Minnesota Obesity Prevention Training (MnOPT)
https://www.sph.umn.edu/academics/divisions/epich/fellowships-training/mnopt/
NIH/NIDDK: T32 DK083250

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GENERAL INFORMATION AND POLICIES

Acknowledgment:	Publications, press releases, or other documents that cite results from NIH grant-supported research are **REQUIRED** to include an acknowledgment of NIH grant support. *For a training grant, this includes essentially any product that acknowledges a trainee, whether first-author or co-author.* A disclaimer such as the following is traditional: *"The project described was supported by Award Number T32DK083250 from the National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK). The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIDDK or the National Institutes of Health."* **TRAINEES PLEASE NOTE:** If you are a "co-author," make sure that the first author acknowledges the training grant (NIDDK T32DK083250) in the manuscript/publication. **ALSO SEE:** Public Access Requirement/NIH (PMCIDs) below.
Additional Funding/ Employment:	Fellowships are considered full-time positions, normally defined as 40 hours per week per NIH policy. Thus, **Predocs** who accept a MnOPT fellowship may not also accept a research assistant (RA) or teaching assistant (TA) position. Predoctoral students on a MnOPT fellowship must perform their TA requirement without additional pay. **Trainees seeking additional funding/employment** need to contact the Program Coordinator for approval. A letter will be **REQUIRED** that: ▪ describes the difference between the work being undertaken as a NIH trainee vs. the work being done as an employee elsewhere; ▪ documents that both employers are aware of and approve the additional work; ▪ confirms that the other appointment will not interfere with, detract from, or prolong the completion of your approved training program. See NIH Grant Policy Statement 11.2.10
Advisors / Mentors:	Mentors are chosen from the MnOPT Program Faculty *(see listing at* https://www.sph.umn.edu/academics/divisions/epich/fellowships-training/mnopt/*)* who are organized around two training tracks: *Basic Sciences/Clinical Studies and Epidemiology/Behavioral Research.* More specifically: ▪ **Postdocs:** This is a mutual choice between the postdoctoral fellow and a program faculty member on this training grant. ▪ **Predocs:** Advisor assignments for predoctoral fellows are typically made by their respective Director of Graduate Studies with consultation of MnOPT

	program faculty and the student.
Allowed Expenses:	The amount of tuition/fees, health insurance, travel expenses to professional meetings, textbooks/course materials are all subject to the actual NIH award amount (pre-approval from Program Coordinator **REQUIRED**)
Books:	Reimbursement for textbooks and other required course materials, as well as certain other research-related expenses, is allowed on a pre-approval basis. Original receipts are required for reimbursement.
Citizenship/Trainee:	At the time of appointment to the training program, individuals selected for research training supported by NRSA institutional training grants must be citizens or noncitizen nationals of the US, or must have been lawfully admitted to the US for permanent residence, i.e., in possession of a currently valid Alien Registration Receipt Card I-551 or some other legal verification of legal admission as a per-manent resident. Noncitizen nationals are generally persons born in outlying possessions of the US (e.g., American Samoa and Swains Island). Individuals on temporary or student visas are not eligible for Kirschstein-NRSA support. In addition, trainees must be able to commit full-time effort in the program at the time of appointment. You can find this information at http://grants.nih.gov/grants/guide/pa-files/PA-06-468.html#SectionIII.
Chrome River:	To submit expenses (travel or other) for reimbursement you will need to go through the Chrome River system. To access Chrome River: • LOG IN to MyU (myu.umn.edu) • NAVIGATE to: Key Links > U Travel > Chrome River Login For detailed instructions go to **Getting Started** (pdf) under "Job Aids." For **budget number** (i.e., allocation), contact Kerrin Brelje at kbrelje@umn.edu. Note that reimbursements are due within 60 days from purchase or the last day of travel.
Clerical Support:	No routine clerical support is provided for trainees. Fellows usually work with the administrative assistant associated with the research study and/or mentor to which they are assigned. Administrative work related to the training grant (such as appointment documentation, health insurance, and tuition payments) is handled by the Program Coordinator.
Coursework:	Besides the requirements of your degree program, all MnOPT trainees are **REQUIRED** to take the following courses: 1. **NUTR 8411/PHSL 8252:** Obesity prevention, from molecule to bedside (2 credits), Fall *(offered annually with Dr. Catherine Kotz).* 2. **PUBH 7392:** Readings in Epidemiology (1 credit) as a SPH independent study course, registration is required each Fall *(see **Journal Clubs/Research Groups** below).* 3. Depending on your training track, one of the following courses is required: • **BIOC 8401:** Ethics, Public Policy, and Careers in Research (1 credit), Spring *(**Training Track:** Basic Sciences/Clinical Studies)* • **PUBH 6742:** Ethics in Public Health: Research and Policy (1 credit), typically offered every Spring *(**Training Track:** Epidemiology/ Behavioral Research)* • **PUBH 8345:** How To Be An Anti-Racist Epidemiologist (1 credit), typically offered every Spring *(**Training Track:** Epidemiology/ Behavioral Research)*

	Other **recommended** courses: 4. **PubH 6094:** Obesity and Eating Disorders (2 credits), Spring; can be taken P/F. 5. MnOPT Special Registration Categories for Grad and Professional Students: https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students • **PUBH8444:** FTE Doctoral • **PUBH8666:** Pre-Thesis Credits • **PUBH8888:** Thesis Credits
Duration of Training:	**Postdoc:** 3 years maximum, dependent on satisfactory performance **Predoc:** 5 years maximum, dependent on satisfactory performance
Effort:	Fellowships are considered full-time positions, normally defined as 40 hours per week per NIH policy.
Eligibility:	Must be a US citizen or permanent resident; in addition: ▪ **Postdocs** must hold a PhD, MD, or equivalent degree. ▪ **Predocs** must be formally admitted into a PhD program at the UMN before the start of the training.
Employee Status:	• **Postdoc:** Academic Nonemployee/Trainee *(Group Affiliation: Grad/Prof Student; Job Family: Academic; Full-time)* • **Predoc:** Academic/Student *(Group Affiliation: Student Insurance Eligible; Job Family: Academic; Student/Professional Training Series)*
eRA Commons:	To participate in the MnOPT program, you will need an account on eRA Commons, an online interface where grant applicants, grantees, and federal staff at NIH and grantor agencies can access and share administrative information relating to research grants. • If you don't already have a Commons account, the xTrain system will email you a link with instructions for registering at the time of your appointment to the program. • User ID: *Your eRA Commons account will follow you throughout your career so choose your eRA Commons User ID carefully.* • **P**ersonal **P**ro**F**ile (PPF): ***Be sure to keep your PPF up-to-date and accurate** as it is used in a variety of ways by NIH. See "Maintaining your Personal Profile" here:* https://www.youtube.com/watch?v=lVkr1ju7DK4&feature=youtu.be. • Also see **ORCiD** and **xTrain** below.
Evaluations:	Formal performance reviews will be conducted annually with a mid-year informal assessment of progress toward manuscript and grant writing goals.
Expense Reimbursements:	See **Chrome River** above.
Grad NonDegree Course Enrollment / Registration:	Nondegree seeking students (i.e., postdoc fellows) are not allowed to register for courses online. They will need to complete Parts 1-4 of the registration form at https://onestop.umn.edu/academics/non-degree-graduate-registration. The permission number under Part 2 can be obtained from the course instructor. The form also must be signed by an authorized signer from the department offering the course. If you need assistance locating authorized signers, contact *One Stop Student Services* (Phone: 612-624-1111, TTY: 612-626-0701, Email: onestop@umn.edu, Web: http://onestop.umn.edu). Submit the form with your signature to the department offering the course (e.g., EpiCH Student Support Services). The department forwards the registration request to *One Stop Student Services* for processing. When processing is

| | complete, an enrollment summary will be sent to you.

Nondegree graduate status is active for one term only. If you want to register for another term, you must repeat the above. |
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| **Grant Information:** | MnOPT is a NIH/NIDDK, Ruth L. Kirschstein National Research Service Award, Institutional Research Training Grant (T32 DK083250) that started in 2010. The current funding period is 05/01/20–04/30/25. The NIH website is http://grants.nih.gov/grants/guide/pa-files/PA-10-036.html. |
| **Grant Writing:** | All fellows are encouraged to take a grant-writing course or attend a grant-writing workshop. In addition, for the purpose of gaining actual grant-writing experience, the following is **REQUIRED**:

• **Postdocs** are **REQUIRED** to submit an NRSA Individual Postdoctoral Fellowship (F32) before the end of their second year appointment (see: https://researchtraining.nih.gov/career/postdoctoral-residency). If successful, training will continue through the F32 award. *ALTERNATIVELY, in consultation with their mentor, Postdocs could submit an NIH K series proposal (https://grants.nih.gov/training/kawardhp.htm).*

• **Predocs** are **REQUIRED** to work with their mentor in preparing an NRSA Individual Predoctoral Fellowship (F31) for submission before the end of their third year appointment (see https://researchtraining.nih.gov/career/graduate). If successful, training will continue through the F31 award. *Predocs are also REQUIRED to collaborate with their mentor(s) on the preparation of a research grant application.*

MnOPT can support the cost of one external review of a grant being submitted by postdoc and predoc fellows. Pre-approval of this review expense is required.

For additional information and resources:

• **EpiCH Grant Toolkit:** https://sites.google.com/umn.edu/epichgranttoolkitnew/home

• **UMN Research Resources**: https://research.umn.edu/resources/expertise-facilities |
| **Health Insurance:** | Both predoctoral and postdoctoral fellows are eligible to secure the *Graduate Assistant Health Plan (GAHP)* for single coverage through the University of Minnesota (http://www.shb.umn.edu/twincities/graduate-assistants.htm). The amount of insurance covered by the training program is subject to the actual NIH award. NOTE that it may take up to 14 days to process the enrollment form.

If preferred, fellows can find their own health insurance provider and the program will reimburse them for an amount up to the Graduate Assistant Health Plan single coverage rate. Note that prior permission from the Program Coordinator is **REQUIRED** for coverage outside the University. |
| **Housing:** | • **Relocation Assistance Program (RAP):** http://humanresources.umn.edu/find-job/rap *[RAP includes Spouse/Partner guidance in job searches.]*
• **UMN Housing & Residential Life:** http://www.housing.umn.edu/ |
| **Income Tax Statement:** | The University does not automatically generate a statement of annual income for tax purposes due to trainees' nonemployee status. To request a statement, trainees will need to contact Student Financials by calling 624-1111 or via email at onestop@umn.edu. |
| **Individual Developmental Plans (IDP):** | NIH **REQUIRES** the use of Individual Development Plans (IDPs) on all sponsored training awards. An IDP includes developing a mentoring plan that assesses the needs and goals of each student and postdoc, describes short- and long-term career objectives, and identifies professional development activities needed to |

	reach them. MnOPT Trainees are **REQUIRED** to complete the myIDP found at http://myidp.sciencecareers.org, and to send a copy of their myIDP summary and certification of completion to Kerrin Brelje (kbrelje@umn.edu) *within 2 months* of their initial appointment and each year when the annual performance review form is submitted. This exercise is intended to be a useful part of training.
Job Openings/ Faculty:	Postdocs can view job posting for faculty positions, industry positions, etc. by going to the SPH job listing site at http://www.sph.umn.edu/careers/students/ and looking for the *Job Postings* link.
Job Title/ Rank:	**Postdoc:** 9560-Postdoctoral Fellow (Academic/Nonemployee, Grad/Prof Student); *UMN equivalent: 9546-Postdoctoral Associate* **Predoc:** 9561-Graduate School Fellow (Academic/Nonemployee, Student Insurance Eligible); *UMN equivalent: 9545-Predoctoral Assistant*
Journal Clubs/ Research Groups:	MnOPT trainees are expected to participate in regular research group meetings and journal club meetings relevant to their research area. The following groups sponsor regular meetings of this type: • **MnOPT Research Group** http://www.hwrc.umn.edu/events/ Meets monthly *(schedule is set every August)* on campus at WBOB or CCRB. For information, contact Kerrin Brelje at 612-626-8570 or kbrelje@umn.edu. The MnOPT Research Group is a **REQUIRED**, independent study course (PubH 7392) for MnOPT trainees—see **Coursework** above. • **Minneapolis VA Medical Center Geriatric Research, Education & Clinical Care (GRECC) Journal Club–*Brain Things and Obesity***: Weekly meetings on Wednesdays from 10:00–11:00 a.m. at the VA Medical Center, Room 4L-125. For information, contact Dr. Catherine Kotz at 612-467-3312 or kotzx004@umn.edu.
Leaves:	• **NIH Policy:** NIH policy on leaves can be found in section **11.3.16.1** http://grants.nih.gov/grants/policy/nihgps/nihgps.pdf • **Vacations & Holidays:** Trainees may receive the same vacations and holidays available to individuals in "comparable training positions" at the grantee organization (UMN). See policy.umn.edu/hr/academicvacation-proc01 (postdocs) and policy.umn.edu/hr/gradstudentemployment (pre-docs). – Postdoc Fellows are eligible for 22 days paid vacation days. – Predoc Fellows are not eligible for paid vacation leave. • **Sick Leave:** Both postdocs and predocs are eligible for 10 days paid informal sick leave for themselves or dependent children. • **Parental Leave Policy:** http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-105.html • **Semester Breaks:** The period between semesters during winter and summer is an active time of research training and **IS NOT** considered to be a vacation or holiday. Fellowships are considered full-time positions, normally defined as 40 hr/wk per NIH policy. • **Extended/Unpaid Leaves: REQUIRES PRE-APPROVAL**—contact the Program Coordinator, Kerrin Brelje. • **Class/Course Policies:** Absences from classes are subject to the discretion of the course instructor.
Manuscripts:	Fellows are **REQUIRED** to submit manuscripts for publication in peer-reviewed journals. • **Postdocs** will be expected to complete a draft of one research article for submission by the end of the first year in the program, with the goal of

	submitting at least two papers over a 3-year period. • **Predocs** will be expected to publish at least one first-authored paper and have one paper in press before degree completion. All trainee publications are **REQUIRED** to include an "Acknowledgement" of the MnOPT Training Program—see **Acknowledgement** above. All trainees are **REQUIRED** to insure that their publications conform to the NIH Public Access Policy (see **Public Access Requirement (PMCIDs)** below). Publications not in compliance with the Public Access Policy (i.e., lacking PMCIDs or NIHMS#s) *will not receive credit* on annual evaluations.
Manuscript Review:	In addition to writing manuscripts, mentors should include fellows in reviewing an article for publication in a peer-reviewed journal (co-review).
Mentor Program Meeting	Newly assigned mentor(s) will meet one-on-one with MnOPT directors to discuss program layout expectations and task timelines for themselves and their trainees.
Office Space:	Fellows are usually housed in close proximity to their advisor or research mentor.
ORCiD:	An ORCiD (**O**pen **R**esearcher and **C**ontributor **iD**) is **REQUIRED** for all appointees on NIH Institutional training grants. An ORCiD is a lifelong digital name for an individual researcher that consists of a persistent, unique, numeric identifier. • Information and Details: https://www.lib.umn.edu/researchsupport/orcid • Video: https://vimeo.com/orcidvideos • Registration: https://orcid.org/register • Also see **eRA Commons** above.
Payback Requirement:	There is a potential payback requirement for postdocs who take nonresearch positions prior to the end of two years. The website that describes the payback obligation for postdocs is: http://grants.nih.gov/training/payback_faqs.htm
Policies/ Kirschstein NRSA:	For details and specifics on all training grant policies, e.g., degree requirements, citizenship, stipend levels, travel, health insurance, leaves, etc., go to https://grants.nih.gov/policy/index.htm
Postdoc Meetings:	University-wide: The University of Minnesota Postdoctoral Association (UMN PDA) sponsors meetings for postdoctoral fellows, postdoctoral associates, and research associates to facilitate the long-term success of this employee group. For information, go to https://pda.umn.edu
Postdoctoral Scholar Toolkit:	The **Postdoctoral Scholar Toolkit** (https://grad.umn.edu/postdocs), from the Grad School Office of Postdoctoral Initiatives (OPI), is intended to build community among postdocs; serve as a resource for postdocs and faculty; and give greater visibility to postdoc training at the UMN. The Toolkit provides support, information, and resources to help postdoctoral scholars prepare for future careers.
Program Faculty:	For a listing of MnOPT program faculty, go to the MnOPT website at https://www.sph.umn.edu/academics/divisions/epich/fellowships-training/mnopt/ and select Leadership and Program Faculty.
Public Access Requirement (PMCIDs):	The NIH Public Access Policy applies to all peer-reviewed articles that arise, in whole or in part, from direct costs funded by NIH, or from NIH staff, that are accepted for publication on or after April 7, 2008. For MnOPT trainees to get credit for publications on their Annual Performance Reviews, all articles (first-authored or co-authored) are **REQUIRED** to be in compliance with the NIH Public Access Policy. • **NIH Policy:** http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html

	- **How to Comply:** http://publicaccess.nih.gov/ - **PubMed Central (PMC):** http://www.ncbi.nlm.nih.gov/pmc/ (NOTE**:** PMCIDs are different from PMIDs)
Public Presentation:	Fellows are **REQUIRED** to present research results in a public setting. **Postdocs** will be expected to present at a national/international professional meeting once per year and by the end of the second year, present at a university seeking new faculty or in response to a job posting. **Predocs** will be expected to present at a national/international meeting in each of the last two years of the program.

Research Education Requirements:	MnOPT fellows must fulfill educational **REQUIREMENTS** through the Office of the Vice President for Research (see **Research Education & Oversight** at http://research.umn.edu/reo/education/index.html) including:
	- **Responsible Conduct of Research (RCR) Core Curriculum:** http://research.umn.edu/reo/education/core.html
	- **Collaborative Institutional Training Initiative (CITI) Basic Course** *(if relevant to trainee's research area)*: https://www.citiprogram.org
	- **IACUC Animal Use Tutorial** *(if relevant to trainee's research area)*: http://www.research.umn.edu/iacuc/training/
	- **Conflicts of Interest: An Overview:** http://www.compliance.umn.edu/conflictHome.htm
	- **Continuing Education Courses** on the following topics if relevant to your research:
	  – **Humans in Research**
	    http://www.research.umn.edu/irb/training.html
	    http://www.research.umn.edu/irb/basic.html
	  – **Animals in Research:** http://www.research.umn.edu/iacuc/training/
	  – **Environmental Health and Safety:** http://www.dehs.umn.edu
	Completion of any research education training *should be reported on the annual performance review*.

Research Project:	Fellows are **REQUIRED** to develop an independent research project, either as a new project or a new aspect to an existing project.
Seminar Attendance:	Trainees are **REQUIRED** to attend at least 10 seminars per year relevant to their research area. The departments listed below sponsor regular seminar series. In addition, the obesity-related centers at the University of Minnesota (Healthy Weight Research Center and Healthy Foods, Healthy Lives Institute) sponsor invited speakers and annual conferences that trainees are encouraged to consider attending. Participation should be reported on the annual performance review. Also see **Journal Clubs/ Research Groups** above. - **Epidemiology & Community Health** weekly seminar schedule: http://www.sph.umn.edu/academics/divisions/epich/epievents/ - **Food Science & Nutrition** weekly Graduate Seminar schedule: http://fscn.cfans.umn.edu/news-events/graduate-seminar - **UMN Healthy Foods, Healthy Lives (HFHL)** Institute: Focusing on food safety, prevention of obesity and chronic disease, and food policy. https://hfhl.umn.edu/ - **Cancer Center Seminar Series**: https://cancer.umn.edu/events - **UMN GI Citywide Conference** in PWB 1-200A (Thursdays: 3:30 – 5:00 p.m.). *See: https://med.umn.edu/dom/divisions/gastroenterology-hepatology-and-nutrition/research* - **Healthy Weight Research Center (HWRC)** Events and Seminars:

Stipends:	Stipends are based on current NIH-approved levels and years of postdoctoral experience. For current stipend information, see the "*Kirschstein-NRSA Stipend … Levels*" *under* **Policy Notices** at https://grants.nih.gov/training/nrsa.htm
Tax Status:	Stipend monies are considered taxable income, however, fellows are typically exempt from paying into social security. *By default, the University will not withhold money for taxe*s. While the University of Minnesota cannot assist or provide advice in personal tax matters, fellows have the option of filing estimated taxes with the Internal Revenue Service (IRS) and with the Minnesota Department of Revenue. The amount of required federal or state income tax estimated payments, if any, will depend upon your personal income tax situation. See http://www1.umn.edu/ohr/payroll/gradfellow/index.html for more information.
Training Tracks:	The two MnOPT training tracks provide focus for the goals of the training program and highlight the scientific strengths and opportunities of the faculty and resources for prospective trainees: • Epidemiology/Behavioral Track • Basic Science/Clinical Track
Tuition Payment:	The amount of tuition covered by the training program is subject to the actual NIH award amount. Provide your UMN tuition bill from One Stop Student Services electronically to the Program Coordinator before the payment due date *(late fees are not covered by the training program).* **Instructions** for viewing and printing your student account billing statement can be accessed here: https://onestop.umn.edu/how-guides/viewprint-your-student-account-billing-statement
xTrain:	xTrain is an online application that allows grantee institutions to electronically prepare, submit, and track trainee documentation. Trainees use xTrain to complete and route appointment forms and termination notices. See: **xTrain: Getting Started - eRA Commons – NIH** *(https://era.nih.gov/help-tutorials/xtrain/era-training-xtrain.htm*).