

**CDC/NIOSH Recommended Outline for Preparation
of ERC Non-Competing Renewal (Continuation) Training
Grant Applications (CDC 2.145 B)**

I. Table of Contents

NOTE: All pages must be numbered in sequence, including Appendices.

II. Face Page

III. Summary of Training Proposal

IV. Budget Request for Next Budget Period

A. Budget Summary (For all ERC Program Areas)


B. One Detailed Budget for Each Program Area for Requested Budget Period

1. Under A.1. Personnel, the Total FTE effort for each faculty/staff person is the total expended for that specific Program Area only, e.g., HST, IH, CE. The total FTE effort contributed by each faculty for all program areas in the ERC grant program cannot exceed 1 FTE. The Requested FTE is the level of effort that is requested for support by the grant.
2. Under B.1. Trainee Costs, specify degree level for all trainees receiving stipend and/or tuition and fee support. For Occupational Medicine residents, also specify PGY level. At least 50 % of the total budget for each academic program should be allocated to trainee costs.

C. Budget Justification for Each Program Area

NOTE: Within core program budgets, include a separate budget justification for each approved research training program, including personnel and trainee expenses.

V. Program Progress and Plans

A.  Follow instructions on p. 7 of CDC 2.145 B for a description of the progress report summary. Please focus the report on significant changes and highlights that occurred during the just completed budget period and changes planned for the duration of the grant project period. Limit documentation (e.g., program graduates, publications, etc.) to the year covered by the progress report. The following points should also be highlighted in the narrative for each Program Area. Narrative should be 3 to 5 Pages per Program Area.

1. Industrial Hygiene Program Area

- a. Academic Training (Masters Level and Research Training) [Follow instructions, p. 7, Progress Report Summary]
- i. Goals and Objectives

Highlight progress in implementing program goals and objectives, and changes that have occurred in the reporting period. Note any difficulties encountered in achieving objectives. Briefly describe how the program was enhanced through the NIOSH training grant support.

- ii. Program Leadership and Faculty

Indicate changes in the program leadership and faculty, including faculty

commitment and breadth, and faculty reputation and strengths. Include an updated table displaying core, supporting, and adjunct faculty, including their specific areas of competence.

iii. Program and Curriculum

Indicate changes in the program and curriculum during the reporting period. List any courses added or dropped. Address any changes in regional need that relate to program and curriculum changes.

iv. Future Plans

List specific objectives for the remainder of the current budget period and for the requested budget period. Include anticipated changes in the program, changes in key faculty, and significant changes in available space and facilities.

v. Research Training (only if approved for such funding)

List changes and updates that took place during the reporting period in the following areas:

- Research training plans
- Leadership and faculty
- Program evaluation
- Extramural support
- Research trainee publications and theses (Note: The narrative should summarize trainee participation in the preparation of research publications. Titles should be listed in Appendix G with the names of research trainee authors highlighted by asterisk.)

Note: Details concerning interdisciplinary interaction and meeting regional needs should be addressed under Item 6. Center Administration, d and e.

- b. Complete Statistical Reports in Appendices B and C
- c. Complete Trainee and Publication Reports in Appendices F and G

2. **Occupational Health Nursing Program Area**

- a. Academic Training (See Industrial Hygiene 1-a)
- b. Complete Statistical Report in Appendix B and Appendix C
- c. Complete Trainee and Publication Reports in Appendices F and G

3. **Occupational Medicine Program Area**

- a. Academic Training (See Industrial Hygiene 1-a)
- b. Complete Statistical Report in Appendix B and Appendix C
- c. Complete Trainee and Publication Reports in Appendices F and G

4. **Occupational Safety Program Area**

- a. Academic Training (See Industrial Hygiene 1-a)
- b. Complete Statistical Report in Appendix B and Appendix C
- c. Complete Trainee and Publication Reports in Appendices F and G

5. **Special/Component Program Area**

- a. *Academic Training (See Industrial Hygiene 1-a)*
- b. *Complete Statistical Report in Appendix B and Appendix C*
- c. *Complete Trainee and Publication Reports in Appendices F and G*

6. **Center Administration**

(Note: This section should also be limited to 3-5 pages. Emphasize changes that occurred during the just completed budget period and changes planned for the duration of the grant project period.)

- a. *Number of core programs*
- b. *Multiple campus locations*
- c. *New program development*
- d. *Interdisciplinary interaction*
- e. *Meeting regional needs and evaluation of impact of programs*
- f. *Measures of effectiveness demonstrating the accomplishment of the objectives of each program*

7. **Continuing Education/Outreach Program Area**

- a. *Continuing Education Progress Report and Future Plans for Each Program Area*
 - i. *Faculty commitment/breadth*
 - ii. *Faculty reputation/strength*
 - iii. *Courses offered by specialty area*
 - iv. *Needs assessment*
- b. *Complete Statistical Report in Appendix D*
- c. *Outreach Progress Report and Future Plans for Each Program Area*
Please focus the report on interactions with, and assistance to, other institutions and agencies located within the region.

Provide a 1 page narrative report for each of the programs highlighting each of the following activities within Appendix E:

- i. *Educational Development*
- ii. *Presentations/Lectures/Awareness Seminars*
- iii. *Consultations*
- iv. *Other*

8. **Hazardous Substance Training Program Area (HST)**

- a. *Program*
 - i. *Needs assessment*
 - ii. *Program plan/leadership*
 - iii. *Faculty reputation/strength*
 - iv. *Coordination with Agencies*
 - v. *Courses offered during project period including location, title, duration, and number of trainees*
 - vi. *Program evaluation*
 - vii. *Plan for coming year - include projected courses*
- b. *Complete Statistical Report in Appendix D*

9. **Hazardous Substance Academic Training Program Area (HSAT)**

- a. *Program*
 - i. *Needs assessment*

- ii. *Training program plan*
- iii. *Curriculum*
- iv. *Trainees and recruitment methods*
- v. *Program management leadership and staff*
- vi. *Program evaluation*
- vii. *Program support from other sources*
- viii. *Collaboration with state and federal agencies*
- b. *Complete Statistical Report in Appendix B and Appendix C*
- c. *Complete Trainee and Publication Reports in Appendices F and G*

10. *Agricultural Safety and Health Program Area*

- a. *Program*
 - i. *Needs assessment*
 - ii. *Program Plan*
 - *Academic training*
 - *Continuing education and outreach*
 - *Research training*
 - iii. *Cooperation with other agencies and organizations*
 - iv. *Leadership and faculty reputation and strength*
 - v. *Previous training record*
 - vi. *Program evaluation*
 - vii. *Program support from other sources*
- b. *Complete Statistical Report in Appendices B, C, and D as applicable*
- c. *Complete Trainee and Publication Reports in Appendices F and G as applicable*

11. *Health Services Research Training Program Area*

- a. *Research Training*
 - i. *Program leadership and faculty research qualifications*
 - *Faculty commitment and breadth*
 - *Faculty reputation and strength*
 - ii. *Program Plan*
 - *Need, training plan, recruitment, curriculum*
 - *Collaborative relationships between Institutions and Departments*
 - *Program Evaluation*
 - iii. *Research Training*
 - *Plan for research experiences*
 - *Collaborative relationships with external institutions*
 - *Program support from research sources*
 - *Publications and Theses*
 - iv. *Training candidates*
 - v. *Training facilities and resources*
- b. *Complete Statistical Report in Appendix B and Appendix C.*
- c. *Complete Trainee and Publication Reports in Appendices F and G*

12. *Pilot Project Research Training Program Area*

- a. *Program*
 - i. *Program plan*
 - *Program announcement and competition*
 - *Scientific merit review process and criteria*
 - *Program records*

- ii. *Faculty reputation and strength*
- iii. *Collaboration with regional research training institutions, including TPG's*
- iv. *Program evaluation*
- v. *Program support from other sources*
- vi. *Current and past pilot project research training record*
- vii. *Progress Report (for competing continuation applications only.)*
Include RFA and summaries of all funded pilot projects

13. Occupational Injury Prevention Research Training Program Area

- a. *Research Training*
 - i. *Program leadership and faculty*
 - *Faculty commitment and breadth*
 - *Faculty reputation and strength*
 - ii. *Program plan*
 - *Need for the program, level of training proposed, degrees, goals and objectives, recruitment, and curriculum*
 - *Collaborative relationships between Departments and external institutions and agencies*
 - *Advisory committee participation*
 - *Program Evaluation*
 - iii. *Research Training Proposed*
 - *Plan for research experiences*
 - *Program support from research sources*
 - *Publications and theses*
 - iv. *Training candidates*
 - v. *Training facilities and resources*
- b. *Complete Statistical Reports in Appendices B & C*
- c. *Complete Trainee and Publication Reports in Appendices F & G*

VI. Appendices for each Program Area

- A. *Biographical Sketches (CDC 2.145 B-Limit to new faculty and updates for only key faculty).*
- B. *Annual Statistical Report - Part I (Academic Training Data - Form attached)*
- C. *Program Graduates (Form attached)*
- D. *Annual Statistical Report- Part II (Continuing Education Output Summaries - Forms A&B attached)*
- E. *Outreach Program Report - Guidelines for Preparation (Outline attached)*
- F. *Trainees by Program Area- List trainees appointed to the training program during the reporting period showing: degrees earned; premature termination and reasons for termination. List current trainees to be continued and degrees sought.*
- G. *Publications by Program Area - List all faculty and trainee publications during the reporting period, including manuscripts submitted for publication or accepted for publication. Include publications by faculty as well trainees that have resulted, in whole or part, from training grant support. The names of all trainee authors should be highlighted by underlining.*