

PhD and Postdoctoral Student Handbook

Who to go to...

Andrea Ilg – tuition questions, space, requests for funding, web page set-up – ilgan@ohsu.edu

Lynne Schwabe – textbooks, travel, reimbursements – schwabel@ohsu.edu

Diane Doctor – all things related to coursework, progress and graduation – doctord@ohsu.edu

Kendra Seybert – appointment forms, stipend information – seybertk@ohsu.edu

Kathryn Pyle – applying for grants – pylek@ohsu.edu

Virginia Lankes – career specialist – lankes@ohsu.edu

Karen Eden – faculty lead for fellows – edenk@ohsu.edu

Jackie Wirz – Professional Development Center, library resources – wirzj@ohsu.edu

Expectations

All PhD and postdoctoral students must meet certain expectations each year in order to remain in good standing in the program. These expectations include regular attendance at presentations by student, faculty and guest speakers, presenting annually in BMI 505/605 Reading & Conference and at local or national conferences, and meeting the educational requirements of the respective degree program. 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 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 505/605 Reading & Conference (“Predoc/Postdoc Meeting”) every fall, winter and spring (1 credit each term). Students are required to give a research presentation in this class once each year. PhD students are required to take a total of 10 credits (and 10 terms) of BMI 605 “Predoc/Postdoc Meeting”. Other iterations of BMI 605 Reading & Conference (other than the Predoc/Postdoc Meeting) do not apply to this requirement. They 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 505 Reading & Conference ("Predoc/Postdoc 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 facilitate the course each term.

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.

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. 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 a 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 printer in BICC 527.

Required Training

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

- Responsible Conduct of Research For All (RCR for All)
- Conflict of Interest (select "Researcher" role)
- HIPAA
- Respect at the University
- Integrity Booster
- Emergency Management

In addition, if students will be conducting human subjects research, they must take *RCR Involving Human Subjects*. See <https://bigbrain.ohsu.edu/> for all of the above modules. These trainings should be completed at admission.

The Department requires all students to complete the **How to Recognize Plagiarism** training. The link to this training can be found on the "Current Students/Student Resources" page 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 "How to Recognize

Plagiarism” link. Upon completion of the training, the confirmation certificate should be sent to doctord@ohsu.edu.

Preparing grant applications

Once PhD students have completed two years of coursework, they are encouraged to submit a grant application within 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 a grant, contact Kathryn Pyle two (2) months before the grant deadline at pylek@ohsu.edu.

All PhD students are required to take BMI 552/652 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 or AHRQ (F Grants)

One option for funding is an individual fellowship from NIH or AHRQ, 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-14-147
<http://grants.nih.gov/grants/guide/pa-files/PA-14-147.html>
2. F31: individual predoctoral fellowship to promote diversity: PA-14-148
<http://grants.nih.gov/grants/guide/pa-files/PA-14-148.html>
3. F31: individual predoctoral fellowship for MD/PhD students: PAR-13-127
<http://grants.nih.gov/grants/guide/pa-files/PAR-13-127.html>

Students can receive an F32 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 FY14): \$22,476. 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: \$3,100 (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 for details on how to access this page.

Professional Development Center (PDC)

The PDC provides assistance to graduate students with:

- Professional skill development
- Career planning
- Individual Development Plan (IDP)
- Student affairs
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For details, see the PDC website at www.ohsu.edu/pdc.

Semiannual Meetings with the Dissertation Advisory Committee

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>.

Similar guidelines are being prepared by the Office of Graduate Studies for MS students and their Thesis Advisory Committees (TAC) as of the date of this writing.

Travel and Discretionary Funding

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:

<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.

For information about allowable travel expenses, refer to the OHSU Travel Handbook here:

<https://o2.ohsu.edu/central-financial-services/documents/upload/OHSU-Travel-Handbook.pdf>.

Health Insurance

All on-campus students are required to maintain major medical health insurance. Waiving health insurance is commonly allowed when students can demonstrate that they are already covered on a health insurance plan that meets or exceeds the benefits of the University's plan. **A waiver must be applied for annually before fall term classes begin** – in the 2014-2015 school year, the deadline is September 29, 2014 for returning students. New students have 30 days after their initial classes begin to apply. New criteria was reviewed and endorsed by the OHSU Student Health Advisory Committee and goes into effect June 1, 2014. This affects all students who began studies in the summer or will return to classes fall term. <http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/insurance-plan/upload/Waiver-Checklist.pdf>

The new criteria for waiving the University Health Insurance Plan include:

- No lifetime or annual policy maximum on plan.

- The plan must have a national network that provides in-patient and out-patient care on an in-network basis, beyond urgent/emergency benefits without limits.
- The plan must have an annual out of pocket maximum of no more than \$6,000.

These new criteria are in addition to several more that remain unchanged from the current year. The full list can be found on the JBT Health & Wellness website (www.ohsu.edu/jbt-health).

- Already have a waiver? If a student already has an approved waiver, it will be honored through the end of August 2014. PLEASE NOTE, because **the waiver application is an annual process, students need to reapply for a new waiver under the new criteria, prior to September 29, 2014.**
- Need a waiver for next year? Waiver applications can be submitted online at www.aetnastudenthealth.com/ohsu

The Aetna waiver site for 14/15 will re-open early June and approved waiver applications will be good through **August 31st, 2015**. New students have 30 days after their initial classes begin to apply. *If a student does not submit a waiver form, he/she will be billed for OHSU-provided insurance.*

REMINDER: Most state exchange plans and state Medicaid (OHP) do not provide nationwide coverage beyond urgent/emergency benefits and will not qualify to waive the OHSU Student Health insurance Plan.

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 each year 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

2014-2015 PhD and Postdoctoral Student Expectations

All: Students are required to present at least once each year at BMI 505/605 (weekly PhD/Postdoc meetings). This presentation should include discussion of medical literature either as a critique 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. NLM Fellowship Training meeting (For those on NLM, Dental, and VA Fellowships)
5. One Professional Meeting (either AMIA or ISMB) each year.

Year 1 Expectations – PhDs and Postdocs

Encouraged to present either a poster or a talk at one of the following

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

Mentoring

1. PhDs: Begin work with mentor after Annual Review in April (if not before)
2. Postdocs: Identify faculty mentor to work with before Annual Review in April

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.)

Submission Deadlines

AMIA Fall Meeting

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

ISMB

- Proceedings - January
- Highlights - February
- Meeting - July

AMIA Translational Meeting

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

NLM Training Meeting

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

OHSU Research Week

- Abstracts due – March
- Meeting – May

Year 2 Expectations – PhDs and Postdocs

All: Present either a poster or a talk at one of the following

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

Predoctoral 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 (April and October).

Postdocs:

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

Year 3 Expectations – PhDs and Postdocs

Present either a poster or a talk at one of the following

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

Submit one of the following:

1. Abstract to a national or local meeting (see above)
2. Manuscript to a peer-reviewed journal

Predoctoral students:

1. Present Symposium
2. Defend dissertation proposal

Postdocs:

Apply for funding (e.g., K-award)

Year 4 Expectations – PhDs and Postdocs

Present either a poster or a talk at one of the following

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

Submit one of the following:

1. Abstract to a national or local meeting (see above)
2. Manuscript to a peer-reviewed journal

Predoctoral students:

Defend and submit dissertation

Postdocs:

Plan next steps

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.

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.

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 Kendra Seybert at seybertk@ohsu.edu. For specifics on postdoctoral stipend amounts, see the NLM Stipends Table for fiscal year 2014: <http://www.nlm.nih.gov/ep/trainingdirectors.html#stipends>. NLM trainees are exempt from the NRSA payback requirement.

Predoc stipends – beginning on the first day of appointment (as early as July 1, 2014): Predoc stipends are awarded annually and follow School of Medicine guidelines for stipend amounts: \$27,000 for pre-qualifying exam PhD students and \$28,500 for post-qualifying exam PhD Candidates. As noted above, funding renewal is determined by the outcome of the annual review conducted in April.

Postdoctoral stipends - beginning on the first day of appointment (as early as July 1, 2014): 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 April.

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 two mandatory meetings: NLM Training Meeting, held in June, and the AMIA (CI track) or ISMB (BCB track) meeting. 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 or AMIA/ISMB, approval from the person's advisor, from Dr. Eden, and from Dr. Hersh is required.

Discretionary funds are available to Fellows to support training expenses such as supplementary textbooks, software, and interlibrary loans. (Textbooks that are required for courses are paid for with department funds.) 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

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. Instruction must be undertaken at least once during each career stage (predoctoral and postdoctoral), and at least once every four years. Students who took an Ethics course over four years ago must take the following non-credit RCR Training course on campus, offered by the Oregon Clinical and Translational Research Institute (OCTRI).

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. 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. Currently, the course 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 training:

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

Laptop

NLM and Fogarty 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.”

In addition, 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 (below) along with justification for all discretionary spending*.

Textbooks that are required and recommended for coursework by the instructor 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.

Travel to the annual NLM Training Meeting and AMIA or the approved Annual Bioinformatics conference will be automatically approved. Trainees must follow policy regarding travel to these conferences.

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 in lieu of AMIA or an equivalent bioinformatics conference
5. Request to attend an additional conference
6. Request for research expenses, e.g., incentives for research participants
7. 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 the DMICE Administrator, Andrea Ilg, for submission and will be reviewed at the semi-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 Administrator and approved by the doctoral committee.

*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

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Itemized detail of funding request

Item	Estimated Cost
Total Estimated Cost	\$

Justification for request for discretionary spending:

Conference Travel Request

- Conference in lieu of AMIA/Bioinformatics conference
- Additional conference

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

Justification for requesting additional travel funds:

Trainee Signature _____

Date _____

Mentor Signature _____

Date _____

Date received by DMICE Administration

Date reviewed by committee

Committee approval

Committee rejection (with reason)

PhD and Postdoctoral Student Handbook 2014-2015
Department of Medical Informatics & Clinical Epidemiology
Oregon Health & Science University

