



# NIEHS

National Institute of Environmental Health Sciences  
National Institutes of Health  
Department of Health and Human Services

## NIEHS Update

**WETP Awardee Meeting  
Durham Marriott, Durham, NC  
December 6, 2004**

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Topics



- NIEHS Program Highlights
- Future Meetings/Workshops
- WETP Curricula Issues
- NIH Update Highlights



# Players



- NIEHS WETB and Grants Management Staff
  - Joseph “Chip” Hughes, Sharon Beard, Ted Outwater, Patricia Thompson, James Remington, Carolyn Mason and Pamela Evans.
- NIEHS Clearinghouse
  - Bruce Lippy, Michael Baker, Donald Elisburg, John Moran, Ellen Baker, Larry Reed, Manfred Stanfield, Paul Bisceglia, Maria Polis, Rachel Gross, and Derek Beck
- Lockheed Martin and Alpha Gamma
  - Eric Steele and Lynn Albert
- NIEHS
  - Davenport Robertson

# Funding Update



Joseph T. Hughes, Jr.

Director

Worker Education and Training Program  
Division of Extramural Research & Training

# FY 2005 Funding



**Committees**

CONFERENCE REPORT ON H.R. 4818,  
CONSOLIDATED APPROPRIATIONS ACT, 2005

VA, HUD Appropriations for FY 2005 for NIEHS:

<http://thomas.loc.gov/cgi-bin/query/Z?r108:H19NO40085:e4497336:489385>

Department of Health and Human Services

National Institutes of Health

NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES

Appropriates \$80,486,000 as proposed by the House and the Senate.

Energy and Water Appropriations 2005 for NIEHS:

<http://thomas.loc.gov/cgi-bin/query/Z?r108:H19NO40085:e2725728:170875>

Defense Environmental Services

The conference recommendation for Defense Environmental Services in fiscal year 2005 is \$937,976,000.

[Page: H10559] NonClosure Environmental Activities. The conference agreement is \$146,038,000. Within available funds, the conference agreement directs the Department to provide \$10,000,000 for the Hazardous Waste Worker Training Program and \$8,000,000 for the Volpentest Hazardous Materials Management and Emergency Response (HAMMER) training and education center.

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# New NIEHS Director



THE NEWS & OBSERVER  
newsobserver.com

November 26, 2004  
His forte is finding the forefront

Catherine Clabby; Staff Writer



David A. Schwartz is a scientific gumshoe. He tracks environmental hazards that hurt people, whether grain dust that's poisoning farmhands or chemicals that harm some asthma patients more than others.

Soon, he'll be on the case for the entire nation.

In April, Schwartz becomes director of the National Institute of Environmental Health Sciences, that millionsquarefoot research center tucked inside stands of pines in Research Triangle Park.

Thanks to Herman Potter & the  
HAMMER trainers for protecting Tank  
Farm Workers in DOE!



**EM** U.S. Department of Energy  
Office of Environmental Management

## NIOSH HEALTH HAZARD EVALUATION REPORT

HETA 2004-0145-2941

CH<sub>2</sub>M Hill Hanford Group, Inc. and United States  
Department of Energy, Office of River Protection  
Richland, Washington

July 2004

- Over time, the vapors within the tank head space will change in chemical makeup and concentration.
- Employees are exposed to vapors during work activities.
- Interviewed workers reported acute and chronic health effects after vapor exposures.
- Workers have not been routinely provided with PPE for exposures to tank vapors and there are difficulties in the process to get a respirator.
- Information about components of vapor exposures has not been collected for all employee exposures.
- Exposure monitoring has often not been done at the time of the exposure.

### Nuclear Safety

Hanford Contractor Completes Waste Review ;  
52 Chemicals of Potential Concern Identified

Over 1,800 chemicals have been identified as present or potentially present in the tank waste at the Energy Department's Hanford site in Washington state, according to a report from a contractor responsible for storing tank waste and retrieving it for treatment.

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

Thanks to the Clearinghouse for a great Spring Workshop!



**NIEHS WORKER EDUCATION AND TRAINING PROGRAM**  
**Spring 2004 Technical Workshop**



**TRAINING PARTNERSHIPS FOR  
PREVENTION, PROTECTION  
AND PREPAREDNESS**

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

Thanks to all our new  
Homeland Security Partners!



**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

Thanks to Rod Turpin &  
the EPA Superfund Labor Task Force



EPA Awards Ceremony, June 2004, Washington, DC



**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Good job by PACE et al on chemical security!



November 29, 2004  
Vol. 82, Iss. 48  
November 22, 2004  
Volume 82, Number 46  
pp. 5153



## NEW VOICES FOR PLANT SECURITY

### Chemical, rail unions want company antiterrorism planning to include workers

- **OUT OF CONTROL** Five workers died, two were seriously injured, a nearby community was evacuated, and fires burned for days following a vinyl chloride explosion at the Formosa Plastics plant in Illiopolis, Ill., in April.
- **STATE JOURNALREGISTER/KEVIN GERMAN**  
[JEFF JOHNSON, C&EN WASHINGTON](#)
- Chemical and transportation workers who make, use, or move large quantities of hazardous materials are on the front lines of a battle to keep terrorists from employing industrial chemicals as weapons of mass destruction. Yet unions that represent these workers say their members are in the dark about what precautions companies may be taking to lower the risk or impact of a terrorist attack.
- Unions also warn that from what they see, companies are relying mostly on security measures guns, guards, and gates rather than taking steps to reduce the impact of a chemical explosion or release at an industrial site. Consequently, union workers worry that they may be sitting ducks in the case of a successful terrorist attack.
- That view was brought home in a recent survey of chemical workers by the [Paper, Allied Industrial, Chemical & Energy Workers International Union \(PACE\)](#) and at a Nov. 10 workshop in Washington, D.C., at the national meeting of the [American Public Health Association \(APHA\)](#).

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Thanks To All The Grantees Who Worked Patiently with OSHA!!



U.S. Department of Labor  
Occupational Safety & Health Administration



U.S. Department of Labor Occupational Safety & Health Administration [www.osha.gov](http://www.osha.gov) [Office of Training and Education](#) >  
OSHA Disaster Site Worker Outreach Training Program

OSHA Disaster Site Worker Outreach Training Program  
The Disaster Site Worker Outreach Training Program is a training program for Disaster Site Workers who provide skilled support services, (e.g. utility, demolition, debris removal, or heavy equipment operation) or site cleanup services in response to natural and man made disasters. Specifically, it is recognized that all workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and be able to inspect, don, and doff airpurifying respirators. Also, the program will make management and labor aware that preincident training is essential for ensuring disaster site worker safety and health.

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

Thanks to all Worker Trainers  
in the WETP Network!



UAW's FINEST!

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

Thanks for keeping our training – HANDSON!



**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

Thanks to NIEHS Staff!



(l-r) Ted Outwater, Patricia Thompson, Joseph Hughes, Jr., Sharon Beard

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# MWT/BMWT Highlights



Sharon D. Beard

Industrial Hygienist/Program Administrator  
Worker Education and Training Branch  
Division of Extramural Research & Training

[beard1@niehs.nih.gov](mailto:beard1@niehs.nih.gov)

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Report Preparation

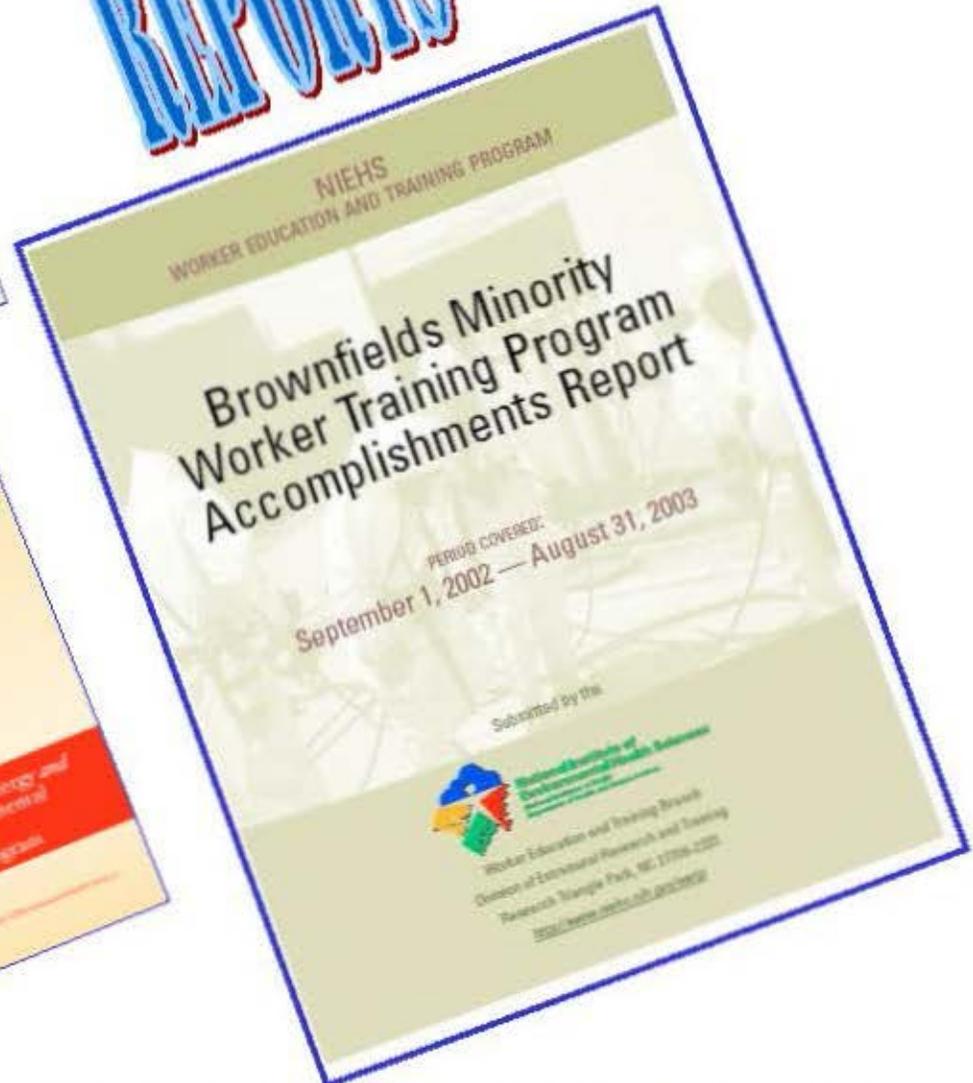


- Electronic format of progress reports and data is invaluable
- Ability to copy and paste into reports and other documents
  - HWWTP/MWTP Report
  - DOE/NIEHS report
  - BMWTP report
- Congressional Briefing
- Fact Sheets, web pages, etc





# REPORTS



## WORKER EDUCATION & TRAINING PROGRAM

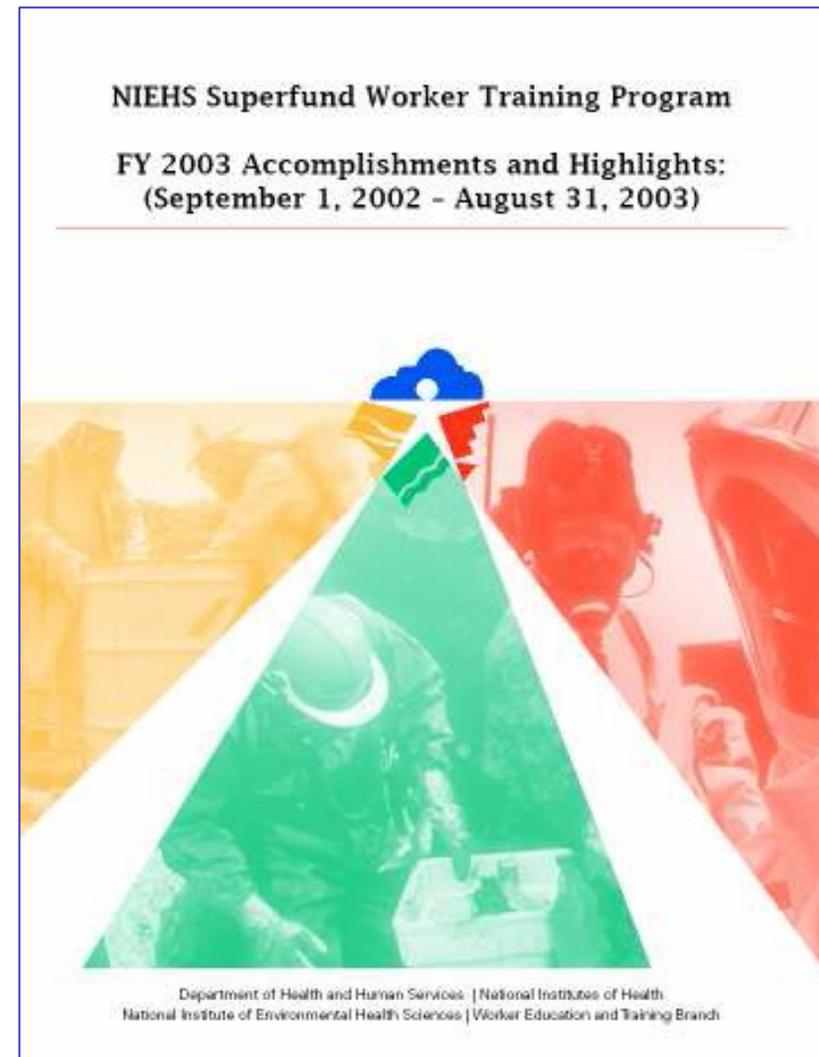
# Minority Worker



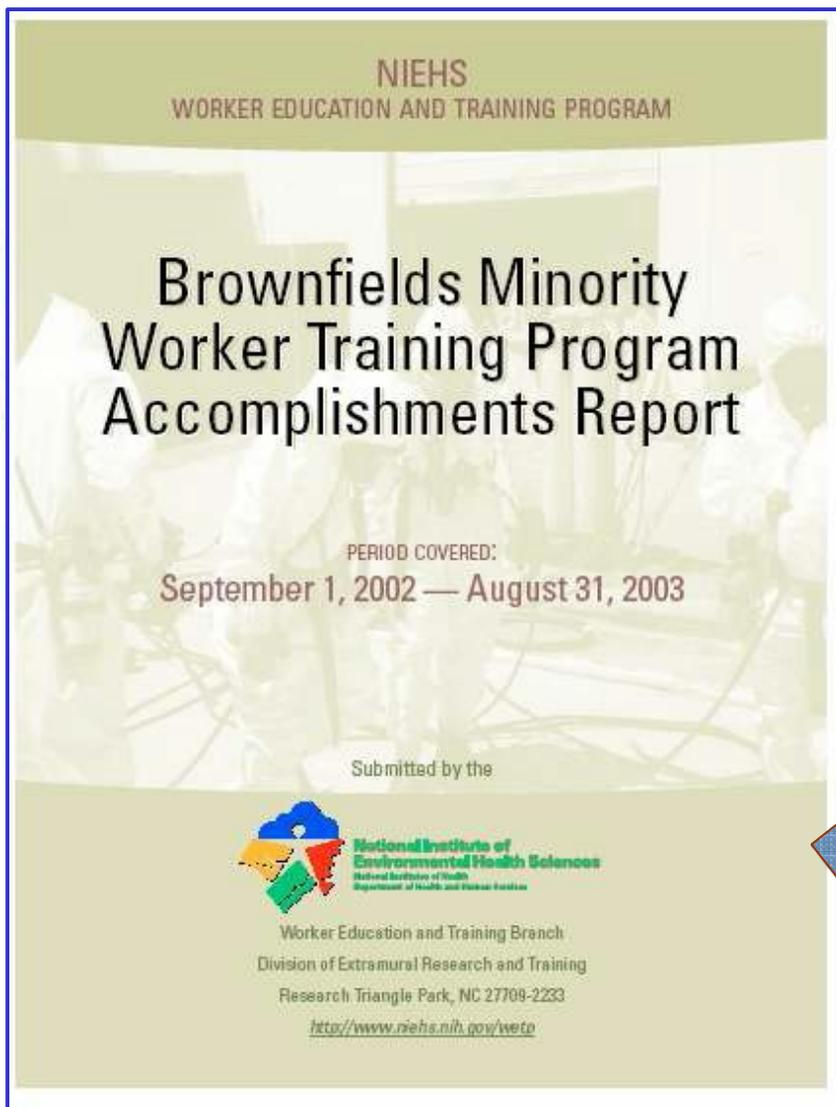
- Minority Worker Training Report

- In 2003, 310 students trained in 11 cities: 190 employed, with wages of \$6.50 to \$34.00.
- In 2004, 257 trained with 219 employed for a 85% job placement rate. Overall, 2,628 young minority adults trained with 1,686 employed for a job placement rate of 64%.

**NEW**



# Brownfields Training



- Brownfields 2003 Report:
  - 344 residents in 15 areas
  - 247 graduates are now employed, a 72% employment rate.
- 2004 data suggests:
  - 274 trained with 217 employed for 79% job placement.
- Overall, 2,885 residents trained with 1,905 of them employed for a 66% employment rate.
- Success Stories and Evaluations

**NEW**

# Brownfields 2004: St. Louis, MO



## Protecting our Workers — Involving our Communities

6<sup>th</sup> SESSIONS  
SPECIAL  
INTEREST

The National Institute of Environmental Health Sciences (NIEHS) Brownfields Minority Worker Training Program (BMWTP) is proud to be participating in six sessions at Brownfields 2004. Since 1998, the NIEHS, through interagency agreement with the EPA, has awarded nearly \$3 million annually for training people of color to work safely and successfully in restoring Brownfield sites. The program has trained approximately 2,000 people with an excellent job placement rate of 80 percent. We encourage you to learn about the organizations we fund and the lives they've changed. Please join us in the following sessions.

SEPTEMBER 20  
THROUGH  
SEPTEMBER 22  
AMERICA'S  
CENTER  
701 CONVENTION  
PLAZA  
ST. LOUIS, MO  
63101



### CONNECTING THE \*\*\*\*\* (DOTS): Job Training for Community Residents

Monday, Sept. 20, 10:45 am - 12:15 pm (Level 1, Room D)

A panel of local elected or city officials discusses ways in which cities can connect job training to local jobs for community residents. One specific community will share how it created a city ordinance to promote local hiring in the cleanup of brownfields and its success in implementing and enforcing the ordinance. Other panelists will share their experiences and value of working with the Brownfield Minority Worker Training programs.

- MODERATOR: Elizabeth Vaughan, The Center to Protect Workers' Rights
- SPONSOR: Howard Emswiler, City of Los Angeles
- SPONSOR: Bonnie Phillips, City of Cincinnati, Division of Risk Management
- SPONSOR: Carlos Martinez, City of East Palo Alto

Worker Education and Training Branch  
National Institute of Environmental Health Sciences  
P.O. Box 12238  
Mail Stop 60-35  
Research Triangle Park, NC 27709-2233  
919-315-6200  
http://www.niehs.nih.gov/wetp  
wetp@niehs.nih.gov

National Clearinghouse for  
Worker Safety and Health Training  
1220 Connecticut Avenue, NW, Suite 910  
Washington, DC 20004  
202-391-7133  
http://www.wetp.org  
info@wetp.org  
National Institute of Environmental  
Health Sciences, NIEHS, 09118

### Communitarity: Engaging Community in the Decision Making Process

Tuesday, Sept. 21, 11:00 am - 12:30 pm (Level 1, Room D)  
The Xavier University-Deep South Center for Environmental Justice has created a methodology to assess community input and involvement to inform community research and programmatic choices. This "communitarity" model provides opportunities for communities to collaborate with scientific researchers and decision-makers on programs and projects that promote their right to be free of environmental harm.

- SPONSOR: Beverly Wright, Xavier University-Deep South Center for Environmental Justice
- SPONSOR: Myra Lewis, Xavier University-Deep South Center for Environmental Justice
- SPONSOR: Wang Webb, Central City Economic Opportunity Corporation
- SPONSOR: James Hayes, Greater Towns Consortium People's Institute

### Training Day: New Resources for Worker Health and Safety

Tuesday, Sept. 21, 11:00 am - 12:30 pm (Level 1, Room 121)

Worker safety at Brownfields sites is the key! Therefore, as more projects come on-line, effective worker training resources become ever more critical. Learn about OSHA requirements, training opportunities, and innovative training resources during this marketplace session.

- MODERATOR: Ted Schuler, National Institute of Environmental Health Sciences Worker Education and Training Program, NIEHS WETP
- SPONSOR: Dean Ruffin, New Leaf Interactive Media, Inc.
- SPONSOR: Rod Tapin, U.S. OSHA-EH
- SPONSOR: Steve Riedman II, U.S. Department of Labor-OSHA
- SPONSOR: Rod Snyder, Hazardous Materials Training and Research Institute, LMTDC

### NIEHS Brownfields Job Training Meeting

Tuesday, Sept. 21, 8:00 am - 11:00 am (Level 1, Room 126)

The NIEHS Brownfields Minority Worker Training Program will host our annual meeting to share and exchange job training lessons learned, all activities and other goods, including EPA handbooks, regional staff, and those awarded job training internships invited to attend the meeting.

- MODERATOR: Sharon D. Board and Ted Outwater, NIEHS WETP
- Invitation Only

### Club Fed: Ask the Agencies

Tuesday, Sept. 21, 1:45 pm - 3:15 pm (Level 1, Room 208)

Sometimes the city address is to go straight to the source. Come ask the feds your Brownfields question during this included "panel of experts" session that features federal agency documents from EPA, EPA, USEPA, HUD and other organizations.

- MODERATOR: Most Sklarish, International City/County Management Association, ICMA
- SPONSOR: Statewide, USEPA Hazardous Materials Management Group
- SPONSOR: Merrin Board, NIEHS WETP
- SPONSOR: Ruth Linder, U.S. Department of the Interior
- SPONSOR: Brian Polly, U.S. General Services Administration
- SPONSOR: Sandy Barash, U.S. Department of Commerce - Economic Development Administration
- SPONSOR: Linda Gonzalez, Office of Brownfields Cleanup and Redevelopment, EPA
- SPONSOR: Eldon Hawk, Department of Commerce, NOAA/OSHA
- SPONSOR: Constance Hill, U.S. DOT Federal Highway Administration
- SPONSOR: Donald Miles, U.S. Department of Housing and Urban Development
- SPONSOR: Beverly Getzen, U.S. Army Corps of Engineers

### Investing in Citizens: Putting People to Work

Tuesday, Sept. 21, 9:30 am - 5:00 pm (Level 1, Room 120)

Investing in communities is a fundamental concept of Brownfields redevelopment. Equally important but often overlooked is the need to build sustainable capacity of community systems. Come share your ideas, experiences and perspectives on linkage with developers, job creation, job training, job development, neighborhood involvement and more. This session will be an information exchange. If you have materials, please bring copies to share with the group.

- MODERATOR: Michael Sasser, Hazardous Materials Training and Research Institute, HMTRI
- SPONSOR: Tjapen Reed, OAL, Inc.

### EPA OSMWER Labor Task Force Booth

NIEHS WETP is a member of the OSMWER Labor Task Force. It is working through the Task Force to share and exchange information regarding health and safety of workers at Brownfields and other hazardous waste and contamination sites. Come by and visit us at the Exhibit Hall. The Exhibit Hall will be open on Monday, September 20 through Wednesday, September 22, 2004. The booth is located in the Exhibit Hall of the America's Center which opened during Exhibit Hall hours of operation.

BOOTH #823 & 825

# Brownfields 2004: St. Louis, MO



## Clearinghouse Newsbrief



### Brownfields 2004 Gateway to Revitalization September 20-22, 2004

During the 9<sup>th</sup> Annual Brownfields Conference in St. Louis, Missouri, the National Institute of Environmental Health Sciences (NIEHS) set the stage for six dynamic sessions pertaining to job training and worker safety and health at Brownfields sites. As a co-sponsor for the second consecutive year, NIEHS reached out to brownfield stakeholders, practitioners, and decision makers during this premier forum to highlight its Brownfields Minority Worker Training Program (BMWTP) and related success stories.

In the month preceding the Conference, NIEHS invited the moderators who would be hosting sessions at the Conference to submit a training success story related to their Brownfields activities supported by NIEHS. As a result, much enthusiasm was created during those weeks in which four success stories, under the theme "Protecting our Workers - Involving our Communities," were posted in the Worker and Education Training Program (WETP) electronic newswire. Please visit the WETP newswire archives for the weeks of August 20 - September 10, 2004 to view these postings.

Representative of the progress which has been made regarding all aspects of brownfields remediation, the NIEHS success stories and sessions cohesively tied in with the opening remarks presented by the Environmental Protection Agency (EPA) Administrator, Michael Leavitt. During the kickoff plenary session, Mr. Leavitt emphasized, "Successful brownfields projects are always collaborations. Think of these collaborations as problem-solving networks." Much to the benefit and appreciation of the BMWTP and the respective NIEHS grantee community, the Administrator concluded his presentation by using an example of a successful job trainee from one of the Brownfields programs and thus stressing the need to successfully integrate all aspects of job training with this collaboration.

The first NIEHS sponsored session, *Connecting the Dots: Job Training for Community Residents*, supported Administrator Leavitt's comments. Moderated by Kinetta Vaughn of the Center to Protect Workers' Rights, this kickoff session consisted of a panel of local elected or city officials who led discussions about ways in which cities could connect job training to local jobs for community residents. Naomi Emeric began the panel by enthusiastically discussing of how the City of Los Angeles makes this connection. She focused on the success of the Los Angeles Conservation Corps - including the Center to Protect Workers' Rights - to demonstrate how a high job placement rate can be bolstered through tracking students for the first year; offering supportive services such as

- NIEHS Brownfields Job Training Meeting
  - Share Program Accomplishments
  - Discuss Local Hire Issues
  - Share Lessons Learned and Best Practices in Recruitment, Job Placement and Emerging Environmental Training Fields
- We were involved.....
  - Connecting the ... (DOTS): Job Training for Community Residents
  - Communveristy: Engaging Community in the Decision Making Process
  - Training Day: New Resources for Worker Health and Safety Training
  - Club Fed: Ask the Agencies
  - Investing in Citizens: Putting People to Work
  - EPA/OSWER Labor Taskforce Booths # 823 & 825

# DOE and HWWTP Highlights



Ted Outwater

Public Health Educator/Program Administrator

Worker Education and Training Branch

Division of Extramural Research & Training

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# About your application...



**WORKER EDUCATION & TRAINING PROGRAM**

# HWWTTP Report



- A Network of Security for the Worker, the Community, and the Nation
- Who are these consortia? Who benefits from their services? How many benefit? Are there specific examples or anecdotes from their programs that provide useful insights into the nature of health and safety training in this country?



**W O R K E R E D U C A T I O N & T R A I N I N G**

# 17 Consortia, 17 Stories



- UMDNJ: Going the Extra Mile
- NPRF: Protecting Those Who Protect Us
- TNEC: Buzzard' Bay Oil Spill
- UAW: Containing the Minor to Prevent the Major
- UAB: How a Life is Saved
- IUOE: A History of Response, A Future of Partnership
- PACE: Saving Lives through the Triangle of Prevention
- GMCLS: The Dine - Riding the Rails for Worker Safety
- SEIU: The Dangers of Health Care
- L-AGC: When Training Really Counts - The Ricin Incident
- IAFF: When One Is More - Train-the-Trainers
- ICWU: High School Science Labs - Is Your Child at Risk?
- Midwest Consortium: Superfund Workers/Superfund Communities- A Core Concern
- CPWR: Using the New Technologies - CPWR's New DVD-based Course
- CAC: Using Your Training - A Few Comments
- AFSCME: One System for Measuring Trainee Performance
- HMTRI: Leading the way with Blended Learning

# DOE Report



- Theme: A Partnership for Worker Protection Progress Report Abstract, Training Accomplishments, Training Effectiveness, Curricula Update, Advisory Board Activities, Trainee Follow-up, and Instructor Support.
- Photos: provided by DOE
- Feedback

# Mold Update



- Final Revisions to Guidelines for the Protection and Training of Workers
- Excellent feedback and comments, including AIHA
- Are already having an impact - "the Green Book"
- Will be presented at the AIHA annual meeting in May, 2005
- Future Plans - Distribution

## Future Meetings and Workshops

- March 30-April 1, 2005 Manhattan Beach, CA
- October 19-21, NIEHS RDU, NC
- SPRING 2006 – Should there be a National Trainers Exchange?

Patricia P. Thompson

Program Analyst

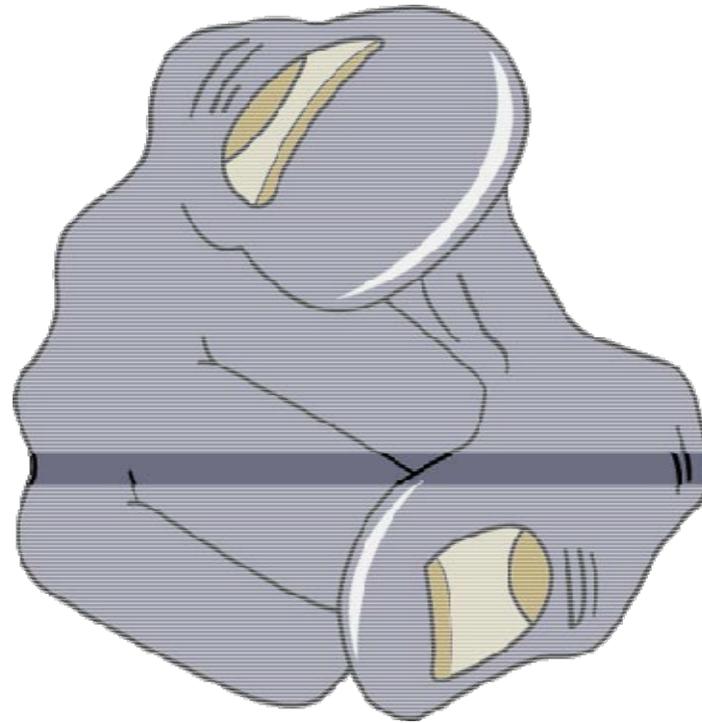
Worker Education and Training Program

Division of Extramural Research and Training

919-541-0117

[thompso2@niehs.nih.gov](mailto:thompso2@niehs.nih.gov)

# NIEHS Needs Your Help!



Update the Online WETP Curricula Catalog

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Online Curricula Catalog



The Online Curricula Catalog contains direct access to training curricula produced by the awardees currently funded by the NIEHS Worker Education and Training Program.

# Curricula Catalog Agenda Items



- Grantee-Produced Materials and the Law of Fair Use
- Curricula Catalog Updates
- Demonstration of the Updates to the Curricula Uploading System

Thank You!



Thanks to the efforts of the awardees, many of the course materials offered through the WETP Curricula Catalog are now available electronically.



# We Need Your Help to Update the Catalog Even Further...



- Course materials listed in the online catalog that are outdated
- Curricula that awardees listed in the curricula catalog, but never uploaded
- Courses offered, but not included in the curricula catalog

# WETP Three Step Process



## WETP Three Step Process

### Step One

- View the course materials that your organization currently has posted on the WETP.org site by visiting the following link: <http://www.wetp.org/wetp/public/>.

### Step Two

- Evaluate each course and its associated materials based on the following questions:
  1. Are the titles of each course and affiliated materials accurate?
  2. Is the most recent version of each course material such as curricula, handbook, and other text material posted electronically as a pdf document?
  3. If it is not possible to post an item such as CDs and 35mm slides electronically as a pdf file, is the respective "material type" accurate? If not, please use the DMS to make the correction. (For example, some materials are listed as 35mm slides, but are actually available as PowerPoints or paper documents).
  4. Are the course materials still available and used? If not, please delete the course material listing from the online listing.

### Step Three

- Make all revisions to the WETP Curricula Catalog online listings through the DMS system and by working with the Clearinghouse. Please call Maria Polis at 202.331.0060 with any questions about this process.

# Adobe Acrobat



- All curricula must be uploaded as a Adobe Acrobat (pdf) file only.
- Send a copy of CDs or DVDs to the Clearinghouse.

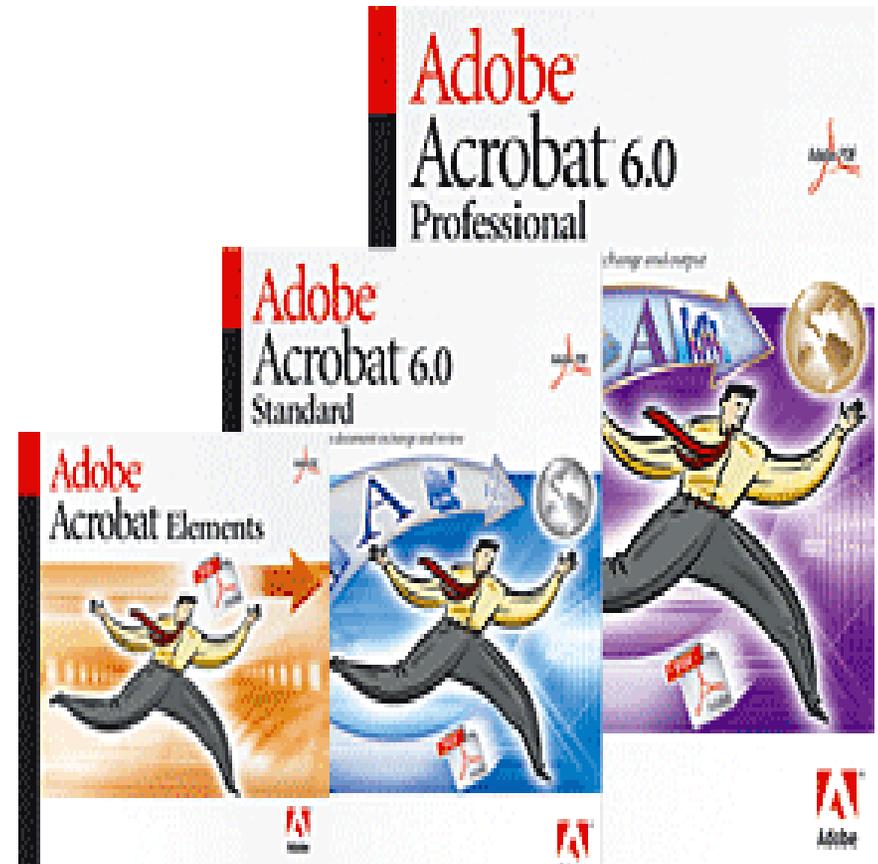


Image found at [www.Adobe.com](http://www.Adobe.com)

# Curricula Uploading



- Combine course materials into one PDF
- Download/Combine/Upload
- Latest version

Material Type	Material Title	Edition/ Pub. Date	Size
Manual	24-hour Hazardous Waste Participant Manual.	January, 2001	9 chapters w/ appendix
Associated Electronic Files			
Filename	Size	Date	
<a href="#">A - FRONTCOVER.pdf</a>	36 KB	06/15/2001	
<a href="#">B - Table of Contents.pdf</a>	30 KB	06/15/2001	
<a href="#">C - Introduction.pdf</a>	32 KB	06/15/2001	
<a href="#">Chapter 01.pdf</a>	163 KB	06/15/2001	
<a href="#">Chapter 02 - a.pdf</a>	168 KB	06/15/2001	
<a href="#">Chapter 02 - b.pdf</a>	349 KB	06/15/2001	
<a href="#">Chapter 02 - c.pdf</a>	496 KB	06/15/2001	
<a href="#">Chapter 02 - d.pdf</a>	127 KB	06/15/2001	
<a href="#">Chapter 03.pdf</a>	986 KB	06/15/2001	
<a href="#">Chapter 04 - a.pdf</a>	205 KB	06/15/2001	
<a href="#">Chapter 04 - b.pdf</a>	137 KB	06/15/2001	
<a href="#">Chapter 05.pdf</a>	750 KB	06/15/2001	
<a href="#">Chapter 06 - a.pdf</a>	656 KB	06/15/2001	
<a href="#">Chapter 06 - b.pdf</a>	174 KB	06/15/2001	
<a href="#">Chapter 07.pdf</a>	182 KB	06/15/2001	
<a href="#">Chapter 08.pdf</a>	356 KB	06/15/2001	
<a href="#">Chapter 09.pdf</a>	433 KB	06/15/2001	
<a href="#">Y-Appendix A.pdf</a>	118 KB	06/15/2001	
<a href="#">Y-Appendix A3.pdf</a>	36 KB	06/15/2001	
<a href="#">Y-Appendix A cover.pdf</a>	32 KB	06/15/2001	
<a href="#">Y-Appendix B.pdf</a>	44 KB	06/15/2001	
<a href="#">Y-Appendix C.pdf</a>	141 KB	06/15/2001	
<a href="#">Y-NIOSH Guide.pdf</a>	1170 KB	06/15/2001	
<a href="#">Y-appendix A2.pdf</a>	55 KB	06/15/2001	
<a href="#">Z-Glossary.pdf</a>	58 KB	06/15/2001	
<a href="#">Z-Glossary Cover.pdf</a>	13 KB	06/15/2001	

If you need assistance...

For Curricula Catalog Issues, please contact :

– Patricia Thompson, NIEHS

919-541-0117

[thomps2@niehs.nih.gov](mailto:thomps2@niehs.nih.gov)

– Maria Polis, Clearinghouse

202-331-0060

[mpolis@michaeldbaker.com](mailto:mpolis@michaeldbaker.com)

# NIH Update



Carolyn Mason

Deputy Grants Management Officer

Division of Extramural Research and Training

919-541-1373 9 (ph); 919-541-2860 (fax)

email: [mason6@nih.gov](mailto:mason6@nih.gov)

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# FY '05 President's Budget Request



- \$28.757 billion
  - ~ 2.6% increase over FY 2004
- Approximately 10,400 competing RPG awards
  - ~ 260 increase over FY 2004
- Major initiatives
  - NIH Roadmap
  - Obesity
  - Biodefense
  - AIDS

# Change in Direct Cost Limitation On Solicited Applications



Effective April 30, 2004,  
Applications (RFAs) that include a limitation on  
direct costs are to exclude from that limit  
the facilities and administrative (F&A) costs  
requested by consortium participants.

- NIH Guide notice, April 30, 2004:
- <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-04-040.html>

# Centralized Receipt of Non-Competing Progress Reports



Effective with non-competing progress reports due on/after October 1, 2004

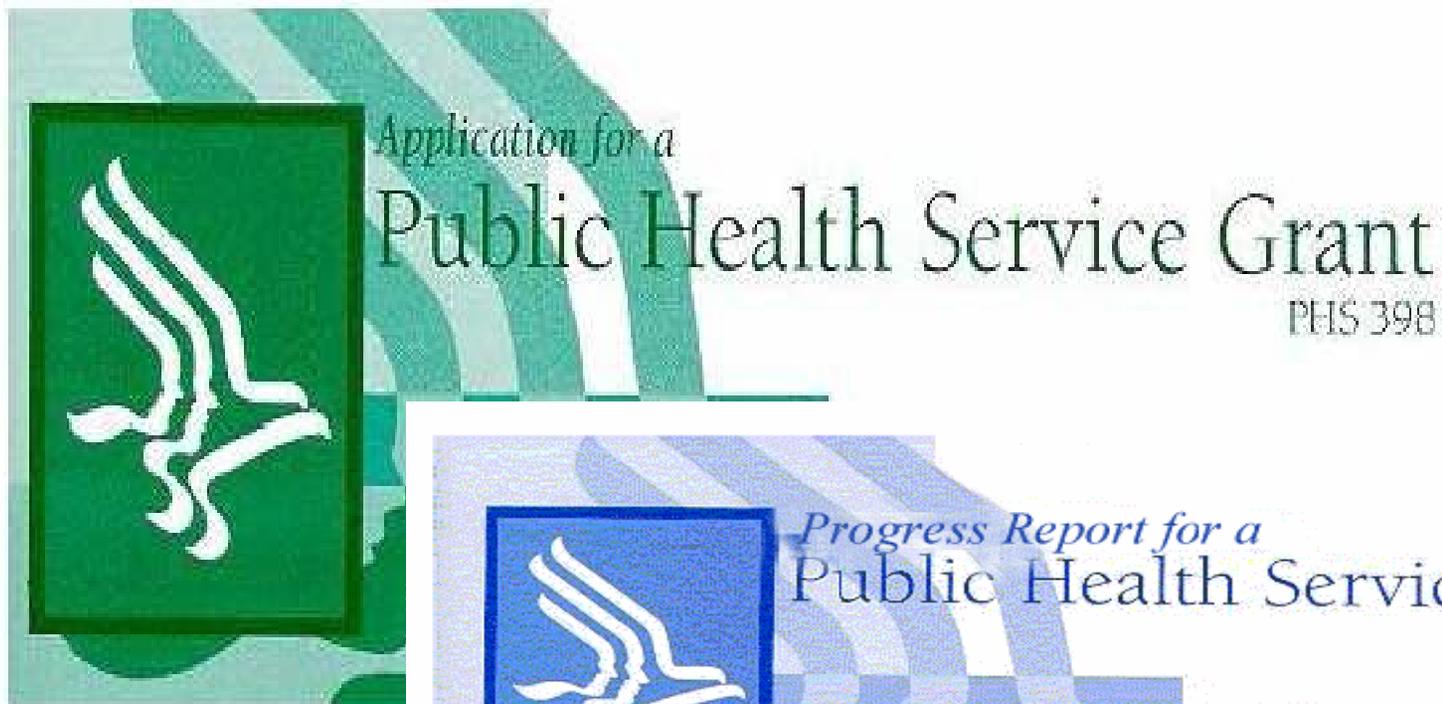
- Does NOT change the mailing address used for all new and competing grants nor that process
- Only for NIH progress reports
- Goal of improving efficiency

NIH Guide Notices, July 23 and September 2, 2004

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-054.html>

<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-04-063.html>

# Revisions to the PHS 398 and 2590 Forms



# PHS 398 Revision



- Harmonizing paper & electronic submissions by adding NIH Commons ID on face page, key personnel section & biosketch
- Will continue to keep policies & definitions in sync with NIH GPS

# PHS 398 Revision



Extensively rewritten with a focus on clarity, simplicity, & plain language

- Reorganized into 3 Parts
  - Part I: Instructions (now are truly just application instructions)
  - Part II: Supplement Instructions for Preparing the Human Subjects Section of the Research Plan
  - Part III: Policies, Assurances, Definitions & Other Information

# PHS 398 Revision



- Notable changes:
  - Face Page: Adding “Clinical Trials Indicator”
  - Form Page 2
    - Description now includes separate instruction for PI to clearly describe public health relevance
    - Created designated area for Stem Cell information
    - Added new section for “Other Significant Contributors”

# Sample Section of New PHS 398 Budget Page, Form Page 4



- Separated Consortium DC & F&A Costs
- Instructions revised to use Subtotal for Face Page Item 7a

CONSORTIUM/CONTRACTUAL COSTS	DIRECT COSTS	
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD ( <i>Item 7a, Face Page</i> )		\$
CONSORTIUM/CONTRACTUAL COSTS	FACILITIES AND ADMINISTRATIVE COSTS	
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD		\$

# PHS 2590 Revision

- Included information on electronic submission via e-SNAP
- Incorporated refined definition of Key Personnel
- Incorporated new category “Other Significant Contributors” throughout instructions
- For SNAP—modified instructions to now require submission of *complete* Other Support Pages if changes in active support are noted
- Form pages available in fillable Word & PDF formats

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# Revised NIH Grants Policy Statement



**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Revised NIH Grants Policy Statement



- Published December 1, 2003
- New NIH Grants Policy Statement includes:
  - Revisions to NIH policies since March 2001
  - Clarifications
  - Public Policy Changes
  - Index

NIH Guide notice that highlights specific changes:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-009.html>

NIH Grants Policy Statement (12/03 revision)

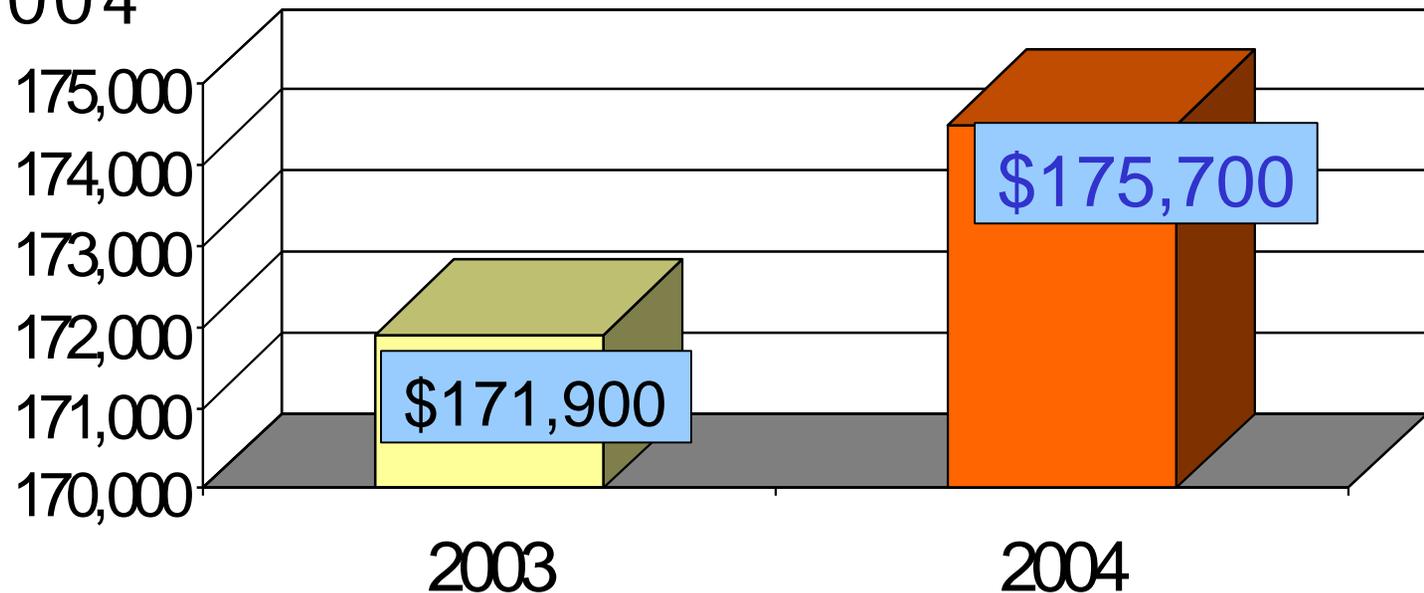
[http://grants.nih.gov/grants/policy/nihgps\\_2003/index.htm](http://grants.nih.gov/grants/policy/nihgps_2003/index.htm)

**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Important Reminders – Salary Cap



- Restricts the amount of direct salary under a grant or contract to Executive Level I of the Federal Executive Pay Scale
- Executive Level I increase effective January 1, 2004



February 13, 2004 NIH Guide Notice

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-025.html>

Reminder

## Other Support



- NIH requires complete and up-to-date other support information before an award can be made
  - Complete means all sources of research support (including outside the applicant organization)
- Grantees must report changes in other support as part of the annual progress report
- NIH Guide, February 13, 2003

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-029.html>

Reminder

# Financial Conflict of Interest



When a conflict of interest is identified, the grantee must:

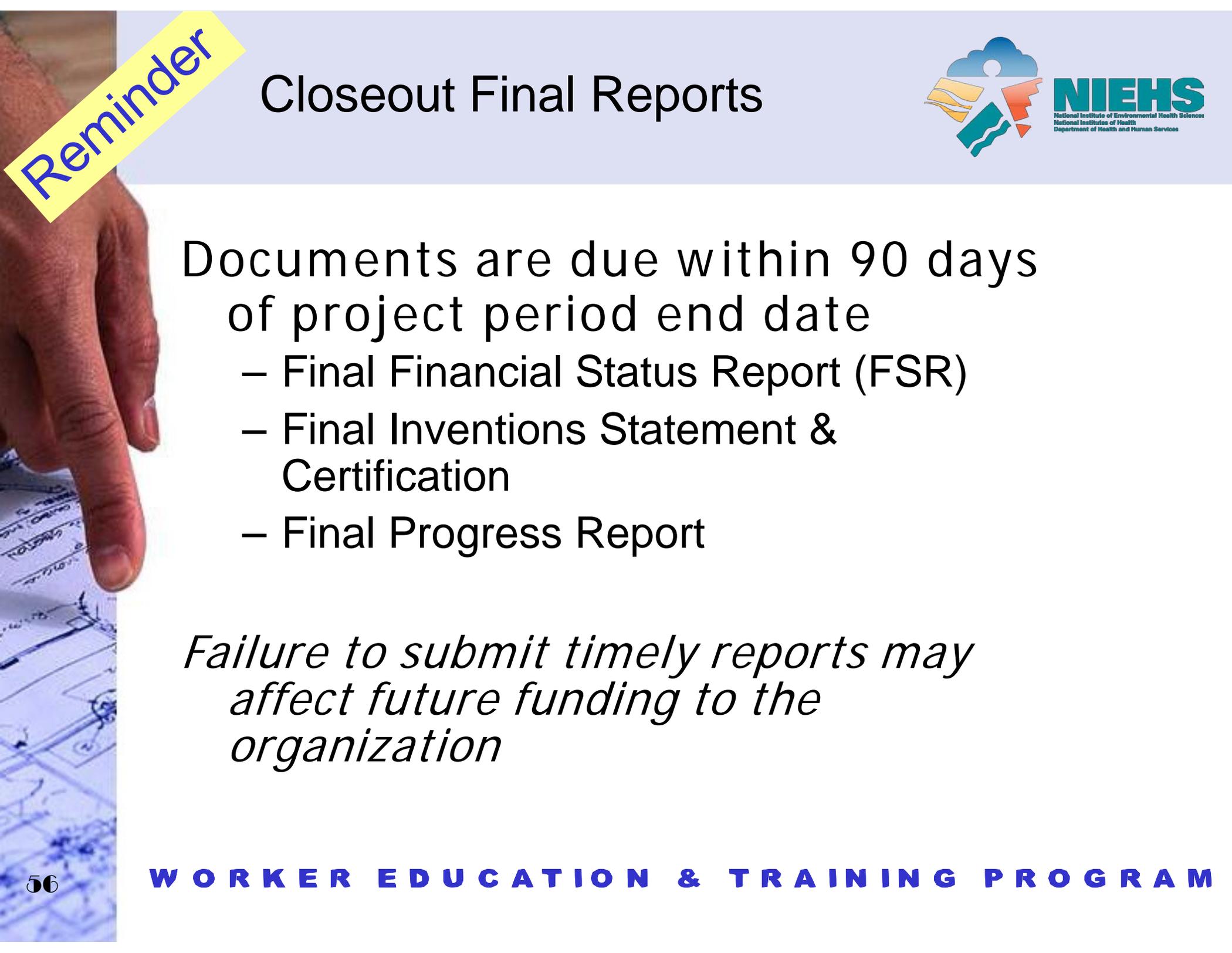
- Notify Chief GMO to assure that the conflict of interest is being managed, reduced, or eliminated
- Provide additional information, if requested

FCOI requirements must be addressed in consortium agreements

See the following NIH Guide Notices for additional information:

<http://grants2.nih.gov/grants/guide/notice-files/NOT-OD-00-040.html>

<http://grants2.nih.gov/grants/guide/notice-files/not95-179.html>



Reminder

# Closeout Final Reports



Documents are due within 90 days of project period end date

- Final Financial Status Report (FSR)
- Final Inventions Statement & Certification
- Final Progress Report

*Failure to submit timely reports may affect future funding to the organization*

# Non-Competing Continuation Progress Reports



- REMINDER—Don't Be Late! A recent OIG study concluded that major contributing factors to late awards were late and/or incomplete progress reports.
  - An annual progress report is due two months prior to anniversary date
  - New Business Process Beginning 10/1/2004: Centralized Receipt of ALL NIH Progress Reports:  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-054.html>

# Non-competing Continuation Grant Progress Reports



- It is important that progress reports be complete and timely
- All grantees have access to searchable list of due progress reports at:  
[http://era.nih.gov/userreports/pr\\_due.cfm](http://era.nih.gov/userreports/pr_due.cfm)
- NIH e-mails 2 progress report reminders to the PI
  - Two months prior to the due date
  - Two weeks after the due date for overdue reports

NIH Guide, August 5, 2003:

<http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-03-054.html>

# Applications and Forms: Questions?



Dedicated e-mail address for questions on format:

[format@mail.nih.gov](mailto:format@mail.nih.gov)

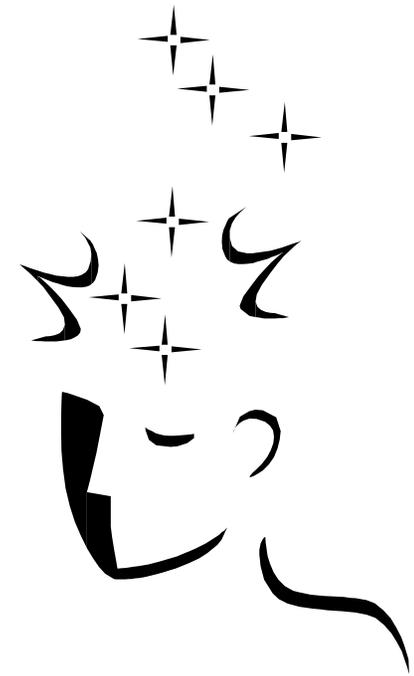
Frequently asked questions on format:

<http://www.format.nih.gov>



**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Intellectual Property



# Invention Reporting Requirements of Grantee/Contractors per the Bayh- Dole Act



Reminder

## Administrative Requirements (per 37CFR, 401.14)

- Implement Employee Agreements ► **at employment**
- Disclose Each Invention ► **within 60 days**
- Resolve Election or Waive of Title ► **within 2 years**
- File Patent ► **within 1 yr. of election**
- Provide License to the Govt. ► **upon title election**
- Indicate Govt. Support on Patent ► **with patent appl.**
- Share Royalties With Inventor ► **when available**
- License Small Businesses ► **where feasible**
- Product Manufacturing in U.S. ► **required**
- Report on Invention Utilization ► **annually**

# Intellectual Property



- Information on reporting requirements and policy, as well as electronic systems to fulfill reporting requirements, may be found at Interagency Edison, <http://www.iedison.gov>.
- All foreign grantees, contractors, consortium participants and/or subcontractors are reminded that they must comply with Bayh-Dole invention reporting requirements

# Compliance



**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# Common Institutional Compliance Issues



- Misuse of funds
- Unallowable costs
- Misallocation of costs
- Deficient effort reporting
- Inadequate subrecipient monitoring
- Delinquent closeout
- Noncompliance with assurances



# Common Contributors to Compliance Problems



- Inadequate resources
- Lack of understanding of roles and responsibilities of institutional staff
- Inadequate staff training and education
- Outdated or nonexistent policies and procedures
- Inadequate management systems (e.g., effort reporting, financial management)
- Perception that internal control systems are not necessary

# What Can You Do?

## Elements of an Effective Compliance Program



- Formalized compliance function
- Current, written policies and procedures
- Defined roles and responsibilities
- Ongoing training and education program
- Effective communication
- Effective management systems and internal controls
- Enforcement of compliance standards
- Appropriate and prompt response to non-compliance

# Outreach and Resources

## OER Outreach Activities and Resources

- OER Home
- Funding Opportunities
- Applications & Forms
- Awarded Grants
- Grants Policy
- eRA
- About OER

[ [Workshops and Seminars](#) | [Additional Information](#) ]

The NIH Office of Extramural Programs (OEP) facilitates interactions with all SBIR/STTR applicants and supports a variety of outreach activities. The following:

**Workshops and Seminars:**  
<http://grants1.nih.gov/grants/outreach.htm>

- [Workshops on Program Funding and Grants Administration](#)  
Two-day seminars for faculty and administrators include topics on
  - funding opportunities for new investigators
  - application preparation
  - the review process
  - grant administration issues
  - hot policy topics and more...
- [National Animal Welfare Workshops](#)  
The Office of Laboratory Animal Welfare (OLAW), sponsors workshops on incorporating the Public Health Service Policy into Animal Welfare Education ensuring high-quality management of institutional animal care and use programs.
- [Office for Human Research Protections \(OHRP\) Workshops](#)  
The DHHS Office for Human Research Protection offers workshops on
  - responsibilities of researchers
  - Institutional Review Boards (IRBs)
  - institutional officials for the protection of human subjects in research.OHRP also offers self-instructional materials at <http://ohrp.osophs.dhhs.gov/educmat.htm>.
- [NIH Small Business Research Conferences](#)  
The Office of Extramural Programs offers conferences addressing the needs of small business researchers interested in the SBIR/STTR programs. Presentations given at past conferences are available on this site.

# NIH Regional Seminars on Program Funding and Grants Administration



- NIH holds 2 Regional Seminars a year
- 2005 seminars:
  - April 7-8, 2005 in Albuquerque, NM
  - June 23-24, 2005 in West Lafayette, IN
- Geared towards research administrators, investigators new to NIH, and trainees
- Seminar information:  
<http://grants.nih.gov/grants/seminars.htm>



**W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M**

# eRA Statistics NIH Commons



	May '03	Dec. '03	Sept. '04
Institutions	425	737	1,732
eSNAPs	165	633	2,833
FSRs	7,000	20,656	35,610
JIT	N/A	N/A	554
No Cost Ext.	N/A	N/A	2,894
Users	3,100	8,177	24,632



# Commons Functionality



- Profiles
  - Institutional Profile (IPF)
  - Professional Profile (PPF)
- Status
  - View status of pending/awarded applications
  - View and access priority score/summary statement (PI only)
  - View NIH staff contact information for each application
  - Link to study section rosters and dates of meetings
  - Link to NGA and other grant related documents
- e-SNAP
  - Submission of non-competing progress report
  - Open to all Institutions October 2004

# Commons Functionality

- FSR (Financial Status Reports)
  - Submission of financial status reports
  - Same system is used by NIH Office of Financial Mgmt.
- IAR (Internet Assisted Review)
  - Reviewer submission of critiques and preliminary scores prior to study section meeting
- Demo Facility
  - Anyone can use (don't need a Commons Acct)
  - Contains all functionality of production system
  - User creates their own training accounts & institution
  - Standard data populates new accounts
  - Great for on-campus training classes

# Commons Functionality

## New Features (11/03)



### Submit Extensions

- Grantees can now submit notification to NIH of the initial no-cost extension of the final budget period in a previously approved competing segment.
- Automatically updates budget/project period end dates in the NIH database.
- Automatically generates e-mail notifications to assigned NIH staff and the grantee institution.
- Have until the current budget/project end date to submit (10 day window required for hard copy notifications has been waived for electronic notifications.)

# Commons Functionality

## New Features (cont)



- Just-In-Time Submission
  - Grantees can now electronically submit the 4 data elements included in the just-in-time submission
    - IACUC approval date
    - IRB approval date
    - Other support page for key personnel
    - Human subjects education information for key personnel involved with human subjects
  - Currently allows only a single submission per grant--requires all data at the same time. (Future enhancement will allow multiple submissions.)

# NIH eRA User Support

Commons Support Page:

<http://era.nih.gov/commons>

- Release notes
- User guides
- Deployment plans
- User tips
- FAQs

eRA Help Desk:

Mon–Fri, 7:30-5:30 Eastern  
Time

- (866) 504-9552 (Voice-Toll Free)
- (301) 402-7469 (Voice-Local)
- (301) 451-5675 (Fax)
- (301) 451-5939 (TTY)
- [commons@od.nih.gov](mailto:commons@od.nih.gov)