[**Managing TG Appointments**](https://pulse.ucsd.edu/departments/research-service-core/training-grants/trainees/Pages/graduate-appointments.aspx) **Checklist and Crib sheet**

1. **Advertise for trainee slot(s)**
2. Email participating faculty for candidates
3. Use listservs
4. Word of mouth to colleagues
5. Advertise on websites, etc.
6. Advertise at professional meetings
7. **Application process**
8. Try using a web based form such as Google - <https://forms.gle/mgayeUyighc85tmF7>
9. There is no universal training grant application at UCSD. Use a method to collect your applicant data for future training grant renewals!
10. Have a website (or website page through Department) with instructions and a link to application
11. **Trainee Selection**
	1. Selection committee reviews trainee applications, trainee is identified
		1. Must be a US citizen or permanent resident at time of appointment
		2. Check prior NRSA support
	2. No more than 5 years aggregate for predocs
	3. No more than 3 years aggregate for postdocs
12. Trainee and applicable mentor is notified from project director
13. **Send offer letter**
	1. Enter funding amounts with appointment dates
	2. List any other relevant information to your program
	3. If accepted by trainee, proceed with appointment process
14. **Reach out to trainee**
	1. Request their CV (if you don’t already have it from the application)
	2. Confirm mentor name
	3. Inquire if they have an eRA commons user ID
15. **Consult with students advisor/mentor that they can handle the discretionary overages and obtain funding source and index**
16. **Start HR process
 Predocs = Grad Coordinator**
	1. Refer to “Grad student setup” to determine additional compensation, identify shortfall amounts for fees
		1. Refer to Step 6 for funding information
		2. Check with fund manager to know how much was allocated for grad fees
	2. Ask home Dept for access to [grad portal](https://gradforms.ucsd.edu/financial/) – or they will enter it
		1. Set up stipend payments
		2. Set up fee payments
		3. Upload signed additional compensation (3266 job code usually) form if applicable
		4. Upload signed [patent](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=2ahUKEwjStpz79onjAhWTr54KHetUDUQQFjAAegQIABAC&url=http%3A%2F%2Fwww-bfs.ucsd.edu%2Fpay%2Fforms%2Fpdf%2Foath.pdf&usg=AOvVaw1ywTjV9gFZhRvJz9pRZFNJ) form
		5. Appointment letter should be sent from Grad Division or home dept.
		6. Confirm direct deposit for [TritonLink](https://students.ucsd.edu/my-tritonlink/tools/)
17. For additional compensation
	1. Will need rate, UCSD stipend amount, PPS access, etc.
	2. Arrange with grad coordinator or UC Path preparer to enter into UC Path

 **Postdocs**

1. Determine their trainee level using the [Postdoc Calculator](https://pulse.ucsd.edu/departments/research-service-core/training-grants/trainees/Documents/Postdoc_calculator_2021.xlsx)
	1. The trainee level can be determined by counting the research **months** or **full years** that the trainee has completed **after** their first postdoctoral degree was obtained
2. Give UC Path preparer (e.g. ARC or HR) **at least** 4 weeks to process prior to the start date
	1. Postdoc Fellow (NIH) stipend appointment (3253 job code)
		1. Anything over the NIH STIPEND is covered by the mentor. See next step
	2. Postdoc Salary (additional compensation) appointment (3252 job code) is set up on separate appointment in UC Path
3. Review [payback obligation](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=2ahUKEwifzIaa84njAhWKhJ4KHRpLDFUQFjAAegQIBBAC&url=https%3A%2F%2Fgrants.nih.gov%2Fgrants%2Ffunding%2F416%2Fphs6031.pdf&usg=AOvVaw10IlkuKe8IL3Ei8wQTR3Uc) with trainee
	1. Ink signature by trainee sent USPS to NIH grants administrator
4. Appointment letter is sent from HR/ARC
5. Confirm UC Path direct deposit

 **Clinical physicians = Program administrator and/or graduate medical education**

1. Obtain approval from [Graduate medical education](https://medschool.ucsd.edu/education/gme/Pages/default.aspx) (GME) about the appointment
	1. Since most clinical physicians are appointed in their 4th year of residency, the assumption is that they are already hired in UC Path
2. The [Program administrator](https://medschool.ucsd.edu/education/gme/contact/Pages/default.aspx) for each division should process the stipend 2750 job code through ARC/HR in UC Path
3. The program administrator will need to give HR or ARC (UC Path preparer) **at least** 4 weeks to process prior to the start date
	1. Program administrator will ask for all of the appointment information (i.e. start date, stipend level, etc.)
		1. Current house officer salary scale (OGME website)
	2. OGME will need a fund source for the benefits since that is charged separately (can be split funded = portion on TG and portion on division funds) and they process the benefits
4. Review [payback obligation](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=2ahUKEwifzIaa84njAhWKhJ4KHRpLDFUQFjAAegQIBBAC&url=https%3A%2F%2Fgrants.nih.gov%2Fgrants%2Ffunding%2F416%2Fphs6031.pdf&usg=AOvVaw10IlkuKe8IL3Ei8wQTR3Uc) with trainee
	1. Ink signature by trainee sent USPS to NIH
5. Confirm direct deposit is set up once - either [AYSO](https://atyourserviceonline.ucop.edu) or [disbursements](https://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/#Enroll-in-Disbursements-Direct-)
6. **Initiate xTRAIN statement of appointment (form 2271)**
	1. Confirm if trainee has an [eRA Commons](https://public.era.nih.gov/commons) account
		1. You can check yourself to see if they have one ([See slides for instructions](https://blink.ucsd.edu/sponsor/rsc/training-resources/support.html))
		2. If they do not have a user ID, initiate one on eRA Commons and send them an invitation link
			1. For Health Sciences: Send [eRA Commons](https://public.era.nih.gov/commons) ID request to Nicole Foshey at HSSPPO
			2. Or for General Campus: OCGA – era-commons@ucsd.edu
			3. Include name, choose a username and a role
		3. Info required for appointment
			1. Stipend amount
			2. Appointment dates
			3. Field of training
	2. Start a “New Appointment”
		1. Input all of the information and route to the trainee
		2. Trainee enters their important information
		3. Trainee routes the 2271 form back to you
		4. Route it to the Agency
		5. Follow up until “accepted” in xTRAIN system
	3. Follow similar steps for a [reappointments](https://era.nih.gov/erahelp/xtrain/Content/xTrain_External_Help_Files1/Appointments/Reappointments/Reappointments.htm)
7. **Once the appointment is complete in xTRAIN and HR/ARC**
	1. Send the trainee an **expectation welcome email and/or orientation** that includes their appointment information and an FAQ sheet (if you have one)
		1. Start and end dates – duration (and possibility of reappointment)
		2. Stipend levels with fund sources
		3. Individual Development Plan – [IDP](http://postdoc.ucsd.edu/training/idp.html)
			1. The PI should be appointing a trainee that has a career plan to go into research
		4. Cite publications properly – [publication](https://blink.ucsd.edu/sponsor/rsc/training-resources/academic-publications-workshop.html) process
		5. Research requirements (as applicable to your program)
			1. I.e. Pursuing scientific training at 40 hours per week
		6. Attending seminars, symposium, journal clubs
		7. Specialized Course Training?
			1. [CREST](https://clre.ucsd.edu/) courses
			2. Grant writing classes or [postdoc training](http://postdoc.ucsd.edu/training/index.html)
		8. [RCR](https://ethics.ucsd.edu/) – ethics training
		9. Travel allowance – Reimbursement process
		10. Supply allowance
		11. Annual progress report (RPPR)
		12. Leave of Absence Policy – **refer to UCSD UAW guidelines**
			1. NIH allows up to 15 days of sick leave
			2. NIH allows up to 60 days of parental leave
		13. Tax liability
			1. Change W-4 if applicable. Put on calendar one year forward to revert back
			2. Confirm disbursement method(s)
		14. [Terminations](https://era.nih.gov/erahelp/xtrain/Content/xTrain_External_Help_Files1/Terminations/Terminations.htm?tocpath=Terminations%7C_____0)
			1. Staying in touch for the next 15 years – responding to T32 annual survey!
		15. Contacts:
			1. PI/Program Director
			2. Program Coordinator and/or administrator
			3. Fund Manager (if applicable)
		16. FAQ’s
		17. Receive signed appointment letter from trainee and PI

**Termination of appointment**

1. **XTRAIN**
	1. Should be processed within 30 days of the period of support end date
		1. If you have delegation of authority you should receive an auto message from NIH
	2. Click the "Initiate TN" hyperlink in the Action Column
	3. Route to trainee
	4. Trainee will add progress report and any post-award information
		1. Routes back to PI
	5. PI reviews and routes to BO
	6. BO checks UC Path dates, amounts, etc. and submits to agency
	7. Agency accepted is final step
2. **UC Path**
	1. Email PPS preparer (e.g. HR or ARC) to end appointment
	2. Change W-4 if additional taxes taken out of UC Path check

**Tips to Remember**

* Don’t process xTRAIN appointment till the UCSD dates are approved!
* Despite whatever the current NRSA stipend levels are, always check your NOA and use the stipend levels they list
* Be sure that the stipend amounts for the UCSD and NIH appointment are correct!
* "Additional compensation" does NOT need to be paid on a discretionary fund source, it can be paid on a federal fund as long it doesn't support the same research project. Document it if applicable
* Stipends cannot increase mid-year on a NRSA fund source!