

CDC/NIOSH Recommended Outline for Preparation
of TPG Competing New/Renewal Training
Grant Applications (CDC 2.145 A)

- 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 Project Period
 - A. Detailed Budget for First Budget Period
 1. Under A.1. Personnel, the Total FTE effort for each faculty/staff person is the total expended for the program. The Requested FTE is the level of effort that is requested for support by the grant.

Note: If you are unable to provide total FTE effort on the budget page, please do so within the budget justification.
 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.
 - B. Budget for entire proposed Project Period
 - C. Budget Justification for Program
- V. Detailed Description of Training Program
 - A. Follow instructions on pp. 11-13 of CDC 2.145 A for a description of the proposed training program. Please include all elements requested. The following points should also be highlighted in the narrative for the Program under D. Proposed Training . Narrative must not exceed 15 pages for the Program.
 1. Academic Training (Masters Level)
 - a. Program leadership and faculty

Note: Include a table displaying core, supporting, and adjunct program faculty as well as their specific areas of competence.
 - b. Program plan, including measures of effectiveness demonstrating accomplishment of program objectives
 - c. Training candidates
 - d. Training facilities and resources
 2. Current and Past Training Record
 3. Progress Report (for competing continuation applications only.)
 4. Complete Statistical Reports in Appendices B, C & D
 5. Complete Curriculum, Trainee, and Publication Reports in Appendices E, F, and G
- VI. Appendices
 - A. Biographical Sketches (CDC 2.145 A) - Limit to faculty/staff identified on program budgets.
 - 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. Core course content outlines/syllabi and a sample curriculum:
 1. Include course number, course title, number of credit hours, and instructor
 2. A sample curriculum should be provided for each academic program.
 - F. Trainees - List trainees appointed to the training program during the current project period showing: degrees earned; premature termination and reasons for termination. List current trainees to be continued and degrees sought.
 - G. Publications - List all faculty and trainee publications during the current project 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.