have discretionary funds, they may be used for this purpose. For details, see <http://www.ohsu.edu/xd/research/administration/research-funding-development/classes-workshops/vollum-writing-program.cfm>.

Individual Fellowship Grants from NIH (F Grants)

One option for funding is an individual fellowship from NIH, also known as an F grant. To receive an F award, the student's primary mentor must already have an active research grant (including but not limited to NIH grants). There are three types of individual predoctoral grants available:

1. F31: individual predoctoral fellowship: PA-16-309
<http://grants.nih.gov/grants/guide/pa-files/PA-16-309.html>
2. F31: individual predoctoral fellowship to promote diversity: PA-16-308
<http://grants.nih.gov/grants/guide/pa-files/PA-16-308.html>
3. F33: individual predoctoral fellowship for MD/PhD students: PAR-16-305
<http://grants.nih.gov/grants/guide/pa-files/PAR-16-305.html>

Students can receive an F31 award from any of 23 centers and institutes at NIH, including the National Library of Medicine (NLM). NLM supports research career development in clinical/public health informatics, bioinformatics, translational informatics and consumer health informatics. Informatics is defined as the intersection of computer, information, biomedical and behavioral sciences with one or more application domains. Application domains of interest include health care delivery, basic biomedical research, clinical and translational research, public health and others.

The purpose of an F31 award is to enable promising predoctoral (PhD) students to obtain individualized, mentored research training from outstanding faculty sponsors while conducting dissertation research in scientific health-related fields relevant to the missions of the participating NIH Institutes and Centers. The training plan should document the need for, and the anticipated value of, the proposed mentored research and training in relationship to the individual's research career goals. The training plan should also facilitate the student's transition to the next stage of his/her research career.

Applicants for the F31 must be at the dissertation research stage of training at the time of the award, which usually occurs 8 months after proposal submission, and have identified a dissertation research project and sponsor(s) who will mentor and supervise the training. The primary sponsor must be an active investigator in the area of proposed training and must document availability of sufficient research funds and facilities for high-quality research training. The applicant can have more than one sponsor but one must be listed as the primary.

The applicant must be a US citizen or permanent non-citizen national, must hold a baccalaureate degree and must be enrolled in a PhD program. The F31 usually provides 2-3 years of funding, but may provide up to 5 years.

Due dates for the F31 are April 8, August 8, or December 8, with the earliest start date (about 8 months later) of December, April, or July.

F31 Funding:

Current Predoctoral Stipend Level (federal FY17): \$23,844. NOTE: DMICE will supplement this to match the OHSU stipend level.

Tuition/Fees: 60% of level requested by applicant institution, up to \$16,000 per year

Institutional Allowance: \$4,200 (would cover health insurance, research supplies, travel, etc.).

There are no Facilities and Administrative costs (F&A) on individual fellowships.

NLM Scientific Program Contacts:

- Clinical and Public Health Informatics: Hua-Chuan Sim, MD Phone: 301-594-4882 Email: simh@mail.nih.gov
- Translational and Bioinformatics: Jane Ye, PhD Phone: 301-594-4882 Email: yej@mail.nih.gov
- Consumer Health Informatics: Alan VanBiervliet, PhD Phone: 301-594-4882 Email: alan.vanbiervliet@nih.gov

Creating a public presence

Students are encouraged to create a public-facing website that includes information about their education, research interests, publications and awards. LinkedIn and Google Scholar are important tools both academically and professionally. In addition, the departmental website includes a page for each student to upload a photo as well as educational, research and publication information. See Andrea Ilg for details on how to access this page.

Etiquette Policy

Please use professional etiquette when communicating with peers and the instructor. This means avoiding aggressive or offensive language, showing respect for others' opinions and positions, and conducting yourself as if you were face to face with them. Please pay special attention to etiquette in class forums and when using email. If you notice someone violating this policy, please make the instructor and TA aware of the problem.

Career & Professional Development Services

Virginia Lankes, Career Development Specialist, provides assistance to biomedical informatics students with:

- Professional skill development
- Resume/CV preparation
- Career planning
- Individual Development Plan (IDP)

Virginia will be meeting with you in December or January to review your Individual Development Plan. Students have found this experience extremely helpful in developing a career focus and plan of action. Feel free to contact her at any time at lankes@ohsu.edu.

Meeting with the advisor

All students should bring the *Biomedical Informatics Mentorship Agreement* to each (virtual or in-person) meeting with your advisor (see “Forms” page on the DMICE website). We recommend that all students establish a regular schedule of meetings with their advisors early in the year. The agreement is to help advisors and advisees set up mutual expectations for the year and to establish benchmarks for assessing progress in the program. This form is to be used only until the MS student has formed a Thesis Advisory Committee (TAC) and until the PhD student has formed a Dissertation Advisory Committee (DAC). At that time, the *Meeting Summary Form* developed by the Office of Graduate Studies must be completed at each meeting (see below).

Semiannual Meetings with the Dissertation Advisory Committee (DAC)

All PhD Candidates (post-qualifying exam) are required to meet with their Dissertation Advisory Committee (DAC) twice each year. Meetings will be conducted in April and October of each year. The April meeting will be an annual review attended by the student, the committee, the Associate Director of the PhD Program, and the program administrators. Continued funding for the subsequent year (if applicable) is dependent on a demonstration of adequate progress in the training program. The October meeting will be arranged by the student and will be attended by the student and his/her committee. A Meeting Summary Form must be completed and signed following both the April and October meetings. This form will be sent to the Office of Graduate Studies and will become part of the student’s record. For more information, see the *Dissertation Advisory Committee Guidelines* and the *Meeting Summary Form* on the Graduate Studies website at: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>.

Semiannual Meetings with the Thesis Advisory Committee (TAC)

All MS students are required to name a thesis mentor and form a Thesis Advisory Committee (TAC) within nine months of matriculation. They are required by SOM to meet with their TAC *at least once every six months* to update their committee on the status of their research. Additional meetings may be scheduled by the student or by members of a TAC to ensure the student’s progress toward successful completion of the MS thesis. A Meeting Summary Form must be completed after every meeting. This form is sent to the Office of Graduate Studies and will become part of the student’s record.

Travel and Discretionary Funding

NLM Predoc Fellows receive funding to attend the NLM Training Meeting each June. NLM Postdoc Fellows receive funding to attend the NLM Training Meeting each June and one professional meeting per year. All trainees are required to share hotel rooms in order to minimize costs. Expenses incurred for additional travel added on to an NLM meeting are not reimbursable. Requests for Funding to attend other meetings will be evaluated on a case-by-case basis and must be submitted prior to travel.

NLM Fellows receive discretionary funding in the amount of \$1,000.00 per year. This funding should cover costs related to training (textbooks, software, etc).

Expenses outside the above require a Request for Funding submission to be evaluated on a case-by-case basis and must be submitted prior to purchases.

PhD students who are funded by sources other than NLM may receive travel funds to support attendance at one or more national meetings each year. Self-pay students are encouraged to apply for

travel funding from external sources. Students who are invited to present at national meetings should submit a funding request to cover conference registration, using the form at the end of the Handbook.

PhD students who are funded by sources other than NLM may receive discretionary funding as part of their training. The use of these funds is at the discretion of the Principal Investigator on the grant. Students should refer to the Central Financial Services (CFS) reimbursement timeframe below to ensure reimbursement of both travel and discretionary expenses. If students do not follow these guidelines, funds received will not be considered reimbursement but will be taxed as income. The complete CFS Reimbursement Policy & Procedure document is available here: <https://o2.ohsu.edu/central-financial-services/documents/upload/reimbursements-policy.pdf>.

See Section VI “Reporting Time Frame—Employees” for reimbursement details and deadlines.

For information about allowable travel expenses, refer to the OHSU Travel Handbook. See **Section 12: Travel** on this page: <https://o2.ohsu.edu/central-financial-services/forms-and-policies/#accountsPayable>.

Health Insurance

All on-campus students are required to maintain major medical and dental health insurance. Enrollment is automatic at the start of your program. The current Student Health Insurance carrier is PacificSource.

Waivers and Deadlines: A student insurance waiver attestation form, which describes the waiver requirements, can be obtained from the JBT Health & Wellness Center website (www.ohsu.edu/jbt-health). Waiver deadlines are strictly enforced and as a new student, you have 30 days after your initial classes begin to apply.

All returning students for Fall of 2017 will be required to submit a waiver online prior to the Fall term waiver deadline. More information about the Fall of 2017 waiver process will be available on the JBT website (www.ohsu.edu/jbt-health) soon.

Students matriculating Summer, Winter or Spring term should contact JBT Health about submitting a waiver. *If a student does not submit a waiver form, he/she will be billed for OHSU-provided insurance.* Questions? Contact JBT Student Health at askjbthealth@ohsu.edu or call (503) 494-8665.

Tax Implications for Funded PhD Students

Please contact a CPA for tax related information. Excerpts from the Official Statement from NLM/NIH follow.

Internal Revenue Code on Taxability of Scholarships and Fellowships

Section 117 of the Internal Revenue Code (26 U.S.C. 117) applies to the tax treatment of scholarships and fellowships. In general, degree candidates may exclude from gross income (for tax purposes) any amount used for qualified tuition and related expenses such as fees, books, supplies, and equipment required for courses of instruction at a qualified educational organization. Non-degree candidates are required to report as gross income any monies paid on their behalf for stipends or any course tuition and fees required for attendance.

The IRS and Treasury Department released regulations in January 2005 (Revenue Procedures 2005-11) clarifying the student exception to the FICA (Social Security and Medicare) taxes for students employed by a school, college, or university where the student is pursuing a course of study.

The interpretation and implementation of the tax laws are the domain of the IRS and the courts. Individuals should consult their local IRS office about the applicability of the law to their situation and for information on their tax obligations.

Form 1099

Although stipends are not considered salaries, these funds are subject to Federal and, sometimes, State income tax. Such income may be reported by the sponsoring institution on IRS Form 1099, Statement of Miscellaneous Income. Normally, the business office of the sponsoring institution will be responsible for annually preparing and issuing IRS Form 1099 for fellows paid through the institution (fellows at domestic non-Federal institutions). Sponsoring institutions are not required to issue a Form 1099, but it is a useful form of documentation of funds received and it serves as a reminder to the fellow that some tax liability may exist.

The Graduate Student Organization (GSO) invites a speaker to present on the topic of the tax implications of stipends and grant funding. For more information, see the GSO blog at <http://ohsugso.blogspot.com/>.

APPENDIX A

2017-2018 PhD and Postdoctoral Student Expectations

All students are required to present at least once each year and serve as the moderator at least once per year at BMI 505F/605F (weekly PhD/Postdoc meetings). The presentation should include either a critique of medical literature or background slides for the student's current research.

In-person attendance is required at:

1. 80% of weekly PhD/Postdoc meetings
2. Informatics conferences
3. Thesis and dissertation proposal defenses and final defenses
4. Annual NLM Fellowship Training meeting (for those on NLM Fellowship)
5. Fall Open House
6. OHSU Research Week

Year 1 Expectations – PhDs and Postdocs

Required to present at:

1. BMI 505F/605F "Fellows Meeting"
2. Fall Open House

Encouraged to submit an abstract for a poster or a talk at one of the following:

1. Informatics conference
2. Annual Open House (Fall)
3. AMIA Student Design Contest. Submission due: March*
4. Annual NLM Training meeting submission (for those on NLM Fellowship). Abstract and Open Mic due: March
5. Oregon HIMSS meeting (April)
6. OHSU Research Week submission (due: March)
7. Postdocs: submit abstract to AMIA or other national meetings*

*If accepted, must apply for travel funding.

PhD students:

1. Complete all first year required courses.
2. Pass Comp Examination (Health and Clinical Informatics track only)

Mentoring

1. Complete Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Have meeting with Virginia Lankes, Career Development Specialist, by Feb. 1 to review IDP.
2. PhD Candidates: Begin work with mentor after passing qualifying exam (if not before)
3. Postdocs: Identify faculty mentor to work with before Annual Review

Submission Deadlines

AMIA Fall Meeting

- Paper due - March
- Panel due - March
- Abstracts due - March Meeting - November

ISMB or equivalent

- Proceedings - January
- Highlights - February Meeting - July

AMIA Translational Meeting

- Paper - August
- Panel - October
- Abstracts – December Meeting - March

NLM Training Meeting

- Paper – March
- Open Mic--March
- Panel - March
- Abstracts - March Meeting – June

OHSU Research Week

- Abstracts due – March Meeting – May

Academic Progress

1. Student must maintain good academic standing (3.0 or higher GPA)
2. PhD students must complete at least 30.0 credits in the first academic year

Research Rotations

New PhD students must complete 2 Research Rotations (1 quarter each) during the first year. (Register for 1-9 credits of BMI 601 per rotation.)

Year 2 Expectations – PhDs and Postdocs

Required to present at:

1. BMI 505F/605F “Fellows Meeting”
2. Fall Open House

Encouraged to submit an abstract for a poster or a talk at one of the following

1. Informatics conference
2. AMIA Student Design Contest. Submission due: March*
3. Annual NLM Training meeting. Abstract and Open Mic due: March
4. Oregon HIMSS meeting (abstract due: April)
5. OHSU Research Week submission (abstract due: March)
6. Postdocs: submit an abstract to AMIA or other national meetings*

*If accepted, must apply for travel funding.

PhD students:

1. Complete all required, Advanced Research Methods and Cognate courses and be in good academic standing to sit for the qualifying examination.
2. Pass Qualifying Examination (PhDs only)
3. Convene Dissertation Advisory Committee (DAC) within one term after passing Qualifying Exam. Meet with DAC every six months.

Postdocs:

1. Complete all requirements for MS or MBI
2. Submit abstract to a national or local meeting (see above), OR
3. Submit manuscript to a peer-reviewed journal
4. Develop plan to apply for future funding during the 3rd year

Mentoring

1. Update Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Have meeting with Virginia Lankes, Career Development Specialist, by Feb. 1 to review IDP.

Year 3 Expectations – PhDs and Postdocs

Required to present at:

1. BMI 505F/605F “Fellows Meeting”
2. Fall Open House

Encouraged to submit a poster or an abstract to one of the following

1. Informatics conference
2. AMIA. Submission due: March*
3. NLM Training meeting submission (Abstract due: March; Open Mic due: May)
4. Oregon HIMSS meeting (April)
5. OHSU Research Week submission (abstract due: March)
6. Postdocs: submit abstract to other national meetings*

*If accepted, must apply for travel funding.

Submit:

1. Manuscript to a peer-reviewed journal

PhD students:

1. Present Symposium
2. Defend dissertation proposal

Postdocs:

1. Apply for funding (e.g., K-award)
2. Plan next steps

Mentoring

1. Update Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Have meeting with Virginia Lankes, Career Development Specialist, by Feb. 1 to review IDP.

Year 4+ Expectations – PhDs

Required to present at:

1. BMI 505F/605F “Fellows Meeting”
2. Fall Open House

Encouraged to submit an abstract for a poster or a talk to one of the following

1. Informatics conference
2. AMIA. Submission due: March.*
3. Annual NLM Training meeting submission (abstract due: March; Open Mic: May)
4. Oregon HIMSS meeting (abstract due: April)
5. OHSU Research Week submission (abstract due: March)
6. Other national meetings*

*If accepted, must apply for travel funding.

Submit one of the following:

1. Manuscript to a peer-reviewed journal

PhD students:

Defend and submit dissertation

Years 1-4 Expectations for all PhDs and Postdocs

Submit notice of all publications, abstracts, and posters to www.surveymonkey.com/r/.... (URL TBD)

APPENDIX B

Information for Students funded by the National Library of Medicine (NLM) Training Grant

Funding Information

NLM trainees are eligible for up to 5 years of support on NIH National Research Service Award (NRSA) grants, which may span predoctoral and postdoctoral funding. If a predoc is supported for 5 years, no additional NLM training support can be provided to that trainee. Postdoctoral positions are competitive and require application submission. Funding renewal is determined by the outcome of the annual review conducted in April.

xTrain Appointment Forms and Obligations

What is the purpose?

xTrain provides program directors/principal investigators, university administrators, and trainees the ability to electronically prepare and submit PHS 2271 Statement of Appointment forms and PHS 416-7 Termination Notices associated with institutional research training grants, institutional career development awards, individual fellowships and research education awards. xTrain supports the use of a number of [activity codes](#). It is also used by agency grants management staff to review and process the appointments and termination notices submitted electronically.

Since January 1, 2011, the use of xTrain has been required to electronically prepare and submit PHS 2271 Statement of Appointment forms and/or PHS 416-7 Termination Notices. See [Guide Notice NOT-OD-072](#) for more information.

Who uses xTrain?

The Program Director/Principal Investigator (PD/PI), Assistant (with xTrain delegation), Trainee and Signing Official (SO) or Business Official (BO) can access xTrain. eRA Commons users with the SO role or AA role can create accounts with Trainee, BO, PD/PI or ASST roles or they can add these roles to existing accounts.

It is important that you log into xTrain each time you are contacted by Lynne as this step is necessary in order for updates to go into effect. Timely completion of entering, reviewing and signing off on data in xTrain will ensure that you are paid the appropriate stipend on a regular basis.

For new users who would like to familiarize themselves with xTrain and learn about its features in a sample environment, xTrain is available on the [Commons Demo](#) site.

Resources for xTrain

xTrain Online Help: <http://era.nih.gov/erahelp/xTrain/default.htm>

xTrain Training Resources: http://era.nih.gov/era_training/xtrain.cfm

xTrain FAQs: http://era.nih.gov/commons/faq_commons.cfm#XVI

xTrain Website: https://era.nih.gov/services_for_applicants/other/xTrain.cfm

Stipends

Stipends are paid on a monthly basis, generally mailed the last week of the month. For more information on stipends, including the Direct Deposit form, see the Central Financial Services (CFS) website at: <https://o2.ohsu.edu/central-financial-services/accounts-payable/stipends.cfm>. If you did not get a copy of your schedule of disbursements, please contact Andrea Ilg at ilgan@ohsu.edu. For specifics on postdoctoral stipend amounts, see the NLM Stipends Table for fiscal year 2016: <http://www.nlm.nih.gov/ep/trainingdirectors.html#stipends>. NLM trainees are exempt from the NRSA payback requirement.

Predoctoral stipends – beginning on the first day of appointment (as early as July 1, 2017): Predoctoral stipends are awarded annually and follow School of Medicine guidelines for stipend amounts: \$28,000 for pre-qualifying exam PhD students, \$28,500 for post-qualifying exam PhD Candidates and \$29,500 for those who have successfully completed the dissertation proposal defense. As noted above, funding renewal is determined by the outcome of the annual review conducted in February/March.

Postdoctoral stipends - beginning on the first day of appointment (as early as July 1, 2016): The amount of support awarded during the first year is based on the number of years of experience following completion of a doctoral level degree (PhD, MD, DO, ND, DDS, DPT, etc.) and is based on the latest NRSA stipend levels set by NIH. For MDs, years in internship or residency count as qualifying experience. For each subsequent year of support, the trainee adds one year of experience and receives the corresponding NRSA stipend amount. Up to 3 years of NLM support are permitted for a postdoc. Funding renewal is determined by the outcome of the annual review conducted in February/March.

Taxability of NLM/NIH Stipends

The IRS and Treasury Department released regulations in January 2005 (Revenue Procedures 2005-11) clarifying the student exception to the FICA (Social Security and Medicare) taxes for students employed by a school, college, or university where the student is pursuing a course of study. NIH's understanding is that these final regulations do **not** apply to or impact NRSA programs or awards.

The taxability of stipends in no way alters the relationship between NRSA fellows and sponsoring institutions. NRSA stipends are not considered salaries. In addition, recipients of NRSA individual fellowships are not considered to be in an employee-employer relationship with NIH or the sponsoring institution solely as a result of the NRSA award. The interpretation and implementation of the tax laws are the domain of the IRS and the courts. NIH takes no position on what the status may be for a particular taxpayer, and it does not have the authority to dispense tax advice. Individuals should consult their local IRS office about the applicability of the law to their situation and for information on their tax obligations.

Fellows are reminded that, even if the sponsoring institution does not issue a Form 1099, they still are required to report NRSA stipends. NIH will issue a Form 1099 for each fellow training at a Federal or foreign laboratory and receiving a stipend check from the NIH.

http://grants.nih.gov/grants/policy/nihgps_2010/nihgps_ch11.htm#_Toc271265060

Travel and Discretionary Funding

NLM Fellows are given \$2,000 annually to support attendance at the mandatory NLM Training Meeting, held in June. It is expected that fellows will share hotel rooms when attending these meetings. If a fellow chooses to room separately, that person will be reimbursed at half the room rate. If a trainee wishes to attend a conference other than NLM, s/he must submit a Request for Funding to Andrea Ilg for review by the PhD Committee.

Discretionary funds are available to Fellows to support training expenses such as supplementary textbooks, software, and interlibrary loans.

All items purchased with grant funds are the property of the department and remain at OHSU after Fellows graduate. Fellows must submit a proposal form for the purchase of such items and include the amount of the request, how the funds are to be used, and why the purchase contributes to educational training (see below for funding policy and request form).

Travel and discretionary funds must be spent in the grant year in which a trainee's appointment is made; each grant year runs from July 1st to June 30th (submit by June 1 to insure processing in the appointment year). See the Central Financial Services (CFS) reimbursement timeframe below to ensure timely reimbursement for approved expenses. If a trainee does not follow these guidelines, the funds received will not be considered reimbursement but will be taxed as income. The complete CFS Reimbursement Policy & Procedure document is available here:

<http://www.ohsu.edu/xd/about/services/financial-services/forms/upload/ReimbursementsPolicy.pdf>. See Section VI "Reporting Time Frame—Employees" for reimbursement details and deadlines.

Tuition and Fees Statements

Students will generally receive one tuition and fees statement at the start of the term. Please disregard this statement. The office of Student Receivables manually pays the tuition and fees once the term has started. If a trainee receives a second tuition and fees statement, please contact Andrea at ilgan@ohsu.edu

Employment during the fellowship

It is expected that you will dedicate full-time, on campus effort to the fellowship. Up to one day per week, limited to 8 hours, may be spent in other remunerative activities (such as being a TA or Research Assistant), as long as they do not conflict, interfere with or prolong the fellowship.

Required NIH training

In addition to OHSU requirements, NIH requires that all trainees receiving support through an NIH training grant receive eight contact hours of instruction in responsible conduct of research during Year 1 of the Fellowship. Instruction must be undertaken at least once during each career stage (predoctoral and postdoctoral), and at least once every four years. Postdoctoral students must take the non-credit RCR Training course on campus, offered by the Oregon Clinical and Translational Research Institute (OCTRI). Predoctoral students must take HIP 516 Protection of Human Subjects fall term of Year 1 of the fellowship. The OCTRI RCR course is offered every winter (Feb./Mar.) and the HIP 516 course is offered every fall (Nov.). Students may take *both* trainings, if they so choose. Descriptions of both courses follow. Contact Karen McCracken (HIP Program) at mccracke@ohsu.edu to register.

OCTRI RCR Training for Scholars and Trainees

This eight-hour seminar meets the Responsible Conduct of Research requirements of the NIH K-award or T-award. Priority is given to scholars and trainees funded by an NIH K-award or clinical, postdoctoral T-award, or any career development grant. It is an interactive and practical experience that is focused on addressing real issues that have arisen in the course of conducting research on an existing project. This may be related to ethics, integrity and regulatory matters, including anything from how to recruit and consent patients to how to keep laboratory methods or determine authorship. The course is open

to **BMI postdoctoral** students and is held during February and March in four two-hour weekly sessions. To register, contact Karen McCracken (mccracke@ohsu.edu).

This link has more information about the OCTRI RCR training:

<http://www.ohsu.edu/xd/research/centers-institutes/octri/education-training/rcr-training-opportunity.cfm>.

HIP 516 Protection of Human Subjects, 4 weeks (1 credit) – Required for Certificate and MCR

Course Director: Kathryn Schuff, MD, MCR

Format: Large-group lecture, case-based, interactive discussion, attendance at an IRB meeting.

The overall objective of this course is to enable clinical researchers to recognize and appropriately address legal, regulatory, and ethical issues in all clinical research, with special attention to research involving vulnerable subjects. We will accomplish this goal by: 1) Teaching basic concepts in law, federal regulation, study design, and ethics related to clinical research; 2) Reviewing common problems encountered in human subjects protocols and informed consent forms to demonstrate how to identify and remedy deficiencies; 3) Reviewing the roles and responsibilities of institutional review boards, investigators, sponsors, study coordinators, and all others involved in the conduct of human subjects research; 4) Reviewing the obligations of clinical researchers in relation to initial and continuing reviews, reporting of unanticipated problems, reporting changes in approved research, and consenting and monitoring human subjects as required by federal regulations; and 5) Examining current regulatory and ethical issues in clinical research.

Offered: Fall term

Cost: Free

This course is open to **BMI PhD** students. To register, contact Karen McCracken (mccracke@ohsu.edu).

Laptop

NLM-funded trainees will receive a program-provided laptop for the duration of their appointment. This is property of the university and must be returned at the end of the appointment. Trainees are responsible for maintaining control of the equipment at all times. Stolen or lost laptops will become the financial responsibility of the trainee.

Publications and Presentations Arising from Research while an NIH-sponsored Trainee

If someone is an author on a paper related to research conducted while an NLM trainee, *no matter when it is published*, the trainee must acknowledge the NLM training grant as a source of support. The language to use is:

“Research reported in this publication was supported by the National Library of Medicine of the National Institutes of Health under Award Number T15LM007088. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”

Public Access Policy

The NIH Public Access Policy states that any research that is funded by an NIH grant and published in a peer-reviewed journal needs to be made available to the public. To this end, all NIH-funded manuscripts accepted for publication in peer-reviewed journals must be deposited into PubMed Central within three months of print publication. Many journals will submit to PubMed Central on behalf of the authors, but if not, the final accepted manuscript must be submitted to PubMed Central through their Manuscript Submission System. The trainee is responsible for verifying that the paper is in PubMed Central within

the three-month deadline. If OHSU is not compliant with the Public Access Policy, NIH could withhold training funding for the next grant year.

As part of this policy, any relevant publication also needs to be included in the principal investigator's NIH My Bibliography database for the annual training grant progress report to NLM. When a trainee has a publication that arose from NLM trainee funding, the author should send the full citation to Andrea Ilg as soon after publication as possible, to meet this requirement.

For more information on the NIH Public Access Policy, refer to the OHSU Library website at <http://www.ohsu.edu/xd/education/library/services/communication/nih.cfm>

For oral and poster presentations of work that arises from the NLM training grant, please acknowledge support from the grant. The grant number to use is T15LM007088.

APPENDIX C

NLM Training Grant – Request for Funding Policy

Trainees supported through the National Library of Medicine (NLM) and Fogarty will receive monetary support during their appointment to the grant. Effective immediately, Trainees are now required to follow the Request for Funding Policy and submit the Request for Funding Form along with justification for all discretionary spending*.

Textbooks, required and recommended, for coursework will be automatically approved. eBooks are now an approved format for books tied directly to coursework.

Trainees will be offered a program laptop during their appointment. Trainees are responsible for following all code of conduct rules for the issued laptop and are responsible for the physical security of OHSU-issued computers and understanding the laptop is property of OHSU. Replacement of a lost or stolen laptop is the financial responsibility of the Trainee.

Travel to the annual NLM Training Meeting will be automatically approved. Trainees must follow policy regarding travel to these conferences. Travel to any other conference (i.e., AMIA or ISMB) will require a request for funding submission prior to travel.

Trainees must submit a request for funding form for the following:

1. Request to purchase books that are not associated directly with coursework
2. Request to take coursework outside of required courses in your program
3. Request to take cognate coursework outside of OHSU
4. Request to attend a conference outside of the annual NLM Training Meeting
5. Request for research expenses, e.g., incentives for research participants
6. Request for software and/or computer equipment.

All forms need a signature from Trainee's mentor as approval of funding request. Forms should be submitted to DMICE Administration (Andrea Ilg) for submission and will be reviewed at the bi-monthly doctoral meeting. All funding decisions will be made at the doctoral meetings. No funds will be allocated unless a signed funding request form has been received by the DMICE Administration and

approved by the doctoral committee. No reimbursements will be processed if a request for funding form was not submitted and approved prior to the purchase.

*Discretionary spending – any monies used to purchase goods as training expenses while appointed to the NLM Training Grant.

Non-Discretionary spending – Stipend, Health Insurance, Tuition/Fees at OHSU, Textbooks tied directly to coursework, Travel to NLM Training conference and AMIA or Bioinformatics Annual Meeting.

NLM Training Grant – Request for Funding Form

Date Submitted _____

Trainee Name	_____
Mentor Name	_____

Itemized detail of funding request

Item	Estimated Cost
Total Estimated Cost	\$ _____

Required: Trainee justification for request for discretionary spending:

Required: Mentor justification for approving request for discretionary spending:

Trainee Signature _____ Date _____

Mentor Signature _____ Date _____

Date received by DMICE Administration (Andrea Ilg):

Date reviewed by committee:

Committee approval:

Committee rejection (with reason):

NLM Training Grant – Request for Funding Form (Travel)

Date Submitted _____

Trainee Name	
Mentor Name	

Conference Travel Request

Conference travel outside of annual NLM Training Meeting

Conference Name			
Destination City/State			
Departure Date		# of Nights	
Airfare			
Conference/Registration Fee			
Early Bird pricing			
Lodging			
Ground Transportation			
Per Diem			
Total Estimated Cost		\$	

Required: Trainee justification for requesting additional travel funds:

Required: Mentor justification for approving request for discretionary spending:

Trainee Signature _____

Date _____

Mentor Signature _____

Date _____

Date received by DMICE Administration (Andrea Ilg):

Date reviewed by committee:

Committee approval:

Committee rejection (with reason):

APPENDIX D

Publications and Presentations Arising from Work Supported by the NLM Biomedical Informatics Training Grant

If you are funded by the National Library of Medicine biomedical informatics training grant or another NIH grant (such as a DMICE faculty member's research grant), you need to cite that grant when you have publications and presentations arising from work you did that was supported by the NIH grant. In addition, for publications, you need to ensure that the publication is submitted to PubMed Central, to fulfill the NIH Public Access Policy that NIH-funded research is made available to the public. These requirements apply, even if you are no longer funded by the grant, if the work described in the publication or presentation was conducted while you were supported by the grant.

For Publications

A. At the time of submission of the paper to the journal:

Make sure the NIH grant is listed in the support section. For the NLM informatics training grant, the language to use is: "Research reported in this publication was supported by the National Library of Medicine of the National Institutes of Health under Award Number T15LM007088. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."

If you were supported by another NIH grant, use similar language and that grant number.

B. At the time of print publication of the paper:

1. Make sure the paper has been submitted to PubMed Central within 3 months of print publication, to fulfill the NIH Public Access Policy. Many journals will submit to PubMed Central on behalf of the authors, but if not, the final accepted manuscript must be submitted to PubMed Central by the first author through their Manuscript Submission System.

NIH has a list of journals that submit directly to PubMed Central:

http://publicaccess.nih.gov/submit_process_journals.htm

2. Upload the citation of your paper, with the PMCID, to www.surveymonkey.com (full URL TBD).

As part of the NIH policy, any relevant publications need to be included in the principal investigator's NCBI MyBibliography database for the annual training grant progress report to NLM. Please send your paper citations to Diane Doctor as soon as they are published so we can include them in Dr. Bill Hersh's MyBibliography.

For Presentations

For oral and poster presentations of work that arises from the NLM training grant, please acknowledge support from the grant. The grant number to use is T15LM007088.

For more information on the NIH Public Access Policy, refer to the OHSU Library website at <http://www.ohsu.edu/xd/education/library/services/communication/nih.cfm>

PhD and Postdoctoral Student Handbook 2017-2018
Department of Medical Informatics and Clinical Epidemiology
Oregon Health & Science University

