

**CDC/NIOSH Recommended Outline for Preparation
of TPG 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 Project Period

A. Detailed Budget for Requested 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.
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 Justification for Program

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 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 the Program. Narrative should be 3 to 5 pages for each approved Program.**

1. Training Program narrative (Follow instructions, p. 7, Progress Report Summary)

a. 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.

b. 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.

c. 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. Provide an update on interdisciplinary activities

of students. Report on measures of effectiveness demonstrating the accomplishment of the objectives of each program

d. 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.

2. Complete Statistical Reports in Appendices B, C & D

3. Complete Trainee and Publication Reports in Appendices E and F

VI. Appendices

- 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. Trainees - 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.*
- F. Publications - 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.*

TPG2.145B