NATIONAL CANCER INSTITUTE

Cancer Research Training Award

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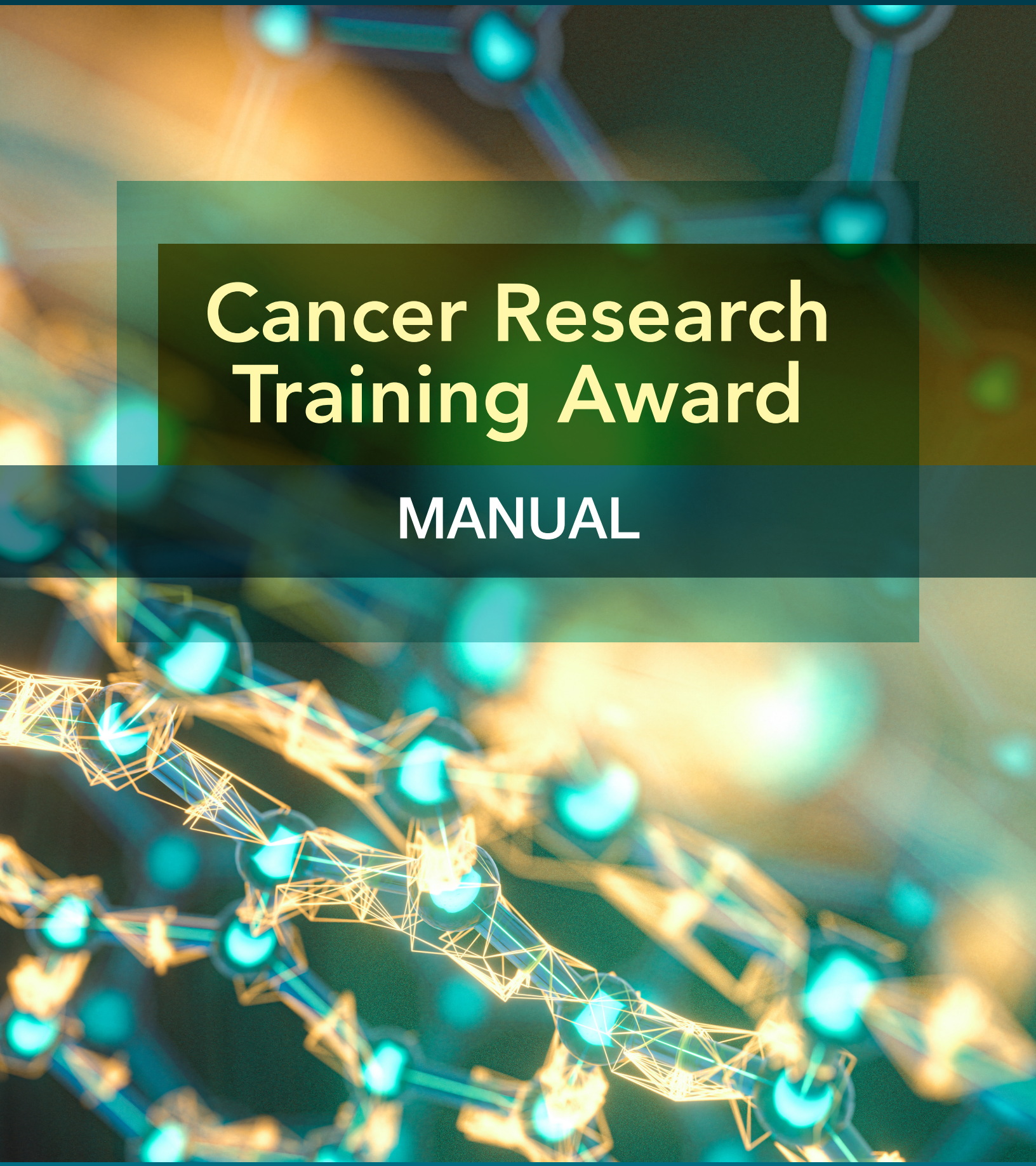

U.S. Department of Health & Human Services | National Institutes of Health

National Cancer Institute

Cancer Research Training Award (CRTA)

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PROGRAM DESCRIPTION

Cancer Research Training Award (CRTA)

A. Purpose/Legal Authority

This issuance describes the National Cancer Institute's Cancer Research Training Award (CRTA). The CRTA is an NCI-specific fellowship award program that establishes an "umbrella" appointment mechanism with uniform provisions and a streamlined application process for the diverse training fellowship programs supported throughout NCI's Divisions and Offices.

The CRTA fellowship award program policies are in alignment with many of the NIH Intramural Research Training Award (IRTA) program policies, which are based on the following legislative authorities:

(1) Section 405 (b) (1) (C) of the Public Health Service Act, 42 USC 284 (b) (1) (C), as amended, which authorizes Directors of each national research institute to conduct and support research training for which fellowship support is not provided under section 487 of the Public Health Service Act and which is not residency training of physicians or other health professionals.

(2) As defined in the implementing regulations at 42 CFR § 63.3, "the purpose of an NIH research traineeship is to provide support for financial subsistence to an individual during a period in which the awardee is acquiring training in: (a) basic and/or clinical biomedical or behavioral research relating to human health, including extending healthy life and reducing the burdens of illness, or (b) medical library science or related fields pertaining to sciences related to health or the communication of health sciences information. Traineeships are intended to make available in the United States an increased number of persons having special competence in these research fields through developmental training and practical research experience in the facilities of NIH, with supplemental training at other qualified institutions (see 63.8(a))."

However, the CRTA program incorporates the specific research mission of the NCI and is authorized under a training authority that is separate from the IRTA mechanism. CRTA policies are derived from the following legislative authority, which supports NCI-specific program categories as well as training and stipend policies for NCI CRTAs:

Section 413 (b) (3) of the Public Health Service Act, 42 USC 285a-2 (b) (3), as amended pertaining to the National Cancer Institute, which states that the Director of NCI in carrying out the National Cancer Program shall "support appropriate programs of education and training (including continuing education and laboratory and clinical research training").

CRTA Fellows do not perform a service for the Public Health Service. Rather, the CRTA Fellows are accepted for training in scientific disciplines that will enhance public health efforts to prevent, diagnose, or treat cancer, a disease of major public health significance. CRTA Fellows receive stipends and are considered to be in training status; they do not incur a service payback obligation. CRTA Fellows are not considered employees of the Federal government.

CRTA Fellows must be U.S. citizens or resident aliens. Non-citizens may be appointed through the NIH Visiting Fellow Program (VFP), which is administered by the NIH Division of International Services (DIS).

NOTE: This manual documents NCI CRTA program policies. NCI Visiting Fellows can find information on NIH VFP policies at https://policymanual.nih.gov/2300-320-3. Although the NCI Visiting Fellows and CRTA Fellows are participating in separate fellowships with distinct policies, NCI is responsible for processing all financial actions related to NCI Visiting Fellowship awards, and uses the CRTA stipend categories to determine the stipend amounts for NCI Visiting Fellows (see Appendix 1).

B. Program Provisions

CRTA program candidates may apply directly to the NCI Lab/Branch/Office performing research in areas of interest; application/selection procedures are detailed on the Center for Cancer Training (CCT) website http://www.cancer.gov/grants-training/training/at-nci/apply. Fellowship awards are limited by the number of training assignments available within participating NCI Divisions or Centers. CRTA Fellowships are subject to the availability of resources including personnel, space, funds and mentors' time. NCI mentors are responsible for developing an individualized training program, including specific training plans for each CRTA Fellow, and are responsible for providing advice, guidance and instruction to each Fellow under their mentorship, as well as periodically evaluating progress and performance.

1. Eligibility Requirements. CRTA candidates must submit acceptable proof of U.S. citizenship or resident alien status, and must be at least 17 years of age or older on June 15 of the internship year (students under 18 will be required to obtain parental consent and a work permit). If applicable, as directed by the Occupational Medical Service (OMS), candidates must complete a medical evaluation verifying fitness for the training assignment. The CRTA program is designed to provide training for individuals who meet the degree eligibility criteria of the categories specified below:

Category 1 – Pre-Baccalaureate: For selected high school (minimum age of 17 or older on June 15 of the internship year) or college undergraduate students who have not attained a Bachelor's degree. Students in Category 1 must provide enrollment documentation from their affiliated schools or universities that they are in good academic standing and enrolled at least half time in academic work. Upon certification of completion of a baccalaureate degree, another fellowship award in Category 2 "Bachelor's Degree" may be approved for further training.

Category 2 - Bachelor's Degree: For individuals who have a Bachelor's degree – a copy of the degree diploma or degree certification from the Dean or Registrar must be provided. At this post-baccalaureate level, individuals with superior academic achievement of a cumulative 3.5 grade point average or greater (out of 4.0 maximum) may be credited with a two level increase in initial stipend. Individuals will receive hands-on specialized training. This experience will provide practical training for some individuals to become more effective and proficient in a staff support career; for some to become familiar with the latest, state-of-the-art procedures and equipment for reentry into the job market; and for others it may be a training interlude prior to entering into a formal graduate or more advanced degree program. This category would apply also to students who are enrolled in graduate, law, or medical school who have not yet completed course requirements to be recognized by their university as doctoral degree candidates.

Category 3 - Master's Degree: Candidates at this level must have a Master's degree – a copy of the degree diploma or degree certification from the Dean or Registrar must be provided. Students who have a Master's degree and are working toward a more advanced degree could be appointed under this category also. NOTE: Predoctoral students in categories 1, 2, and 3 must provide enrollment documentation from their affiliated schools, universities or medical/graduate schools that they are in good academic standing and enrolled at least half time in academic work.

Category 4 - Doctoral Degree Candidate: Students must have completed course requirements, passed qualifiers, and be formally recognized by the university as a doctoral degree candidate using NCI facilities to engage in a research project for the purpose of developing and writing a thesis. Official documentation of this status is required from the university. Upon certification of completion of the doctoral degree requirements, a postdoctoral fellowship award may be approved.

Category 5 - Postdoctoral Degree (PhD, MD without direct patient contact, DVM, & JD): For some, this may be their first postdoctoral training assignment. It may also offer more experienced postdoctoral scientists an opportunity to further their training in more advanced (and emerging) methods, to acquire new research capabilities, to make changes in the direction of their research, or to receive training in fundamental sciences and clinical disciplines for the purpose of enhancing the transfer of biotechnology to cancer clinical programs. The Federal Technology Transfer Act of 1986, as amended, requires Federal agencies to facilitate the transfer of government developed technology to the private commercial sector. To this end, opportunities may be available for individuals

with a law degree (JD) to develop expertise in the development, implementation, and evaluation of current and emerging methods for technology transfer.

Postdoctoral trainees will have less than 5 years of relevant postdoctoral (or equivalent) experience. Individuals with over 5 years, but no more than 8 years of relevant postdoctoral experience, may be appointed if recommended by the respective Lab/Branch Chief and approved by the Division Director.

Category 6 - Specialty Competitive Allowances: The specialty categories are listed in Appendix 1, Category 6. The specialty allowance is determined by the candidate's degree specialty, not by the candidate's experience related to the training assignment. An annual allowance for each specialty may be applied to the base stipend category for qualified individuals, based on the highest degree attained and applicable to the same field as the training assignment.

2. NCI Specialized Cancer Training Programs. CRTA program policies are also applicable to CRTA Fellows who are appointed to NCI's Specialized Cancer Training Programs. Details of these specialized training programs can be found at the Center for Cancer Training (CCT) website:
http://www.cancer.gov/researchandfunding/cancertraining/atnci.

Historically, training assignments within the NCI Specialized Cancer Training Programs have been focused on basic or clinical biomedical research or in areas related to the communication of health sciences information. The appropriateness and need to establish training programs in related fields to facilitate research have grown. NCI may support developmental training fellowships in research management and administration. For instance, a fellowship in research management and support might include an assignment in an extramural research environment where training activities are critical to effective scientific review, evaluation, and management.

3. Training Schedule. Training is normally on a full-time basis. In addition to summer assignments, an award for full-time training may be made during the school year for predoctoral students in good academic standing enrolled in at least half time academic work.

On the rare occasion when a high school, undergraduate or graduate student may be unable to devote full-time to training because of academic course requirements, an acceptable prearranged part-time tour may be negotiated with the mentor and documented in writing. Intermittent schedules are not permitted. While an annual appointment may be made, the fellowship approval and activation period may be processed in no more than two funding increments a year for accounting purposes. For part-time periods, the stipend is prorated based on the amount paid to similarly qualified students as shown in Appendix 1, under the appropriate predoctoral category (1, 2 or 3).

For postdoctoral fellows, part-time schedules must be approved by the NCI Center/Division Directors on a case by case basis. Intermittent schedules are not permitted. Part-time schedules cannot exceed a total of eight years. Note: Part-time

schedules of less than 32 hours per week will affect eligibility for health insurance benefits.

4. Award Periods; Appointments. CRTA fellowship appointments are for a minimum of two months and may be authorized for up to a two-year period. Accounting procedures and appropriation law require that the fellowship award be made one year at a time. For the occasional student who requires a part-time schedule, no more than two approval and activation periods in a year may be processed (see paragraph 3, above, Training Schedule).

5. Nepotism Policy. An individual who is a Relative (as defined below) of an NCI employee is not prohibited from being appointed as a CRTA Fellow because of this relationship. However, any direct or indirect sponsorship between relatives must be avoided. No NCI employee may sponsor, either directly or indirectly, any CRTA to a Relative. Furthermore, the NCI employee may not advocate or participate in the review, evaluation or selection of any CRTA fellowship application involving a Relative.

NOTE: The nepotism policy, contained in NIH Manual Issuance 2300-310-1, defines "Relative" as "An individual who is related to an employee as a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandchild, grandparent, father–in–law, mother–in–law, son–in–law, daughter–in–law, brother–in–law, sister–in–law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, or legal guardian. This further includes 'domestic partner,' as used by the U.S. Office of Personnel Management in its decisions to extend certain Federal Entitlements to individuals determined to be domestic partners of Federal Employees".

6. Duration of Training Categories

a. Pre-Baccalaureate Category. High school or college undergraduate students may participate in the CRTA program as long as they remain in good academic standing, and until they are awarded a Bachelor's degree.

b. Predoctoral Categories. The CRTA Fellowship is a two-year program for individuals with a Bachelor's (category 2) or Master's (category 3) degree. In rare circumstances, the Division Director may approve an extension for a terminal third year. Written documentation must describe the ongoing need for training, rotational assignments, and the experience to be gained.

Graduate students may participate in the CRTA program for the lesser of two options: (1) as long as they remain in good academic standing, until they are awarded a degree OR (2) up to three years for Master's degree students; up to five years for students in a doctoral degree program.

c. Doctoral Degree Candidate Category. Students must have completed course requirements and passed qualifiers to be formally recognized as doctoral degree

candidates. The maximum duration for a doctoral degree candidate will normally be three years or until the candidate receives a doctoral degree, whichever is shortest. Renewals beyond three years may be approved without an increase in stipend. The Division Director may approve an extension.

d. Postdoctoral Category. For this category, the CRTA is a five-year program. A terminal sixth year as a CRTA Fellow will only be considered under extraordinary circumstances, e.g., previously documented career changes or circumstances beyond the control of the individual that would have affected the progression of the research project. Request and justification for a terminal sixth year extension must be initiated by the CRTA Fellow's mentor through the respective NCI Laboratory or Branch Chief and be approved by the NCI Center/Division Director.

NOTE: If there is any possibility that the CRTA Fellow may be converted to an FTE (Research Fellow) position, s/he cannot be granted a terminal sixth year. This NIH policy is clarified in the Exceptional Extensions of IRTA and Visiting Fellowships to a Sixth Year, found at this site https://oir.nih.gov/sourcebook/personnel/recruitment-processes-policies-checklists/exceptional-extensions-irta-visiting-fellowships-6th-year. According to this policy, "Until further notice, exceptional extensions allowing a sixth year as a postdoctoral IRTA fellow can be granted by the Scientific Director (and not further delegated; for VF, G7 Peer Review Committee approval is required) under the following circumstances: The fellow is not being considered for a position at NIH and understands that the sixth IRTA/VF year is a terminal extension. For instances in which application for a tenure-track position or staff scientist position is being considered, a research fellow appointment is the appropriate mechanism. [Note added on 1/20/2010 - Once an IRTA/VF has been at the NIH for a sixth year, s/he may not remain in the Intramural Research Program in any capacity (although an IRTA fellow can move to a job in an extramural office at the NIH) and may only return after a two-year period has elapsed.]"

e. NIH Non-Tenured Duration Policy for Postdoctoral Fellows. As noted in paragraph (d), above, the NIH duration policy on training and service fellowships states that postdoctoral trainees should generally not remain at the NIH for more than five years, unless additional years are justified and approved in writing by the respective Division Director with copies provided to the fellow and the Office of Intramural Research (OIR).

Per the NIH 5-year/8-year duration rule found at https://oir.nih.gov/sourcebook/personnel/recruitment-processes-policies-checklists/5-year-8-year-duration-rule, an overall limitation for postdoctoral fellows exists of not more than eight years at the NIH, regardless of appointment mechanism, unless the scientist is approved for tenure track, tenure, staff scientist, staff clinician, or other permanent appointment. All postdoctoral training time spent in all mechanisms (e.g., temporary, term, Special Expert, Special Volunteer, Guest Researcher, and training and service fellowships) counts toward this eight-year limitation. Therefore, the total non-tenured service record at NIH (including non-FTE and FTE years of service) must be calculated prior to setting the length of the appointment or extension.

Any exceptional requests for consideration beyond this limitation must be recommended by the applicable NCI Center/Division Director and the NCI Director prior to preparing a formal request to the DDIR.

f. Exceptions. When a complete change to a different career track requires additional training time, individual exceptions beyond the above duration limitations will be considered on a case by case basis. Written justifications must be recommended by respective Center/Division Directors for approval by the NCI Director.

Examples of this would include switching from an intramural laboratory assignment to developmental training in an extramural research environment or to research management, administration, science policy, and technology transfer activities.

C. Stipends

1. Generally. Set stipends for CRTA Fellows are paid from NCI funds in accordance with the stipend categories identified in Appendix 1. Periodic reviews of trainee stipend levels are completed by the Office of Intramural Research in consultation with the NIH Board of Scientific Directors. Their recommendations for across-the-board cost of living adjustments are presented to the NCI Director, who has the authority to approve adjustments to the CRTA stipend levels.

2. Supplemental Funding. CRTA fellowship funds may be used to supplement funding provided to a CRTA Fellow from an outside sponsor, as long as the outside sponsor is not another U.S. Government agency. Whether a CRTA Fellow may accept such outside fellowship support is determined on a case by case basis at the discretion of the CRTA Fellow's mentor, and must be in the best interest of NCI. In such circumstances, the combined level of support from both sources may not exceed authorized stipend rates for similarly qualified fellows under a fully funded CRTA. A supplemental CRTA solely to cover the cost of health insurance cannot be authorized. A CRTA Fellow receiving supplemental support must receive a partial stipend to qualify for health insurance coverage through NCI.

3. Advance Payment. At the time a CRTA Fellow's award is activated, an initial advance in an amount less than $2000 may be requested by the mentor and authorized by the Lab/Branch Chief. When authorized, an advance payment will reduce the annual stipend amount; the remaining stipend balance will be issued in arrears in 12 equal monthly payments. NOTE: If the CRTA Fellow leaves within 12 months of the activation of the award, the time served may not offset the balance of the advance. In this case, the CRTA Fellow must reimburse NIH for the amount owed. A personal check covering a stipend overpayment must be hand-carried to the Office of Financial Management (OFM) "Fellowship Payment Office" with a copy of the FPS-generated termination notice. Any unrecovered overpayment will be treated as a debt owed to the U.S. Government.

Summer CRTA Fellows may only receive an advance based on financial hardship due to relocation. The advance may not exceed an amount greater than 30% of the prorated annual stipend for the award period.

4. Stipend Payment Process. Stipends are paid in arrears on a 30-day monthly basis. CRTA Fellows must complete an Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form to designate payment to a financial institution. NCI Certification Officials will certify stipend payments in the Fellowship Payment System (FPS) between the 20th and 25th of each month. The OFM will authorize all certified stipend payments in the FPS and transmit a payment schedule to the U.S. Treasury Department. Payments are sent by electronic file transfer to the designated financial institutions on the first business day of each month.

5. Annual Pay Increases. Annual stipend increases may be granted to individual CRTA Fellows based on demonstrated progress in the training assignment. Permitted annual set increases are described in the stipend categories in Appendix 1. This policy is consistent with other training awards, including those from outside philanthropic organizations. Such increases may not be awarded more than once during each 52 calendar week period and should be processed in connection with the fellowship award renewal.

6. Exceptional Pay Increases. In addition to the annual stipend increase, a possible one time per award advancement to the next annual stipend level may be approved at the time of renewal for postdoctoral CRTA Fellows who have made exceptional and outstanding progress in their training assignments. A Division's allocation is based on the on-board count at the end of the fiscal year. Up to 10% of a Division's postdoctoral fellows may receive this exceptional pay action in the subsequent calendar year. Although there is sustained value in this exceptional increase for the duration of the fellowship award, another increase may be approved in a subsequent fiscal year with justification that shows highly meritorious accomplishments other than what may have been cited for any prior exceptional increase. Approval of a second increase resides with the Center/Division Director.

D. Benefits

1. Health Insurance. Like all trainees, CRTA Fellows must be covered by adequate health insurance in order to receive training in NIH facilities. This requirement may be satisfied by a policy held either in the CRTA Fellow's name or in another's name with the CRTA Fellow identified as a family member. Verification of health insurance enrollment is required.

An approved plan of health insurance is available through the Foundation for Advanced Education in the Sciences (FAES). CRTA Fellows must have an appointment of at least 60 days and be in training status for a minimum of 30 hours per week to be eligible for coverage through the FAES. NOTE: In cases where the duration of the traineeship is less than 60 days or the purchase of health insurance would result in an undue financial

hardship for a student or summer intern, appointment length eligibility restrictions may be waived.

If FAES coverage is elected, CRTA Fellows are responsible for enrolling in FAES health insurance before the start date of the award or on the day of arrival. Health insurance enrollment will be effective on the start date of the award. The CRTA Fellow must meet with FAES to complete, sign and submit all required health insurance forms. Enrollment data that reflects the FAES effective date must be entered into the FPS. CRTA Fellows must maintain an existing policy or purchase a personal policy until they have met with FAES and elected health insurance. CRTA Fellows must notify their Administrative Officers and FAES of qualifying events to change health insurance coverage; e.g. marriage, birth, loss of other health insurance coverage.

If a CRTA Fellow separates from NIH, health insurance will continue for 30 days after the award end date (if the extension is elected in FPS by the CRTA Fellow's Administrative Officer). No changes to health insurance coverage (e.g. individual to family) are permitted during this final 30 days of coverage.

Funds for individual or family FAES health insurance plans may be provided by the sponsoring NCI Center/Division in addition to the CRTA Fellow's regular stipend amount. NCI may reimburse for a private individual or family policy issued in a CRTA Fellow's name (or their spouse's name), in an amount not to exceed the cost of the FAES plan. Reimbursement for coverage under a spouse's plan will only be allowed if an additional cost is incurred to add the CRTA Fellow to the policy. CRTA Fellows who are already insured by a spouse's plan prior to beginning their training assignments will not receive reimbursement from the NCI.

For further information on FAES, select the "Health Insurance Services" option from their home page https://faes.org/.

2. Excused Absence

a. Paid Absence. CRTA Fellows are not employees and so they do not earn annual or sick leave. However, at the discretion of the mentor, a CRTA Fellow may be excused for the following: 1) Federal holidays, 2) illness, 3) personal emergencies, and 4) vacations when awards are for more than 90 days. CRTA Fellows should receive 20 days excused absence annually for illness, personal emergencies, and vacations; the number of days should be prorated for award periods of 90 days or less. Additional short absences (less than one week per year) may be granted at the mentor's discretion.

CRTA Fellows will be granted twelve weeks of paid, full time, excused absence for the birth or adoption of a child, with flexibility being determined by the mentor. For absences due to the birth or adoption of a child or other family health care, the appointment clock may be extended to reflect the period of the absence only with approval of the applicable NCI Division Director.

In addition, approval of absences not to exceed a cumulative period of six weeks per year will be granted to excuse a CRTA Fellow for military obligations, e.g. active duty, active duty training, and inactive duty training.

b. Unpaid Absence. A break in the award without stipend may be approved by the mentor with concurrence from the respective Lab/Branch/Office Chief. The effective date to temporarily stop payment must be entered into the FPS; the award must be reactivated in the FPS to resume payment. The term of the CRTA Fellow's appointment will be extended for unpaid absences of 4-12 months. A new appointment will be required for CRTA Fellows who return after an unpaid absence that exceeds 12 months.

CRTA Fellows who are insured by FAES are required to maintain continuous health insurance coverage during absences of less than 60 days. CRTA Fellows must meet with FAES to complete a Consolidated Omnibus Budget Reconciliation Act of 1985 (C.O.B.R.A.) application; they will personally begin to pay for health insurance premiums on the first day of the month following the start date of the unpaid absence, and will continue to pay for every month that they are not in pay status on the first day of the month. For example, if the unpaid absence is effective June 15th through August 15th, the CRTA Fellow must pay health insurance premiums beginning July 1st (first day of the month following the start date of unpaid absence) and pay the premiums for the months of July and August (any full month when the Fellow is not in pay status on the first day of the month).

CRTA Fellows planning to be on unpaid absence for more than 60 days may choose to terminate FAES coverage, then re-enroll as new subscribers upon returning to NIH. CRTA Fellows who prefer to continue FAES coverage during an extended period of unpaid absence must complete a C.O.B.R.A. application through FAES. Please contact an FAES insurance representative for current information on C.O.B.R.A. coverage; contact information can be found on the "Member Resources" page https://faes.org/content/member-resources.

Regardless of total time spent in unpaid absence, NCI must provide to FAES written notification generated from the FPS to include the start and end date of unpaid absence. In addition, upon the CRTA Fellow's return, NCI must provide a written notification generated from the FPS to FAES and OFM.

3. Flexible Work Options. Flexible work options, listed below, may be authorized for CRTA Fellows whose personal circumstances require an accommodating work arrangement.

a. Telework. A CRTA Fellow may be considered for participation in the NCI telework program at the discretion of the mentor. An agreement describing the expectations for the teleworking period (e.g., work productivity, number of hours dedicated to the project) must be signed by the CRTA Fellow and the mentor. This NCI telework training agreement must be completed prior to participation in the telework program.

b. Keep the Thread program. The Keep the Thread program is an NIH-wide program designed to accommodate trainees who need flexibility in their career development schedules. The program offers a variety of options, ranging from alternative work schedules to temporary part-time work arrangements. The goal of the Keep the Thread program is to encourage trainees to stay connected to the NIH community during times of intense personal or caregiving needs in order to facilitate eventual reentry into full-time research. Where appropriate, CRTA Fellows and their Principal Investigators (PIs) are encouraged to work together to design an accommodation and reentry plan that meets the needs of both the CRTA Fellow and the laboratory. The program is open to all postdoctoral CRTA Fellows, with the approval of their PI and the applicable NCI Division Director. Details of the Keep the Thread program can be found in the NIH Sourcebook at https://oir.nih.gov/sourcebook/personnel/recruitment-processes-policies-checklists/keep-thread-policy.

4. Medical Treatment. All CRTA Fellows may use the Occupational Medical Service for injuries sustained and emergency care on the training assignment. Workers' compensation and benefits under the Federal Employees Compensation Act, 5 U.S.C. 8101(1)(B) may be applicable in the event of a work-related injury.

5. Travel

a. Travel to NIH. CRTA Fellows appointed for a period of 12 months or more, and their dependents, may be authorized travel costs to relocate to NIH at the discretion of the sponsoring Lab/Branch/Office Chief. The total allowance for relocation expenses, including transportation, shipment of household goods, and temporary storage, may not exceed $3,000. No allowance for return travel is authorized.

b. Travel to Scientific Meetings. Payment of travel to attend scientific meetings or to train at a remote site is at the discretion of the NCI and is subject to availability of funds. CRTA Fellows may accept payment only on an “In Kind” basis to cover travel and per diem expenses from an outside entity while attending an “official duty” type event for the purpose of teaching, speaking or writing (such as presenting a paper at a scientific meeting), provided there is no conflict of interest in the source of the funds. No honorarium, or compensation for services rendered, may be accepted. Reimbursement must be from nonfederal funds. CRTA Fellows must request and receive advance approval, in writing, from the NCI Center/Division Director in order to accept outside travel reimbursement. The HHS Form 348 is not to be used since CRTA Fellows are not government employees. However, NCI administrative staff, on behalf of a CRTA Fellow, must complete an Acceptance Letter and a Certification Checklist indicating that the funding source is nonfederal. For additional information, see NIH Manual 1500, Chapter 08-00(F)(3)).

When a separate travel allowance is available through an outside sponsor, at its discretion, the NCI may supplement that allowance only to the extent that outside funding is insufficient to pay authorized travel costs.

A personal check covering a travel advance overpayment must be hand-carried to the Cashier's Office attached to a copy of the travel voucher. Any unrecovered overpayment will be treated as a debt owed the U.S. Government.

c. Travel for Supplemental Training Away from NCI Approved by the NCI Director. When appropriate, travel for either long-term temporary duty assignments or relocation allowances, whichever is more cost efficient and beneficial to the government, may be allowed.

6. Training and Tuition

a. Generally. CRTA Fellows may receive training or tuition assistance for courses/workshops that are directly related to NCI's mission and the objectives of the fellowship. These costs must be authorized by the CRTA Fellow's sponsoring Lab/Branch/Office approving officials. NOTE: Training that extends beyond the expiration date of the CRTA Fellow's appointment will not be authorized.

b. Individual Development Plans/Mandatory Training. Individual Development Plans (IDPs) are required for all CRTA Fellows, and should clearly communicate the goals and expectations for the training assignment. Each CRTA Fellow must also complete all NIH mandatory training. CRTA Fellows who will be working with animals, exposed to hazardous situations, or in contact with patients, must receive appropriate instruction. Training should include biosafety, handling of hazardous materials, patient privacy, human subject protections, and proper animal care and treatment. CRTA Fellows may not engage independently in any patient care activities. Any clinically related activities must be explicitly under the direct supervision and control of an NCI employee.

c. Supplemental Training. Supplemental training at a facility away from NCI, including a foreign institution, that is directly related to the purpose of the CRTA Fellowship and necessary to its successful completion may be approved by the NCI Director.

NOTE: NCI may assign CRTA Fellows to other NIH ICs, provided that such assignments are in furtherance of the training and, further, that CRTA Fellows are funded by NCI appropriations and remain under the preceptorship of an NCI employee.

7. Tort Claims. CRTA Fellows are likely to be eligible for coverage under the Federal Tort Claims Act (28 U.S.C. 2671 et seq.) for damages or injuries that arise from actions occurring within the scope of their assignment and while under the direct control and supervision of a Federal employee. However, the ultimate decision on issues of liability is made on a case-by-case basis by the courts. Should claims arise from the actions of CRTA Fellows acting within the scope of their assignments under the direct control and supervision of a Federal employee, NIH would ask that they be defended by the Department of Justice as if they were Federal employees.

E. Deductions

1. Social Security/Medicare. Since CRTA Fellowships are considered awards for training and not wages for service or employment, neither Social Security nor Medicare is deducted from stipends. While definitive determinations regarding Social Security obligations and coverage must be made by the Internal Revenue Service (IRS) and the courts, it is the opinion of the NIH Legal Advisor that trainees are not considered self-employed for purposes of Social Security Act coverage. CRTA Fellows are in training, and therefore cannot make Social Security or Medicare payments on their own behalf.

2. Retirement Benefits. CRTA Fellows are not employees, and therefore not eligible for Federal retirement benefits.

3. Income Taxes. CRTA Fellowship stipends are subject to Federal, state and local income taxes; however, NIH does not withhold taxes from trainee stipends. CRTA Fellows are required to file quarterly estimated Federal and state income tax payments throughout the year to avoid penalty. The OFM annually prepares and sends appropriate income information to the IRS and to CRTA Fellows at their home address of record. Since interpretation and implementation of the tax laws are the responsibility of the IRS and courts, CRTA Fellows should consult their local IRS office and/or tax advisor if they have questions about the applicability of the current tax code to the taxability of traineeships, the proper steps to be taken regarding tax obligations, and concerns regarding their own situations.

F. Outside Work

Outside employment for CRTA Fellows must be approved in accordance with NIH Ethics Office policies http://ethics.od.nih.gov/. Specific policy requirements for trainee outside activities can be found in the ethics guidelines for non-FTE trainees https://oir.nih.gov/sourcebook/ethical-conduct/government-ethics/guidelines-non-ftes-trainees-nih-related-activities-outside-activities.

G. Publications

The publication and presentation of scientific research by CRTA Fellows are governed by the same policies as applied to other scientists, either employed by or in training at NIH, as described in Manual Chapter 1184 “Preparation and Clearance of Scientific, Technical, and Public Information by NIH Employees or Produced for Distribution by NIH” https://oma1.od.nih.gov/manualchapters/management/1184/.

H. Inventions

CRTA Fellows, like others working at NIH, are bound by all provisions of Executive Order 10096, as amended, 45 C.F.R. Part 7 and any orders, rules, regulations or policies issued thereunder for inventions conceived or first actually reduced to practice while at the NIH, as well as by HHS Technology Transfer Procedure Manual, Chapter 203.1,

"NIH Procedures Related to Disposition of Rights in Inventions by Non-Employees Working at NIH, Receiving NIH Intramural Training Support or Working On-Site under Research Collaborations" http://ottintranet.od.nih.gov/Policy/203-1-Procedure.pdf (NIH-Access only).

CRTA Fellows will disclose promptly, to the appropriate NIH officials, all inventions which they conceive or first actually reduce to practice during their assignment, and will sign and execute all papers necessary for conveying to the government the rights to which it is entitled by virtue of Executive Order 10096, as amended.

I. Termination of Award for Cause

1. Early Termination of Awards to Postdoctoral CRTA Fellows. NIH guidelines for the early termination of awards to postdoctoral fellows can be found at this site https://oir.nih.gov/sourcebook/personnel/recruitment-processes-policies-checklists/guidelines-early-termination-awards-postdoctoral-fellows. These guidelines, as applicable to postdoctoral CRTA Fellows, are detailed below:

A postdoctoral CRTA Fellow's assignment to a specific research group may be appropriately terminated early, prior to the end of his/her formal award period, for several reasons:

a. "Incompatibility" between the CRTA Fellow and the mentor;

b. Documented unsatisfactory performance by the CRTA Fellow;

c. Serious misbehavior on the part of the CRTA Fellow.

In situation (a) above, a transfer is generally appropriate and is the responsibility of the Laboratory/Branch Chief or, if necessary, the Division Director, to negotiate. In appointing a CRTA Fellow, the Laboratory/Branch Chief generally assumes the responsibility for providing a suitable training experience for a specific time period. Therefore, the Laboratory/Branch Chief should find a more suitable situation for the CRTA Fellow and be ready to support him/her, even in the program of another Laboratory/Branch or Division, should there be no mutually satisfactory place internally.

For situation (b) above, termination prior to the completion of the appointment period must be based on rigorous documentation of unsatisfactory performance. Furthermore, the CRTA Fellow should have been notified in writing that his/her performance is unsatisfactory and given an opportunity to improve. Such notification must be specific and must outline suggestions for achieving a satisfactory level of performance. The decision to terminate the appointment should be communicated to the CRTA Fellow at least 12 months prior to the termination date where feasible. The decision to terminate the appointment rests with the Director of the Division in which the fellow is appointed, but can be delegated to the CRTA Fellow’s Laboratory/Branch Chief. In the latter instance, the CRTA Fellow may ask the Division Director to reconsider the contemplated

action. With careful selection procedures, early termination of appointments for unsatisfactory performance should rarely be necessary.

In situation (c) above, swift, no-nonsense disciplinary action or even termination may be appropriate, and standard NCI procedures should be applied.

2. Early Termination of Awards to Post-Baccalaureate and Pre-doctoral CRTA Fellows.

Awards to post-baccalaureate and pre-doctoral CRTA Fellows may be terminated prior to the designated expiration date for serious personal or scientific misconduct on the part of the post-baccalaureate or pre-doctoral CRTA Fellow. Awards may also be terminated early for failure to comply with the terms and conditions of the award or to carry out the purpose for which it was made. All termination proposals for cause must be in writing and provide the post-baccalaureate or pre-doctoral CRTA Fellow with an opportunity to make a reply before a decision is rendered. In the case of personal incompatibility or any unforeseen programmatic circumstances, and absent any conduct issues, the Division should arrange for transfer of the post-baccalaureate or pre-doctoral CRTA Fellow to another laboratory.

3. General Guidelines for Early Termination of Awards to CRTA Fellows.

CRTAs may be revoked in whole or in part by the Division Director in collaboration with the Deputy Director for Management, acting upon specific requests by the Laboratory/Branch Chief, provided that the revocation may not include repayment of funds that CRTA Fellows have already received. Divisions should notify OFM immediately when an award is terminated for cause, to avoid the possibility of overpayment.

A decision not to renew an appointment does not constitute early termination in the context of these guidelines. Nevertheless, every CRTA Fellow should be notified in writing at least 12 months in advance that s/he will not be reappointed. Decisions not to renew appointments do not require formal justification to the CRTA Fellow. Fiscal considerations should not be the basis for early termination within the NCI Divisions.

J. <u>Records Retention and Disposal</u>

All records (e-mail and non-e-mail) pertaining to this manual must be retained and disposed of under the authority of the NIH Manual Chapter 1743, "Keeping and Destroying Records," Appendix 1, NIH Records Control Schedule, Section 2300 Personnel, 320 Staff Fellowship Programs (all items that apply).

NIH e-mail messages: NIH e-mail messages (messages, including attachments, that are created on the NIH computer systems or transmitted over the NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH

Records Management guidelines. Contact your NCI Records Officer for additional information.

All e-mail messages are considered Government property, and if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, the NIH staff conducting official reviews or investigations, and the Office of the Inspector General may request access to or copies of the e-mail messages.

E-mail messages must also be provided to the Congressional Oversight Committees, if requested, and are subject to the Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

K. <u>Equal Employment Opportunities</u>

The CRTA program fully supports NCI's Equal Employment Opportunity (EEO) initiative through: (1) An affirmative action commitment to recruit from representative pools of candidates, and to promote networking and outreach for underrepresented communities, (2) Workplace diversity – developing the potential of all CRTA Fellows in meeting mission goals by providing career development opportunities for all, (3) Zero tolerance for harassment and discrimination, and (4) Reasonable accommodation to individuals with disabilities, in accordance with Federal laws, regulations, and NIH policies.

L. <u>Program Evaluation</u>

The NCI Director shall, in consultation with the advisory council for NCI, the National Cancer Advisory Board, "support appropriate programs of education and training (including continuing education, and laboratory and clinical research training)." *See* 42 U.S.C. § 285a-2(b)(3). To this effect, the National Cancer Advisory Board will conduct a periodic review of the CRTA program. The review will: (1) Evaluate the CRTA program for representation of women, individuals from diverse racial and ethnic groups, and disabled persons, (2) Assess its relationship to other NIH traineeship programs, and (3) Determine whether it is functioning effectively and accomplishing the purpose for which it was designed. The results of these evaluations and any recommendations for changes to the CRTA program will be presented to the NCI Director for consideration.

M. <u>Management Controls</u>

The purpose of this manual issuance is to provide policies and procedures for the implementation of the CRTA program.

1. The Office responsible for management controls relative to this manual issuance is the Office of Management (OM), NCI. Through this issuance, the OM is

accountable for the methods used to ensure that management controls are implemented and working.

2. Frequency of Review: Periodic review of the fellowship process will be completed to determine if NCI divisions are in compliance with policy. Reviews will be conducted every 3 to 5 years.
3. Method of Review: The OM will initiate and lead reviews consisting of a random sampling of fellowship files/documentation using a checklist that will monitor the NCI division compliance with various important aspects of the policy.
4. Review reports are sent to the NCI Director.

N. Delegations of Authority and Award Exceptions

Delegated Areas of Authority	NCI Dir	NCIDiv Dir	Lab/Br Chief
CRTA 1. Approve initial & renewals within provisions at set stipend amount			X
2. Approve supplemental funding from outside fellowship - Supplemented up to CRTA set stipend considering other allowances		X	
3. Approve part time schedule for Category 5 awards		X	
4. Approve stipends in excess of set amount	X		
5. Approve initial award if CRTA Fellow has more than 5, but less than 8 years of relevant postdoctoral experience		X	
6. Supplemental training at outside institutions	X		
7. Approve terminal 3rd year for non-students/Master's degree students in Category 2 and non-students in Category 3		X	
8. Approve renewal beyond 3rd year for doctoral degree candidates in Category 4		X	
9. Approve terminal 6th year for Category 5		X	
10. Approve transfer/reassignment between Divisions		X	
11. Revoke fellowship		X	
12. Exceptional pay adjustments, initial.		X	
13. Exceptional pay adjustments, subsequent.		X	
14. Accelerated pay adjustments (less than 52 weeks from previous)	X		
15. Approve other exceptions to provisions	X		

In applying established program policies and practices to individual cases, there may be occasions when Lab/Branch/Office officials believe that exceptions are warranted. Requests for exceptions outside the delegated authorities above must be fully justified in writing, and must include a concise summary of the nature of, and basis for, the exception. Requests must be addressed to the NCI Director, who has final approval authority, and be routed through the respective Lab/Branch Chief, Division Director, and the Deputy Director for Management.

APPENDICES

APPENDIX 1 – STIPEND CATEGORIES

Category 1 - Pre-Baccalaureate Stipend - 05/01/2021:

PRE-BACCALAUREATE LEVELS (Based on Yrs of Education upon Entrance on Duty)	5/1/21 PRE-BACC LEVELS with 4% Increase
High School: Before Graduation	
In 10th	$27,600
In 11th	$27,600
In 12th	$27,600
After Graduation	$31,100
[1]*Undergraduate* after 1 year	$32,900
after 2 years	$34,400
after 3 years or more	$36,200

TRAINING DURATION: 2 months minimum

[1] High school or college undergraduate students may participate in the CRTA program as long as they remain in good academic standing, and until they are awarded a Bachelor's degree.

TRAINING OPPORTUNITIES: For selected high school (minimum age – 17) or college undergraduate students who have not attained a Bachelor's degree, it provides a first-time exposure to a working, research environment.

Upon certification of completion of a baccalaureate degree, another fellowship award in Category 2 "Bachelor's Degree" may be approved for further training.

NOTE: Pre-Baccalaureate research training constitutes relevant experience, and qualifies new post-Baccalaureate students for the 1-2 year level in Category 2.

Category 2 - Bachelor's Degree Stipends - 05/01/2021:

Based on Post-Baccalaureate Years of Relevant Experience	5/1/21 BACC LEVELS with 4% Increase
0-1 Year	$38,000
1-2 Years	$40,000
2-3 Years *OR WITH Superior Acad Ach of cumulative 3.5 GPA and 0-1 year relevant experience	$42,000
3-4 Years *OR WITH Superior Acad Ach of cumulative 3.5 GPA and 1-2 years of relevant experience	$44,000
4-5 Years *OR WITH Superior Acad Ach of cumulative 3.5 GPA and 2-3+ years of relevant experience	$46,000
2nd Year	$48,000
3rd Year	$50,000

TRAINING DURATION: 2 months to 2 years. A TERMINAL 3rd year may be possible.

* Individuals with superior academic achievement of a cumulative 3.5 grade point average or greater (out of 4.0 maximum) may be credited with a two level increase in initial stipend.

[1] This level applies to the most experienced post-Baccalaureate students. Renewals are processed per the 2nd Yr/3rd Yr C2 stipend amounts.

Graduate students may participate in the CRTA program for the lesser of 2 options: (1) as long as they remain in good academic standing, until they are awarded a degree OR (2) up to three years for Master's degree students; up to five years for students in a doctoral degree program.

TRAINING OPPORTUNITIES:
(1) Provides practical training for some individuals to become more effective and proficient in a staff support career; for some to become familiar with the latest, state-of-the-art procedures and equipment for reentry into the job market; and for others it may be a training interlude prior to entering into a formal graduate or more advanced degree program.
(2) Applies to students enrolled in graduate, law, or medical school who have not yet completed course requirements to be recognized as doctoral degree candidates.

NOTE: Pre-Baccalaureate research training constitutes relevant experience, and qualifies new post-Baccalaureate students for the 1-2 year level in Category 2.

Category 3 - Master's Degree Stipends - 05/01/2021:

Based on Years of Relevant Post-Master's Degree Experience	5/1/21 MASTER'S LEVELS with 4% Increase
0-1 Year	$44,300
1-2 Years	$46,500
2-3 Years	$48,600
3-4 Years	$50,600
4-5 Years[1]	$52,700
2nd Year	$54,900
3rd Year	$57,000

TRAINING DURATION: 2 months to 2 years. A TERMINAL 3rd Year may be possible.

[1] This level applies to the most experienced post-Master's degree students. Renewals are processed per the 2nd Yr/3rd Yr C3 stipend amounts.

TRAINING OPPORTUNITIES: For individuals with a Master's degree or students who have a Master's degree and who are working toward a more advanced degree.

Upon certification of completion of a more advanced degree requirement, another fellowship award at a higher category may be approved.

Category 4 - Doctoral Degree Candidate Stipend - 05/01/2021:

DOCTORAL DEGREE CANDIDATE (Based on Years as a Doctoral Degree Candidate[1])	5/1/21 DOC CAND LEVELS with 4% Increase
First Year	$50,500
Second Year	$52,200
Three or More Years	$54,000

[1]**If a fellow has an existing CRTA appointment with a higher stipend under Category 3 and becomes a doctoral candidate, the last stipend level may be used for conversion into Category 4. C4 fellows may continue to receive annual stipend increases based on their previous C3 category for up to three years. Renewals beyond three years may be approved without an increase in stipend. The Division Director may approve an extension.**

TRAINING DURATION: Usually up to 3 years with exceptions beyond the third year. Annual stipend increases end after 3 years in the program.

TRAINING OPPORTUNITIES: Students must have completed course requirements, passed qualifiers, and be formally recognized by the university as a doctoral degree candidate using NCI facilities to engage in a research project for the purpose of developing and writing a thesis. Upon certification of completion of the doctoral degree requirements, fellow may be considered for a postdoctoral fellowship award in another category.

Category 5 - Postdoctoral Degree Stipend (PhD, DVM, Dentist, Pharmacy, JD, and MD without Direct Patient Contact) 05/01/2019

This stipend category should be used for all NCI postdoctoral CRTA Fellows and Visiting Fellows. Participants in the VF Program cannot exceed 5 years of relevant postdoctoral experience. Total duration is also contingent on applicable valid visa status.

TRAINING DURATION: 2 months up to 5 years (contingent on total duration of stay at NIH, which cannot exceed a maximum of 8 years for any type of doctoral level training position).

TRAINING OPPORTUNITIES: (1) This may be the first postdoctoral training assignment for some fellows. (2) With approval, further training in more advanced and emerging methods may be offered to more experienced postdoctoral scientists (with over 5 years, but no more than 8 years, of relevant post-doctoral research experience).[1] (3) Opportunities may also be available for individuals with a law degree (JD) to develop expertise in the development, implementation, and evaluation of current and emerging methods for technology transfer.

NOTE: For MDs who have more than 12 months of US-recognized residency training, two [2] additional years for this clinical training credit will be applied. For MDs who subsequently get a PhD, the research time as a doctoral degree candidate should not be counted toward years of relevant postdoctoral experience.

For postdoctoral categories, the Centers and Divisions of NCI have flexibility to use the NCI standard set stipend scale or the stipend ranges to determine the annual rates for incoming postdoctoral CRTA Fellows and Visiting Fellows. Each Center or Division has developed an application policy regarding the use of these options. See tables below for Center/Division-specific stipend levels.

Category 5 - Postdoctoral Degree Stipends (CCR/DCP) - 05/01/2021

Based on Years of Relevant Postdoctoral Research Experience	5/1/21 POSTDOC LEVELS with 4% Increase
0-1 Year	$59,900
1-2 Years	$65,100
2-3 Years	$68,600
3-4 Years	$73,800
4-5 Years	$77,000
5-6 Years[1]	$80,600
6-7 Years[1]	$85,800
7-8 Years[1]	$88,900
2nd Year	$94,400
3rd Year	$97,700
4th Year	$101,000
5th Year	$101,000

[1] This level applies to the most experienced postdoctoral fellows. 7-8 year renewals are processed per the 2ndYr - 5thYr C5 stipend amounts.

Category 5 - Postdoctoral Degree Stipends (OD/DCB) - 05/01/2021

Based on Years of Relevant Postdoctoral Research Experience	5/1/21 POSTDOC LEVELS with 4% Increase
0-1 Year	$58,800
1-2 Years	$62,000
2-3 Years	$64,800
3-4 Years	$68,100
4-5 Years	$70,800
5-6 Years1	$74,000
6-7 Years1	$76,900
7-8 Years1	$80,300
2nd Year	$83,200
3rd Year	$86,000
4th Year	$88,800
5th Year	$92,100
If 6th	$95,100

[1] This level applies to the most experienced postdoctoral fellows. 7-8 year renewals are processed per the 2ndYr - 6thYr C5 stipend amounts.

***Category 5 - Postdoctoral Degree Stipend Ranges (DCCPS/DCEG/DCTD) - 05/01/2021**

Based on Years of Relevant Postdoctoral Research Experience	Initial Appt	Second Year	Third Year	Fourth Year	Fifth Year
0-1 Year	$55,400 - $61,200	$55,400 - $65,200	$56,200 - $69,300	$59,000 - $74,000	$62,100 - $77,800
1-2 Years	$55,400 - $65,200	$56,200 - $69,300	$59,000 - $74,000	$62,100 - $77,800	$64,800 - $82,100
2-3 Years	$56,200 - $69,300	$59,000 - $74,000	$62,100 - $77,800	$64,800 - $82,100	$67,900 - $85,800
3-4 Years	$56,800 - $71,200	$62,100 - $77,800	$64,800 - $82,100	$67,900 - $85,800	$67,900 - $85,800
4-5 Years	$62,100 - $77,800	$64,800 - $82,100	$67,900 - $85,800	$67,900 - $85,800	$74,300 - $94,600
5-6 Years	$64,800 - $81,100	$67,900 - $85,800	$67,900 - $85,800	$74,300 - $94,600	$77,000 - $98,400
6-7 Years	$67,900 - $85,800	$67,900 - $85,800	$74,300 - $94,600	$77,000 - $98,400	$80,300 - $102,100

*Annual increases are up to $2,000; increments can be larger, when justified, provided appropriate stipend range is not exceeded.

Category 6- Specialty Competitive Allowance - This is not a separate category in FPS. Use the appropriate CRTA/VF base annual stipend, and enter the Specialty Allowance amount in the "Special Allowance (C)" field in the FPS award stipend screen.

Specialty allowances, in general, are a monetary incentive to attract "shortage" category trainees into our "hard to fill" training programs/areas. Below are some clarifications that may be helpful when working with SAs.

• *The SA is optional not mandatory;*

• *The SA must be awarded based on the educational degree earned by the trainee, typically the highest degree earned;*

• *The degree specialty must be related to the training assignment being offered;*

• *The NCI does not limit the application of SAs to Ph.D. level trainees;*

• *There are ranges for many of the specialties. Areas have the ability to pay at any level within the ranges, being as consistent as possible in the application; however, this is not to be used to provide a merit increase for fellows in subsequent years of training. Once*

the amount has been determined and added to the base stipend, it cannot be changed in subsequent years;

• The allowance is not given as a basis to recognize experience related to the training assignment, the "years of experience" on the stipend scale accomplishes this. Note that in addition to specialty education, the years of experience credited toward the stipend level should be related to the training assignment;

• Any references to "other related fields" are directed towards educational fields that may be related subspecialties of the major degree emphasis, not to any subspecialty that may be beneficial to the assignment;

• There are two SA scales posted in the CRTA policy, one for CRTAs and one for Visiting Fellows;

• Take note that the Visiting Fellow Specialty allowances apply only to postdoctoral levels and are limited to the amounts and the fields posted;

• Pre-doctoral Visiting Fellows are ineligible for the SA;

• Side note - Visiting Fellows with MD degrees that have not completed a U.S. recognized residency are not allowed 2 years of clinical training credit applied to their stipend level.

Specialty	CRTA Annual Allowance	VF/IRTA Annual Allowance
1. Biostatistics or other relevant statistical field	**Up to $13,000**	**Up to $10,000**
2. Computer Science	**Up to $12,000**	**Up to $10,000**
3. Computational Biology: Informatics & Information Technology	**Up to $12,000**	**Up to $10,000**
4. Epidemiology or other relevant discipline	**Up to $10,000**	**Up to $10,000**
5. Mathematics	**Up to $10,000**	**Up to $10,000**
6. Chemistry: Analytical, physical, organic & inorganic (excludes biochemistry)	**Up to $10,000**	**Up to $10,000**
7. Physics	**Up to $10,000**	**Up to $10,000**
8. Engineering: Electrical, chemical, mechanical, biomedical	**Up to $10,000**	**Up to $10,000**
9. JD with MS degree or PhD in another discipline OR JD with relevant scientific experience at any degree level (BS, MS, PhD)	**Up to $10,000**	**None**
10. Master's degree in public health or a related field	**$2,000**	**None**

11. MD (from a US-recognized training program) AND PhD which can be applied to Category 5. **NOTE: Total annual allowance for this specialty cannot exceed $2,500.**	**$2,500**	**None**

APPENDIX 2 – Sample Cancer Research Training Award (CRTA) Checklist (Additional documents, e.g., route slips/memos, vary according to Division/ARC requirements. See your ARC Management Team for other Center/Division-specific policies)

NCI Documents:

_____ Fellowship Request Form (FPS-generated form)
_____ Training Plan
_____ Award Notification Letter
_____ CRTA Provisions
_____ CRTA Agreement to Provisions

Application Documents:

_____ Statement of Research Goals
_____ Letters of Reference (2)
_____ Curriculum Vitae and Bibliography
_____ Official Copy of School Transcript
_____ Original school verification letter (on letterhead) indicating that the fellow is in good academic standing (GPA included) and is enrolled at least half time (*applies to fellows in student status*)
_____ Copy of degree (if applicable)
_____ Documentation of Permanent Resident status (if applicable)

NIH Forms:

_____ SF-3881, ACH Vendor/Miscellaneous Payment Enrollment form
_____ SF-181, Ethnicity and Race Identification Form
_____ SF-256, Self-Identification of Disability

Cancer Research Training Award

MANUAL

NATIONAL
CANCER
INSTITUTE