

PAR-15-303

Occupational Safety and Health Education and Research Centers

Frequently Asked Questions and Responses

1. *Which Biosketch form is required? The overall instruction on page 3 state that PHS 398 instructions (revised 8/2012) should be used. The new Biosketch format is required by NIH for applications submitted after May 25, 2015. Should we use the old Biosketch format that was in effect in 2012 or the new?*

Response: The new Biosketch form must be used. Please see the guidance provided at <http://grants.nih.gov/grants/funding/phs398/phs398.html>.

2. *In the Table of Contents: what is meant by institutional commitment? Is this a support letter from administration? If yes, how do we deal with the 2-page max? We have three colleges and have had three support letters before.*

Response: Institutional commitment can be demonstrated with letters of support (suggest putting them in the Appendix) and a description of the types of support the institution provides that helps the Center operate, such as salary offset for key or supporting faculty, financial support of some operating expenses, support of special events, meetings or conferences, or other tangible ways in which the institution supports the activities of the ERC.

3. *Progress report 5-page limit: does this mean that only one progress report will be submitted for the entire ERC or that each program (e.g., CE, TRT) should have their own 5-page progress reports?*

Response: A progress report will be submitted for the entire ERC, plus each program should have its own progress report. The 5-page limit is for each program section.

4. *Resources format 1-page limit: only one page for the entire ERC or separate page for each program?*

Response: Resources should be limited to one page for the entire ERC. Additional resources that are specific to a particular program that cannot fit within the one page limit may be included in the program narrative, and would count toward that program's page limit.

5. *Tables (and Progress Report): what is the end date for tables and progress report (June 30, 2015 or December 3, 2015)?*

Response: The end date for tables and progress reports should be the application date (for example: December 15, 2015).

6. *External Advisory Board (EAB): should all the listed stakeholders be represented in the ERC's EAB? For example, can professional societies be represented in program specific advisory boards?*

Response: It is up to the ERC to determine the best mix of stakeholders and other professional or labor groups who should be represented on the EAB. The EAB should represent key stakeholder groups most relevant to the proposed work of the ERC.

7. *Targeted Research Training: do the non-OSH trainees and postdocs need to be appointed as ERC trainees?*

Response: Non-OSH and postdocs should be appointed as ERC trainees at the time of their NIOSH-supported work. For non-OSH trainees, that may be at the time of their dissertation or research training related course of study. At the time NIOSH resources are used to support the student, they should be appointed and counted as a NIOSH trainee.

8. *TRT: leveraging support: what does this mean – general faculty grant funding from non-ERC sources or specifically on the same research topic as TRT?*

Response: Leveraging support can be thought of in broad terms to include non-ERC sources and other research topics. The leveraged support should be of some benefit to the research training program needs (intellectual resources, material, facilities, collaboration, etc.).

9. *For the Planning and Evaluation Core's optional Developmental Program Support, how do you describe new initiatives, emerging issues or expanded programs that are yet to be?*

Response: That is at the discretion of the applicant; your narrative could discuss how these funds have been successfully used in the past or your vision for the use of these funds.

10. *Part II, Section IV calls for 3 CDs for Appendix, while Part II, Section V calls for 5 CDs. Which is correct?*

Response: Please submit 3 CDs.