

GUIDELINES for TRAINEES

Guidelines for Trainees

[All appointments/reappointments are contingent upon compliance by trainee & advisor with the criteria below]

TRAINEE RESEARCH PROJECT:

Trainee appointments are subject to NCI approval of their research focus, which must relate to the goals of this training grant (i.e., clear and direct relevance to cancer).

TRAINEE INDIVIDUAL DEVELOPMENT PLAN (IDP):

Trainees must work with their mentor to form an Individual Development Plan, selecting at least 2 other faculty members (<http://cancertraining.ucsd.edu/training-faculty/index.html>) of this T32 as mentors on your IDP Mentoring Committee, and to meet a minimum of twice per year for a formal presentation. For more info on IDPs, see: <http://postdoc.ucsd.edu/idp/index.html>.

TRAINEE APPOINTMENT PERIOD:

All trainee appointments must start on the first of the month. All trainees must complete a minimum 12 month funding period for each appointment period on this grant. This means that trainees should not plan to graduate (GRADS), accept permanent employment (POSTDOCS), or accept prestigious fellowships with fixed start dates prior to the end of the 12 month trainee appointment. ***If you plan to submit for other fellowships (e.g.K99/R00) or permanent positions either in academic or biotech, please let us know in advance so that we can best coordinate.*** If an extended leave is anticipated, other than normal absence for vacation, holiday or sick leave, please notify the PI/Program Director or the T32 Coordinator immediately!

TRAINEE COMPENSATION:

- Trainees can receive NO OTHER FUNDING that conflicts with the NIH training grant guidelines during this appointment period - if you are unsure or have any questions, please check with the PI/Program Director or the T32 Coordinator before accepting any other compensation.
- Grad students must be in good standing with UCSD – if there is a hold on your registration, this must be resolved before you can be funded by this grant.
- We do not wish any trainee to be financially disadvantaged by an appointment to this grant. If a trainee is currently receiving a higher stipend than that provided by the training grant, we ask their advisor to make arrangements with their departmental payroll coordinator to supplement the difference from their funds. The current NIH/NRSA T32 budgetary levels can be found at: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-046.html>

ADDITIONAL EXPENSES ASSOCIATED WITH APPOINTMENT:

Any additional expenses not covered by the training grant will need to be charged to funds available to the trainee's advisor. Prior to the trainee's appointment start date, the advisor must provide: **i)** an index number to supplement any additional funding necessary for the trainee (supplement to the stipend, tuition/fees, health benefits, etc) beyond the NIH budget; **ii)** an UNRESTRICTED NON-FEDERAL fund source for any other expenses not covered/allowed by NIH.

MANDATORY PARTICIPATION IN TRAINING GRANT ACTIVITIES:

- You agree to participate in our monthly T32 Cancer Biology Meetings held on the 3rd Tuesday of every month @ 4pm in 2130 Bonner Hall, wherein two trainees give a 20min presentation of their research projects, followed by a beer and pizza social hour, for the duration of your time in your mentor's lab (even after your funding from this grant ends). **You must notify the T32 Coordinator if an emergency or travel prevents your participation.**
- You also agree to participate in other Training Grant related opportunities which arise, including the **UCSD Moores Cancer Center Seminars**, as well as our frequent **T32 lunches** in which Dr. Donoghue invites 3 trainees and 3 participating faculty members of the grant, each from different labs, as another enjoyable means to interact with and get to know one another. For more details, see the "Features" tab on the Training Grant website.

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MANDATORY PARTICIPATION IN BIOETHICS COURSE:

NIH policy REQUIRES all trainees supported by a NIH/NRSA Training Grant to participate in a formal course of instruction in responsible conduct in research at least once during each career stage of all participants, and at least once every four years (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>). Unless you have already completed a formal course of instruction at UCSD, you are required to do this *within your 1st year of appointment to this T32 program.*

PROOF OF PARTICIPATION:

If you HAVE completed a recent bioethics course at UCSD during your current career stage, submit documented proof (a copy of your transcript or a memo signed by the instructor) to the T32 Coordinator.

COURSE ENROLLMENT/INFORMATION:

If you HAVE NOT completed a recent bioethics course at UCSD during your current career stage, go to the following website to view a list of courses and register: <http://ethics.ucsd.edu/courses>. Then please send an email to the T32 Coordinator indicating which course you will be taking.

PROOF OF COURSE COMPLETION FOR ALL TRAINEES:

Upon completion of your course, submit documentation reflecting your participation to the T32 Coordinator.

ACKNOWLEDGEMENT OF SUPPORT IN PUBLICATIONS:

NIH requires all publications, journal articles, etc., produced under this training grant to bear acknowledgement of support in language similar to the following:

" This Investigation was supported by a Ruth L. Kirschstein National Research Service Award NIH/NCI T32 CA009523 "

In addition, the NIH Public Access Policy requires you to submit all peer-reviewed journal manuscripts supported by these funds to the digital archive **PubMed Central** upon acceptance for publication. You MUST obtain a PMCID (this is DIFFERENT from the PMID). For instructions, follow this link: <http://publicaccess.nih.gov/index.htm>. ***This includes publications which may actually appear in print 1-2 years after your period of support has ended, but which includes work initiated while you was supported by the T32. This also includes publications from other labs on which you have been included as a coauthor, without actually controlling the submission of the manuscript.***

PAYROLL PROCEDURES:

For those new to UCSD, you can receive your pay (stipend payment) by either paper check or by payroll direct deposit (SurePay). Stipend payments are automatically issued as a paper check and mailed to your home department unless you sign up for direct deposit. For more information and to find out how to view your pay information online:

GRADS: <http://sbs.ucsd.edu> POSTDOCS: <http://blink.ucsd.edu/finance/payroll/processes/statements/index.html>

TAX IMPLICATIONS:

Trainees supported by a training grant do not receive a W-2 for this portion of their pay (stipend payment). Federal and California state taxes will NOT be withheld from your stipend payment, and no W2 or 1099 Form is issued, however, you must still report the taxable amount on your tax return.

GRADS can access a copy of their Graduate Appointment Letter online to show proof of payment. For more info, see: <http://ogs.ucsd.edu/files/financial/graduate-student-tax-info/CITGenTaxInfo.pdf> or contact: Kathryn Murphy, Director, Graduate Student Financial Support / UCSD Office of Graduate Studies at 858-534-3724 / kjmurphy@ucsd.edu.

POSTDOCS can access the UC "At your Service" website: <https://atyourserviceonline.ucop.edu/ayso/> to show proof of payment. Under 'Income & Taxes', click on the 'Earnings Statement', and you will find the information you need.

If you have a tax liability, you may want to submit federal and state quarterly estimated tax payments. Specific guidelines for reporting the taxable amount of your stipend payments are in the Federal 1040/1040A/1040EZ tax instructions under Reporting Scholarship and Fellowships. See <http://www.irs.gov/publications/p970/ch01.html> - en US 2012 [publink1000178011](http://www.irs.gov/publications/p970/ch01.html).

Additional Tax Resources - International Center: <http://icenter.ucsd.edu/ispo/ucsd-resources/taxes/>

GUIDELINES for TRAINEES**TRAVEL FUNDS:**

Trainees have ~\$900 of travel funds to use towards attending a related scientific meeting, conference or workshop during each year of appointment to this grant. *NOTE: travel must be completed BEFORE the the calendar year ends each June 30th. Unused funds from prior years cannot be carried forward or used for any other purpose unless authorized by Program Director.*

WE STRONGLY ENCOURAGE YOU TO USE THIS TRAVEL MONEY because in doing so, it will demonstrate to NIH that we are making good use of these funds for valuable scientific interaction, and will insure that these funds continue to be allocated to us by NIH in subsequent years. To use your travel allocation, follow the procedures below:

1) GETTING STARTED:

a) To travel using Training Grant funds, you must enroll in UCSD Disbursements Direct Deposit - this is DIFFERENT from Payroll Direct Deposit (SurePay), prior to travel in order receive your reimbursement upon your return quickly. To enroll see: <http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html>

b) The Faculty Assistant to your advisor who oversees administrative duties for your group is responsible for handling all procedures associated with your travel (unless your advisor is from the Salk, in which case the T32 Coordinator will handle your travel reimbursement). Please inform the Faculty Assistant for your research group of your travel funds from this grant, and provide him/her with a copy of the preliminary info of the meeting or conference you wish to attend, along with a ballpark estimate of the total cost of your trip (if it exceeds your allocation listed above, you will need to obtain an index number from your advisor to which the excess can be charged.) Have the Faculty Assistant contact the T32 Coordinator for the travel index number for this grant.

c) All travel requires *preauthorization* by the UCSD Travel Office. The Faculty Assistant must register you for UC Business Travel Insurance (exception: not needed if you are traveling in California), and then generate an "event number" through the UCSD online travel system. This will allow you to book transportation arrangements through UCSD, and also allows you to request advance payments for some expenses.

IMPORTANT: There are several steps involved in travel procedures, so please PLAN AHEAD as much as possible so that you can take advantage of lower costs associated with early registrations / reservations, and also to give ample time to the various campus offices involved for processing and routing of your request.

2) TRAVEL REGULATIONS:

BEFORE actually traveling, please consult with your group's Faculty Assistant if you have any questions or are unfamiliar with UCSD travel regulations to be sure you are in compliance. If an expense is not allowed, you will be responsible for payment out of your own pocket. Detailed guidelines can be found on the UCSD Travel website: <http://blink.ucsd.edu/travel/index.html>

3) DURING TRAVEL:

SAVE ALL RECEIPTS for which you are requesting reimbursement to insure you will be fully reimbursed.

4) FINAL EXPENSE RECONCILIATION FOR REIMBURSEMENT AFTER YOU RETURN:

NOTE: If your total trip expenses exceed your allocation from the training grant, you will need to obtain an additional index number from your advisor to which any expenditures in excess of your allocation will be charged.

a) Have your group's Faculty Assistant prepare your reimbursement via "MyTravel", and then forward all original receipts to our T32 Fund Manager: **Octavio Ochoa / oochoa@ucsd.edu / Mail Code 0332**

(DO NOT submit receipts to YOUR departmental business office OR the UCSD Travel Office)

b) Please CC the T32 Coordinator on all correspondence.

TRAINING GRANT WEBSITE:

We maintain a comprehensive website for this program at: <http://cancertraining.ucsd.edu> .

- All research summaries provided to us will also be posted on this website [if you do not wish this to be available on the website due to the inclusion of sensitive data, etc, please provide an **additional** research summary that we can post].
- New appointees, please email a portrait photo to the T32 Coordinator to post on the website.

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CHEMISTRY & BIOCHEMISTRY DEPARTMENT ADMINISTRATORS:

For inquiries regarding **your UCSD appointment***, please contact:

GRAD STUDENTS	POSTDOCS
Shelley Weisel	Marine Sinanyan
4010 York Hall	2040 Urey Hall Addition
Mail Code 0303	Mail Code 0332
Tel: 858-534-4856	Tel: 858-534-3833
Fax: 858-534-7687	Fax: 858-534-6255
Email: SWEISEL@ucsd.edu	Email: MSINANYAN@ucsd.edu

** If your appointment / home department is NOT through Chemistry & Biochemistry, contact your department's Human Resources/Payroll administrator for any inquiries you may have regarding your UCSD appointment.*

T32 PROGRAM COORDINATOR:

For inquiries regarding the administration of **this T32**, please contact:

Laura Castrejón

The Donoghue Research Group

Program Manager, Growth Regulation & Oncogenesis Training Grant [NIH/NCI T32 CA009523]

The University of California San Diego

Department of Chemistry and Biochemistry, 0367

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La Jolla, CA 92093-0367

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NOTE: these guidelines are posted on the T32 website:

<http://cancertraining.ucsd.edu>