RESEARCH ON EATING AND ACTIVITY FOR COMMUNITY HEALTH (REACH) APPLIED EPIDEMIOLOGY TRAINING PROGRAM

Please submit all questions to REACH-T32@umn.edu. Questions will be answered or directed to the following:

Dianne Neumark-Sztainer, PhD (neuma001@umn.edu), Program Director
Nicole Larson, PhD, MPH, RDN (larsonn@umn.edu), Research and Evaluation Coordinator
Sarah Friend, MPH, RDN (adki0032@umn.edu), Program Coordinator
Colleen Flattum, MS, RDN (flatt018@umn.edu), Program Training Coordinator

GENERAL INFORMATION AND POLICIES
(ORGANIZED ALPHABETICALLY)

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 as a first-author or co-author._ An acknowledgement statement should include: _"The effort of YOUR NAME was supported by Award Number T32HL150452 (PI: D. Neumark-Sztainer) from the National Heart, Lung, and Blood Institute (NHLBI). The content is solely the responsibility of the authors and does not necessarily represent the official views of the NHLBI or the National Institutes of Health."_ **TRAINEES PLEASE NOTE:** If you are a co-author on a manuscript, make sure that the first author acknowledges the training grant (NHLBI T32HL150452) at the time of submission. This is true for anything that is worked on during the training grant even if published <u>after</u> the grant ends. One of the primary metrics reviewed by the NIH is the acknowledgement of all publications linked to the grant, therefore grant acknowledgement is necessary for publications worked on while in the training <u>and</u> those published after one's appointment ends. **ALSO SEE SECTION:** 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. REACH trainees are expected to have an on-campus presence as part of their fellowship experience. Thus,
	Predocs: Individuals who accept a REACH predoctoral fellowship may not also accept a research assistant (RA) or teaching assistant (TA) position. Predoctoral students on a REACH fellowship must perform their TA requirement without additional pay.
	Postdocs: Trainees seeking additional funding/employment need to contact Sarah Friend for pre-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 PHS policy statement 11.2.10: https://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch11.htm

Administrative 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 Sarah Friend, Program Coordinator.
Allowed Expenses:	**Predocs:** Each predoc trainee will have access to funds for training-related education/professional development per year (e.g., registration, travel, books). This amount includes travel funds, but does not include tuition cost for UMN coursework.

Postdocs: Each postdoc trainee will have access to funds for training-related education/professional development per year (e.g., registration, travel, books). This amount includes travel funds, but does not include tuition cost for UMN coursework.

All educational opportunities should be first discussed with/approved by a trainee's primary mentor to make sure it fits their training goals, and then approved by the program (pre-approval from Sarah Friend is **REQUIRED**). |
| Books: | Purchase of textbooks and other required course materials, as well as certain other research-related expenses, is allowed (pre-approval from Sarah Friend is **REQUIRED**). |
| Coursework: | 1) Besides the requirements of your degree program, all REACH trainees are **REQUIRED** to take PubH 6094: Obesity and Eating Disorders (2 credits).

2) In addition, trainees will be required to complete 30-54 hours of training in equity and diversity though the UMN. If these courses are not available, trainees can propose reasonable substitutes, which will need to be approved by Dr. Nicole Larson, Research and Evaluation Coordinator. Equity and Diversity Certificate Program | Office for Equity and Diversity (umn.edu) |

	3) In-person attendance at monthly Deep Dive and Peer Group Sessions is required unless ill, unexpected circumstance, etc. Please communicate with Colleen Flattum, Program Training Coordinator, should you need to miss. The first hour of each monthly session is dedicated to deep learning about topics related to eating, activity and weight-related health and the second hour involves semi-structured time for establishing connections with other REACH trainees, obtaining feedback on research projects, and professional development.
Duration of Training:	**Predoc:** Up to 4 years, dependent on satisfactory performance **Postdoc:** 2-3 years, dependent on satisfactory performance
Eligibility:	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 permanent 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. 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. In addition: **Predocs** must be formally admitted into Social and Epidemiology PhD program at the UMN before the start of the training, but may apply to the program prior to being accepted. **Postdocs** must hold a PhD, DrPH, ScD, or MD from an accredited institution before the start of the training, but may apply to the program before completing their dissertation.

eRA Commons:	To participate in the REACH training program, trainees will need an account on eRA Commons. eRA Commons is 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 trainees don't already have a Commons account, the xTrain system will email a link with instructions for registering at the time of appointment to the program. Sarah Friend can assist in creating an account. **NOTE**: *eRA Commons account will follow trainees throughout their career, so it is important to choose an eRA Commons User ID carefully.* - Also see **ORCiD** and **xTrain** below.

Expense Reimbursements:	Expense reimbursements (travel or other) must be submitted through the Chrome River system. To access Chrome River:
	    • LOG IN to MyU ([myu.umn.edu](myu.umn.edu))
	    • NAVIGATE to: Key Links > U Travel > Chrome River Login
	For detailed instructions go to **Getting Started** (pdf) under "Job Aids."
	Contact Sarah Friend for a **budget number** (i.e., allocation).
	
	    • Note that reimbursements are due within 60 days from purchase or the last day of travel.

Grad Non-Degree 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. For 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). The signed form must be submitted to the department offering the course (i.e., 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 the trainee. Non-degree graduate status is active for one term only. To register for another term, repeat the steps above.
Grade Point Average (GPA) Requirements for Coursework:	Doctoral students are required to complete their coursework with a minimum GPA of 3.25. Doctoral students are required to earn letter grades of B- or higher in each of the core courses. These courses include: PubH 8341, PubH 8342, PubH 8345, PubH 7401 (or 6450/6451 if taking these courses to fulfill biostatistics requirement), PubH 7420, PubH 6348 and GRAD 8101 or Grad 8200. Students who earn a grade below B- in these courses are required to repeat that course. Students who cannot earn a B- in two attempts will be terminated from the program.
Grant Information:	The REACH Applied Epidemiology Training Program is a NIH/NHLBI–Ruth L. Kirschstein National Research Service Award, Institutional Research Training Grant (*T32HL150452; PI: D. Neumark-Sztainer*) that started in 2020. The current funding period is 08/01/20–07/31/25. The NIH website is http://grants.nih.gov/grants/guide/pa-files/PA-10-036.html.
Health Insurance:	Both predoctoral and postdoctoral fellows are eligible to secure the *Graduate Assistant Health Plan (GAHP)* for individual 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 Sarah Friend 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 612-624-1111 or via email at onestop@umn.edu.
Individual Development Plans (IDP) and Evaluation:	Two types of evaluation activities will be carried out: 1) trainees will develop an Individual Development Plan (IDP) to guide their professional development and evaluation; and 2) the overall REACH program will be evaluated to guide ongoing improvements. Evaluation activities of the REACH program will be coordinated by Dr. Nicole Larson and she will assist with any questions regarding the process. **Within the first three months of the fellowship:** REACH trainees will develop an IDP in close consultation with their mentoring team. **Every six months**: REACH trainees will meet with their mentoring team to discuss their goals and progress, update their IDP as needed, and evaluate both the trainee and the program. Information from trainees and mentors will be collected on the trainee's performance review form. Forms will also be shared with the Program Director who will read comments from trainees and mentors. **On an annual basis:** Members of the Executive Committee will meet with each trainee and, if possible, members of the mentoring team, to review and discuss the trainee's progress.
On-campus presence:	During the pandemic, it has been a challenge to create and sustain an environment that keeps everyone engaged and excited about their work. To support the forming of new professional relationships, facilitate regular communication, and build strong collaborations, it is expected that REACH trainees work at least two days a week in the WBOB office. Tuesday and Friday are designated division days, i.e., faculty and staff are encouraged to be in person for one or both of these days or as decided upon by their supervisor or study team. REACH activities will follow the division suggested in office work days of Tuesday and Friday. See the UMN for additional information Flexible Work Options	University of Minnesota Office of Human Resources (umn.edu). Please note that in-person event guidelines have changed over the past couple of years, i.e., no masks are required, no distancing in meetings, no limiting of travel.
Job Openings / Faculty:	Postdocs can view job postings for faculty positions, industry positions, etc. bygoing to the SPH job listing site at http://www.sph.umn.edu/careers/students/and looking for the *Job Postings* link.

Job Title / Rank:	**Predoc:** 9561-Graduate School Fellow (Academic/Nonemployee, Student Insurance Eligible); _UMN equivalent_: _9545-Predoctoral Assistant_ **Postdoc:** 9560-Postdoctoral Fellow (Academic/Nonemployee, Grad/Prof Student); _UMN equivalent_: _9546-Postdoctoral Associate_
Leaves:	• **NIH Policy:** NIH policy on leaves can be found in section **11.3.16.1** of http://grants.nih.gov/grants/policy/nihgps_2011/nihgps_ch11.htm#_Leave_1 **or** http://grants.nih.gov/grants/policy/nihgps/nihgps.pdf • **UMN Leave Policy:** In addition to the NIH policy above, trainees should refer to the UMN policies at https://policy.umn.edu/hr/postdocappoint-appc. Briefly, 22 vacation days/year and 10 sick days/year. • **Vacations & Holidays:** Trainees may receive the same vacations and holidays available to individuals in "comparable training positions" at the grantee organization (22 vacation days/year). See http://policy.umn.edu/hr/academicvacation-proc01 • **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 Sarah Friend. • **Class/Course Policies:** Absences from classes are subject to the discretion of the course instructor.

Manuscripts:	Trainees are **REQUIRED** to submit manuscripts for publication in peer-reviewed journals. The REACH Training Program is highly integrated with the Eating, Activity, and Weight-Related Problems across the Life Course in Diverse Populations study (PI: Dr. Dianne Neumark-Sztainer R35HL139853) and thus it is strongly encouraged that trainees first-author at least one manuscript using data from this research program. Having papers published in peer-reviewed scientific journals is key to career success and is a major part of the training program. The following expectations should be viewed as absolute minimal expectations: ● **Predocs** will be expected to complete at least one first-authored paper per year. Additionally, co-authored papers are strongly encouraged. ● **Postdocs** will be expected to complete at least four peer-reviewed papers per year, with at least two or more first-authored publications per year. All trainee publications are **REQUIRED** to include an "Acknowledgement" of the REACH Training Program—see **Acknowledgement** above All trainees are **REQUIRED** to ensure 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 performance reviews.
Manuscript Review:	In addition to writing manuscripts, mentors should involve fellows in reviewing an article for publication in a peer-reviewed journal (co-review). Trainees should also get involved in conducting their own reviews as their skills progress.

Mentors:	Mentors are chosen from the REACH Program Faculty (see listing at https://z.umn.edu/REACH-T32). More specifically, the REACH Program Director, in conjunction with the Executive Committee, will assign trainees to a primary mentor prior to beginning the program. This selection will be based upon mentor and trainee research interests, availability of relevant research studies for the trainee to work on, willingness and time of the mentor to commit to training, and expressed preferences of the trainee. Trainees may request a different primary mentor at any time and the request will be reviewed by the Program Director. In addition, trainees will be encouraged to meet with other REACH program faculty as they begin their training period and will select 1-2 additional co-mentors to form a mentoring team. The Executive Committee will review all mentoring teams prior to final approval.
Office Space:	Pre-doctoral and post-doctoral trainees will be provided with office space in the Division of Epidemiology and Community Health (1300 South Second St, Suite 300, Minneapolis, MN 55431). It is an expectation of the T32 program that post-doctoral trainees and pre-doctoral trainees who have completed their coursework should work in the office at least 3 days/week to promote collaboration. This expectation will be adjusted in line with public health conditions and any necessary accommodations to ensure the health and wellbeing of a trainee. Public health conditions and guidance will be closely monitored to inform decisions regarding the provision of office space. A mailbox, located on the third floor of WBOB by the main kitchen (REACH T32 Trainees), should be checked several times a month and distributed.
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 non-research positions prior to the end of two years.
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 http://grants.nih.gov/grants/policy/nihgps_2011/nihgps_ch11.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.
Program Faculty:	For a listing of REACH program faculty, go to the REACH website at https://z.umn.edu/REACHT32.

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 REACH 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, and Presentation to Colleagues, Mentors, Fellow Trainees:	REACH trainees are **REQUIRED** to present research results in a public format (e.g., scientific meeting, symposium, seminar) and/or present their research progress, plan, etc. to their professional colleagues including their mentors as least once per year. For example, **all trainees** will present at least once during the traineeship. Both predocs and postdocs will also be required to translate research findings for broad dissemination and share with the media, policy makers, or community members.

Research Education Requirements:	REACH trainees must fulfill the following training **REQUIREMENTS** through the Office of the Vice President for Research (see Research Education & Oversight at http://research.umn.edu/reo/education/index.html). Questions regarding this training should be directed to Nicole Larson.
	● **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
	▪ **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.htm l http://www.research.umn.edu/irb/basic.html
	   – **Environmental Health and Safety:**
	    http://www.dehs.umn.edu
	
	In addition, REACH fellows will complete additional training in responsible conduct of research through formal coursework, seminars through UMN's Leadership Education in Adolescent Health training program (https://med.umn.edu/pediatrics/education/fellowships/adolescent-health-and-primary-care-research-fellowships), and training program discussion groups. Predoctoral trainees will be required to complete the didactic courses "Ethics in Public Health: Research and Policy" and "Writing Research Grants". This coursework provides instruction in developing recruitment and consent forms and protocols, monitoring and reporting of serious adverse events, and HIPAA training.
	Completion of any research education training should be reported on the annual progress review form.

Research Projects:	Fellows are **REQUIRED** to be involved in <u>intervention</u> and <u>observational</u> studies, with at least one semester of involvement with each form of research. Research must be relevant to <u>the promotion of healthy eating and physical activity</u> in <u>youth or families</u> from <u>diverse</u> communities.
Seminar Attendance:	Trainees are encouraged to attend seminars relevant to their research area. The departments listed below sponsor regular seminar series. Participation should be tracked and reported to mentors as part of the performance review. • **Epidemiology & Community Health** weekly seminar schedule: <u>http://www.sph.umn.edu/academics/divisions/epich/epievents/</u> • **UMN Healthy Foods, Healthy Lives (HFHL)** Institute: *Focusing on food safety, prevention of obesity and chronic disease, and food policy.* <u>http://www.hfhl.umn.edu/news-events</u> • **Healthy Weight Research Center (HWRC)** Events and Seminars: <u>http://www.hwrc.umn.edu/events/</u>
Staff	The REACH staff is available to help answer program questions, offer support and open to ideas to enhance the trainee experience. Please reach out to any of us at anytime throughout the program. Colleen Flattum, MS, RDN (<u>flatt018@umn.edu</u>); Sarah Friend, MPH, RDN (<u>adki0032@umn.edu</u>) and Nicole Larson, PhD, MPH, RDN (<u>larsonn@umn.edu</u>)
Stipends:	Stipends are based on current NIH-approved levels and years of postdoctoral experience. For current stipend information, see "*Kirschstein-NRSA Stipend … Levels*" *under* **Policy Notices** at <u>https://grants.nih.gov/training/nrsa.htm</u>
Tax Status:	Stipend monies are considered taxable income, however, fellows are typically exempt from paying into social security. *The University will not withhold money for taxes.* **Trainees have the option of filing estimated taxes with the Internal Revenue Service (IRS) and with the Minnesota Department of Revenue.** See <u>http://www1.umn.edu/ohr/payroll/gradfellow/index.html</u> for more information.

Teaching or Research Assistantships	While a trainee can accept the TAship, it will be without compensation based on the EpiCH student handbook. Students who receive a fellowship (such as the T32) are required to serve as an RA or TA and it's part of their training activities. Since this is already part of their fellowship appointment, they are not able to accept a paid RA/TA appointment in the Division.

Tuition Payment:	The amount of tuition covered by the training program is subject to the actual NIH award amount. Trainees must provide their UMN tuition bills from One Stop Student Services electronically to Sarah Friend <u>before the payment due date</u> (late fees are not covered by the training program).
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 Quick Reference Guide for Trainees*"** at <u>xTrain: Getting Started - eRA Commons – NIH</u>.

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