WORKSHOP ON TRAINING GRANT APPLICATIONS
March 31, 2014
8:00 am – 12 noon
South Tower Ground Floor, Rooms 1204 – 1205
AGENDA

8:00 am  Continental Breakfast

8:30 am  Workshop Introduction - (T. Pearson)

1. Workshop Objectives
2. Why obtain a training grant?/When should you write a T32 application?
3. Current Training Grants at UF-HSC
4. Timeline for Development and Writing of a Training Grant Application
5. External Sources of Funds to Support Training
6. Institutional Commitment of Support

9:00 am  Planning Your Educational Program: Guidance for Curriculum and Evaluation Components (L. Behar-Horenstein, A. Blue)

9:25 am  Using the VIVO Database to Support a Training Grant - (M. Conlon)

1. Overview of VIVO HSC Database
   (RESOURCE: VIVO)
2. Obtaining Biosketches
3. Identifying mentors/faculty
4. Other uses?

9:50 am  Break

10:00 am  Administrative Sections of a Training Grant - (T. Pearson)

1. Key Personnel
   a. Program Director
   b. Program Coordinator
   c. Mentors
   d. Evaluator/Curricula Consultant
2. Biographical Sketches
3. Budgets
   a. # Predoctoral Slots
   b. # Postdoctoral Slots
   c. Tuition
   d. Training-related expenses
   e. Travel
4. Resource Pages
   (RESOURCE: Boiler Plates)
10:20 am  Research Training Program  (T. Pearson)
   1. Background
   2. Administration
   3. Faculty
      a. Principal Investigators
      b. Staff
   4. Internal and External Advisory Committees

10:35 am  Didactic Component - (T. Pearson)
   1. Learning Objectives/Acquired Competencies
   2. Degree Programs (e.g. TRACTS, Academic Analytics)
   3. Responsible Conduct of Research
      (RESOURCE: Boiler Plate of Courses, Workshops, etc.)

10:45 am  Mentored Research - (T. Pearson)
   1. Requirement of Mentors on T32 grants
   2. Primary Mentor and Mentoring Committees
   3. Mentor’s Letter
   4. Institutional Commitment Letter (Chair or Research Dean)
      (RESOURCE: Letters of Institutional Commitment)

11:00 am  Career Development - (T. Pearson)
   1. Individual Development Plan (IDP)
   2. Review of IDP/Trainee Programs
   3. Career Development Tracking

11:10 am  Recruitment and Retention of Trainees’ including Trainees from Underrepresented Populations – (T. Pearson, M. Koroly)
   1. Procedures
   2. Track record and plan for diversity
      (RESOURCE: UF Programs to Recruit Underrepresented Minorities)

11:30 am  Progress Report and Evaluation/Follow-up of Trainees - (T. Pearson)
   (RESOURCE: Consultation with Office of Educational Development)

11:40 am  Tables I – X (or XII) - (K. Pastos)

11:55 am  Wrap-up/Next Steps