NIEHS
National Institute of
Environmental Health Sciences

U.S. Department of Health and Human Services
National Institutes of Health
National Institute of Enviromental Health Sciences

Awardee Meeting

October 19, 2005 — Research Triangle Park, North Carolina

Worker Education and Training Program
Awardee Meeting

Produced by
The National Clearinghouse for Worker Safety and Health Training
Operated by MDB, Inc. 1250 Connecticut Ave., NW, Suite 610 Washington, D.C. 20036 202-331-0060 *www.wetp.org*

Introduction

The National Institute of Environmental Health Sciences (NIEHS) Worker Education and Training Program (WETP) supports the training and education of workers engaged in activities related to hazardous materials and waste generation, removal, containment, transportation and emergency response in the following six areas:

Hazardous Waste Worker Training Program (HWWTP)
This program provides model occupational safety and health training for workers who are or may be engaged in activities related to hazardous waste removal, containment or chemical emergency response.

Minority Worker Training Program (MWTP)
This program is focused on delivering comprehensive training to disadvantaged minority inner city young adults in order to prepare them for employment in the fields of environmental restoration and hazardous materials.

NIEHS/EPA Brownfields Minority Worker Training Program (BMWTP)
This program broadens the Minority Worker Training Program to provide comprehensive training of disadvantaged residents in communities impacted by brownfields to foster economic and environmental restoration of their communities.

NIEHS/DOE Nuclear Worker Training Program (DOE)
This program is focused on training workers engaged in environmental restoration, waste treatment and emergency response activities at sites in the Department of Energy's nuclear weapons complex.

Hazmat Disaster Preparedness Training Program (HDPTP)
This program will enhance the safety and health training of current hazardous materials workers and chemical responders, to train skilled response personnel, to create materials and deliver training to weapons of mass destruction response workers and to augment prevention and preparedness efforts in a wide variety of high risk settings.

Advanced Training Technology Program (ATT)
This program focuses on the development of Advanced Technology Training (ATT) products for health and safety training of hazardous materials (HAZMAT) workers, emergency responders, and skilled support personnel. This includes the Small Business Innovative Research and Small Business Technology Transfer (SBIR/STTR) program.

In addition, WETP supports the National Clearinghouse for Worker Safety and Health Training. The National Clearinghouse supports the work of WETP by facilitating national workshops on safety and health topics and by maintaining a website, which contains all of the important documents developed by WETP as well as curricula created by their awardees. These curricula are focused on OSHA's hazardous waste worker standard (1910.120) and are available at no cost to other training organizations. The Clearinghouse website also contains a database of important worker protection documents organized by subject matter, along with a calendar of pertinent educational opportunities. Finally, the Clearinghouse provides a free weekly electronic newsletter of the latest news on protecting hazardous waste workers and responders to terrorist actions.

Executive Summary

In September 2005, the National Institute of Environmental Health Sciences (NIEHS) awarded over $37 million to eighteen nonprofit organizations. These awards will support the first year funding of a five year period for the continuation of model programs for the safety and health training of workers engaged in activities related to hazardous materials and waste generation, removal, containment, transportation, and emergency response. From October 19-21, 2005, NIEHS successfully convened its Fall Worker Education and Training Program (WETP) conference. This conference was divided into an Awardee Meeting followed by a Technical Workshop entitled "Katrina Response: Flexible, Focused Training for Disasters." The conference provided a timely opportunity for the new and existing awardees and community members to come together and strategically address current and future activities of WETP. This report summarizes the Awardee Meeting. The Technical Workshop is summarized in a separate report.

Shaped by the September 2005 announcement of new NIEHS Worker Safety Training Awards, including the newly created Hazmat Disaster Preparedness Training Program, and the effects of Hurricanes Katrina and Rita, this conference set the pace for innovative thinking, information sharing, and cooperation. Approximately one hundred experts in training participated in this conference, emphasizing flexible, focused training for disasters.

During the Awardee Meeting, the Worker Education and Training Branch (WETB) provided the awardee community with information on future activities of WETP, Hurricane Katrina emergency responder training grant supplements, programmatic updates, and the renewed National Clearinghouse contract and its new staff. The meeting provided an opportunity for all those involved to ask questions of the WETB staff as well as each other.

This year's conference met and exceeded the participants' expectations. Based on an analysis of the evaluation forms, the overall conference proved to be effective, well organized, and informative. One hundred percent of those who responded agreed that the Awardee Meeting met their expectations while more than ninety percent indicated that they took away several noteworthy ideas on improving the effectiveness of their programs.

The breakout sessions were also well received. One hundred percent of Awardee Meeting respondents rated the breakout sessions as good or excellent. More than ninety percent of respondents rated both meetings as well organized.

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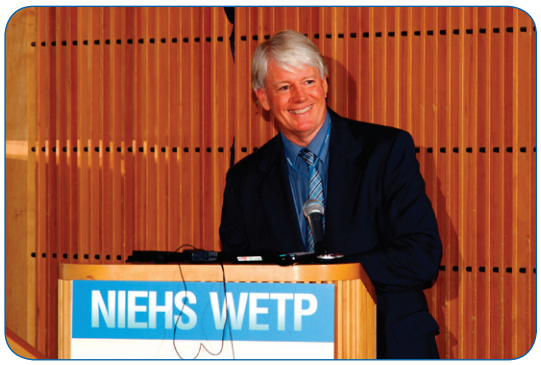
Awardee Meeting: October 19, 2005

Welcome and NIEHS Update

Joseph "Chip" Hughes, Sharon Beard, Ted Outwater, Patricia Thompson, Jim Remington, and Carolyn Mason, NIEHS



Joseph Hughes, Director of the Worker Education and Training Program (WETP), challenged the awardees to think critically and creatively when considering their response to Hurricane Katrina recovery activities. He encouraged them to devise new and innovative training strategies for hurricanes - as natural disasters pose different challenges and cover larger geographical areas than what was experienced during the NIEHS World Trade Center response. Mr. Hughes next addressed future challenges of the WETP, the supplemental grants created for Hurricane Katrina responder training, and the NIEHS hurricane response assignment tasked by the Occupational Safety and Health Administration (OSHA) and the Federal Emergency Management Association (FEMA).

Mr. Hughes stated that faced with new emergency response challenges related to homeland security and natural disasters, the WETP must think and respond innovatively and effectively. These challenges included:

- How to build model training programs to protect workers in high-risk occupations;
- How to create effective consortia and organizational relationships to support training delivery;
- How to foster close collaboration between business officials and principal investigators for efficient program operations;
- How to maintain Interagency Working Partnerships to support innovative program development;
- How to develop NIEHS capacity for utilizing and sharing technology tools to support worker-centered learning; and
- How to share NIEHS model training programs through information dissemination, networking and communications.

Due to the tremendous impact of Hurricane Katrina, supplemental grants were issued to several organizations to provide financial resources needed to develop and to implement necessary training efforts. For the Hazardous Waste Program, $28, 416 was awarded to two awardees and for the DOE Program, $148,593 was awarded to five awardees.

In addition, OSHA, in conjunction with FEMA, tasked NIEHS with a mission assignment in regards to Hurricane Katrina Recovery. Under this assignment:

- The National Response Plan-Worker Safety and Health Annex was activated;
- OSHA sub-tasked $302,000 to NIEHS for training through October 31, 2005;
- The NIEHS Training Team, led by Jim Remington and HMTRI trainers, was deployed to Mississippi;
- NIEHS joined with the Biloxi Joint Field Office (JFO) for field training assignments; and
- OSHA proposed sub-tasking $3.2 million to NIEHS through 2006 for Katrina training.

Mr. Hughes concluded by noting that the National Clearinghouse is under a new five-year contract. The contract was awarded to MDB Inc., the independent contracting company that has run the Clearinghouse for the previous five years. With the new contract, came new staff changes. Chip bid farewell to Dr. Bruce Lippy and Dr. Rachel Gross, who left the Clearinghouse for other professional opportunities. He also welcomed Ms. Deborah Weinstock as the new Clearinghouse Director and Mr. Jim Remington and Mr. Cliff Baldwin, as the newest members of the Worker Education and Training Branch (WETB).

Ms. Sharon Beard, Industrial Hygienist/Program Administrator with NIEHS, provided an update on the Brownfields Minority Worker Training Program (BMWT) and the Minority Worker Training Program (MWTP). The current BMWT and MWTP awardees are Dillard University Consortium (MWTP only), Hazardous Materials Training and Research Institute (HMTRI)- Community College Consortium (CCCHST), Office of Applied Innovations (OAI) Consortium, Center to Protect Workers' Rights (CPWR) Consortium, and University of Medicine and Dentistry New Jersey (UMDNJ) Consortium. The programs expanded to the following new communities: Biloxi/Gulfport, MS; Savannah, GA; Dallas and El Paso, TX; and St. Louis, MO. Ms. Beard also discussed the upcoming $800,000 Katrina Supplement to target Brownfields and Minority Worker Training Awardees to train residents impacted by Hurricane Katrina in the states of Louisianna, Mississippi, Alabama, and Texas.

Mr. Ted Outwater gave other program updates. Last year NIEHS sponsored 7,064 courses that provided 124,127 workers with training and 1,222,333 contact hours. He also explained that the NIEHS made $37 million in new awards this year. New HWWTP awardees include United Steel Workers (USW), International Brotherhood of Teamsters (IBT) and OAI. New DOE awardees include Laborers-AGC, USW, International Association of Fire Fighters (IAFF), International Chemical Workers Union (ICWU), CPWR, IBT, National Labor College (NLC), International Union of Operating Engineers (IUOE), and CCCHST.

Next, Mr. Jim Remington, Program Analyst, discussed the Hazmat Disaster Preparedness Training Program (HDTP). This program fosters the development of specific training programs

for the purpose of preparing a cadre of experienced workers for prevention and response to future terrorist incidents. During 2005-2006, NIEHS WETB will provide $2,498,208 in funding for this program. Awardees for this program include IAFF, IBT, ICWU, IUOE, L-AGC, USW, CPWR, UMDNJ, and Western Region University Consortium (WRUC).

Ms. Patricia Thompson, Program Analyst, discussed the Small Business Innovation Research (SBIR) Program and Progress Report Submission. Under SBIR, the NIEHS WETP recently made five new awards: Four Phase I Awards and one Phase II Award. These awards were for the development of innovative "e-learning" products for worker safety and health training. These awards went to Advanced Technologies and Laboratories International, Inc. (ATL), Amethyst Research, CHI Systems, Cyntelix, Inc., MetaMedia, and Y-Stress, Inc. (Year 2 of Phase II Award) for a total of $592,401. Since the program began, fourteen SBIR/STTR awards have been made for a total of $2,148,045. In addition, NIEHS is currently reviewing applications and expected to make additional awards during 2006.

Ms. Thompson also went over some guidelines for the WETP grant progress report submissions. The reporting period will be from September 1, 2004 through August 31, 2005. Reports must include Training Accomplishments. On-line and hard copy progress reports are required for both the training data and narrative summary. A Non-competing Continuation (Type 5) Application and a Training Plan are not to be submitted. The progress report section will be opened for data entry on October 24 and final progress reports are to be directly submitted to NIEHS WETB by November 29. In addition, the DMS to track Katrina related training has been modified for the reporting period from September 1, 2005 through August 31, 2006. Katrina related training is to be separately tracked by program and by funding source (EPA, NIEHS, and OSHA) and listed as a "Special Circumstance."

Finally, Ms. Carolyn Mason, Deputy Grants Management Officer, gave a grant management update. She explained that the NIH has announced initial plans to transition to the SF424(R&R) application and electronic submission through *http://www.grants.gov*.

The NIH also announced plans to eliminate the paper mailing of summary statements and peer review outcome letters. Instead, investigators are instructed to use the eRA Commons, a web interface where NIH and the applicant organizations are able to conduct extramural research administration business electronically. Small Business Innovation Research Programs and Small Business Technology Transfer Research grant applicants are also to submit applications online to the NIH through Grants.gov using the SF424 Research and Research Related (R&R) form.

The Basics: What Do You Need to Know to be an Effective Principal Investigator and Business Official

Chip Hughes, Sharon Beard, Carolyn Mason, NIEHS

Chip Hughes, Sharon Beard, and Carolyn Mason participated in this panel on how to be an effective Principal Investigator. The main points discussed included the terms and conditions of awards, consortia management, and communications. The panelists addressed the qualities and responsibilities that a Principal Investigator should have. These include experience in health and safety training, day-to-day management of projects, strong administrative and leadership skills, time management skills, a strong understanding of the federal grants and funding process, and a strong relationship with the business official.

The panelists also discussed the terms and conditions of the awards, which are laid out in the RFA Criteria and the Notice of Grant Award. Of particular importance are the sections detailing key personnel, consortia members, budget and future year commitments, restrictions and limitations, and acknowledgement of federal funding. For example, awardees are responsible for making sure their sub-awardees adhere to the terms and conditions of the award.

Strong consortia management was the third topic. Effective management begins with solid consortium agreements and strong program coordinators. The NIH eRA Commons and the NIH Grants Policy Statement are helpful resources to refer to. Regular consortium meetings, integrated evaluation and training development, as well as the use of email, mailing lists, telephone conferences, are some of the recommendations provided to assist with strong communications.

Carolyn Mason discussed the roles and responsibilities of the following:

- Grants Management Officer (GMO)
- Grants Management Specialist
- Program Official
- Principal Investigator (PI)
- Authorized Institutional Official (AIO)
- Collaborator
- Consortium or Contractual Agreement
- Consultant

All requests for carryover and rebudgeting must be made in writing to the GMO no later than thirty days before the proposed change and must be signed by both the PI and the AIO. Ms. Mason suggested that programs consult with their GMO regarding any rebudgeting or post-award changes where prior approval is uncertain.

The session closed with a question and answer period. Requests for prior approval are required when there is a change in level of any key personnel. Salary adjustments require prior approval if the adjustment is greater than twenty five percent.

National Clearinghouse Update

Bruce Lippy, Director, National Clearinghouse

Bruce Lippy updated the audience on the National Clearinghouse's accomplishments since the spring 2005 WETP meeting in Manhattan Beach, CA. He highlighted the Clearinghouse's role in the response and recovery stages to Hurricane Katrina. Critical resources provided by the Clearinghouse include the "Safety Awareness for Responders to Hurricanes: Protecting Yourself While Helping Others" brochure and valuable images and other training tools offered through the Online Trainers' Exchange. This and other training documents can be found by visiting the following WETP dedicated website: *http://www.wetp.org/wetp/index.cfm?Current=391*.

The Clearinghouse has also maintained and strengthened its partnerships with Department of Homeland Security (DHS) Training Resources and Data Exchange (TRADE), the Environmental Protection Agency (EPA) Labor Task Force, the National Response Team Training and Safety and Health Committees, and Nanoscale Environment and Health Safety (EHS). It has expanded its work with nanotechnology research, too. Represented by Bruce Lippy, the National Clearinghouse presented lessons learned from the January 2005 Graniteville, SC Train Derailment at the 2005 United Steel Workers of America (USW)/Paper, Allied-Industrial, Chemical and Energy Workers International Union (PACE) conference in Orlando, Florida.

At the conclusion of the session, Bruce announced that this would be his last conference working as the Director of the National Clearinghouse but that he would still be involved as a consultant, continuing the relationships he built over the years, and providing technical support to the WETP, as needed. He introduced the new Director, Deborah Weinstock. Deborah comes to MDB, Inc. with twelve years of experience in the safety and health field. She has spent the last seven years as an Occupational Safety and Health Specialist in the AFL-CIO Department of Occupational Safety and Health. During that time, Deborah developed and implemented issue advocacy campaigns on safety and health issues and legislation.

Bruce also announced that staff member Rachel Gross would be embarking on a new professional opportunity at the Academy for Educational Development (AED). Rachel provided the audience with a brief background of AED and her specific assignment with the Center for Applied Behavioral Evaluation and Research. She will be working on a study of tobacco industry documents from marketing to counter-marketing in order to conduct an analysis of strategies for women.

Bruce concluded his session with a thank you and a fond farewell to all those involved in the Worker Education and Training Program.

Breakout Sessions

Business Official Meeting

Carolyn Mason, NIEHS

Carolyn Mason began her session by fielding general questions from the audience. Her responses are listed below:

- If the Principal Investigator for the grant changes, NIEHS must be notified;
- If the Program Administrator changes, NIEHS must be notified if the previous Program Administrator is named in the grant. NIEHS must also be provided with a bio-sketch of the new Program Administrator;
- Allocation of funds for Hurricane Katrina is not considered a change in scope. If funds for Katrina efforts come from another line item, awardees must request retroactive pre-approval; and
- Grants.gov is a new "one-stop shopping" website from multiple federal agencies. One feature is that it allows organizations to submit grants to multiple federal agencies.

The National Institute of Health's (NIH) objective is to ensure progress on current and future NIH-supported research activities, while minimizing risks to federal funds. The NIH/grantee relationship is a collaborative relationship where both sides need to mutually assure compliance and implement proactive compliance measures. All awardees must be in compliance with both institutional and Federal requirements. Any policy or procedural questions should be directed to an awardees institution first, because their requirements may be more restrictive.

Awardees must provide NIEHS with a detailed list of responsibilities for staff members. It is essential that all staff members and groups be provided with any key information such as policy changes, etc. Awardees may want to establish a compliance officer position to ensure that all requirements are met. The development of effective training and education programs to orient new and current employees to the requirements of the NIEHS grant is also recommended. Also, the accessibility of written institutional policies and procedures is vital. These procedures should set a consistent standard for the awardee organization to follow.

Grantee organizations are expected to have systems, policies and procedures in place by which they manage funds and activities. Effective management systems include: clear role delineation, written policies and procedures, training, internal controls, effective oversight, and information sharing. Awardees should also strengthen their internal control systems in order to ensure that their internal controls are functioning as intended to achieve the required objectives.

The session then opened up for a question and answer period.

- The current grant year for all but the DOE grants, is only 11 months due to Hurricane Katrina.
- Electronic submission of applications and progress reports is being developed and will be launched in the near future.

- If a grantee forgets to send something with their progress report, it should be sent to NIEHS, not NIH.
- NIH prefers that Financial Status Reports are sent to Carolyn electronically.
- DOE Katrina funds should be spent around energy sites. Activities involving Katrina are within the scope of awards, but funds must be used for training only. Document all time and effort spent on Katrina.

HWWT/HDPT/DOE Issues

Chip Hughes, Jim Remington, Ted Outwater, NIEHS

Chip Hughes, Jim Remington, and Ted Outwater, with NIEHS, moderated the HWWT/HDPT/DOE session. The session began with a discussion on preparing for audits. The moderators emphasized the importance of documenting how much time each employee, including sub-grantees, dedicates to each task itemized within the grant. Since sole source agreements are usually questioned, each organization should have a policy and defined criteria on justifying these agreements. Differentials in salaries and retirement packages can be audited so these need to be clearly accounted for, too.

Next, the moderators provided background information on the newly appointed NIEHS Director, Dr. David A. Schwartz. Dr. Schwartz comes from a strong occupational health background and has demonstrated a clear involvement with WETP and the Program's response activities to Hurricane Katrina. An integral component of Dr. Schwartz's vision is for the Institute to use environmental sciences to understand human disease and to improve human health. To accomplish this, core research area priorities should be clearly established, and the various Institutes of Health should work together as one cohesive unit.

Response activities to Hurricane Katrina were also addressed. Under the activation of the Worker Health and Safety Annex of the National Response Plan, OSHA plans on providing an additional 3 million dollars to NIEHS to continue to provide health and safety training assistance to federal responders and federally funded contractors in Mississippi and Louisiana The following concerns were discussed:

- Creating training classes in the Gulf Coast, using the Training Guidance for Workers Exposed to Mold.
- Determining whether or not mold creates a public health or an occupational health concern.
- Building partnerships with Schools of Public Health and their associated Environmental Health Councils to address mold issues.
- Addressing training needs and means for Hispanic workers and non-local workers.
- Raising awareness about small contractors who are hauling debris. IUOE has members who moved from their normal duties to work in debris cleanup.
- Addressing unstable ground in Mississippi as it poses trenching problems.
- Deciding whether or not it is possible to encourage the governors to issue an executive order to give personal protective equipment to public employees.

At the time of the conference, OSHA is doing interventions and will continue until the beginning of the new year. The agency is also handing out lists of local vendors for personal protective equipment and respirators that contractors should use. These contractors are being given a good faith period for obtaining the PPE.

The moderators emphasized that the awardees can work through their normal channels. It is only through OSHA's activation through the National Response Plan (Mission Assignment) that they must focus on federal or federally-activated employees. More so, flexibility is an integral component of training in the Gulf Coast, as logistical challenges such as distance and resource availability exist. Mobile training units might be an efficient solution.

MWT/BMWTP Issues

Sharon Beard, NIEHS

Sharon Beard welcomed participants to the breakout session and outlined the topics to be discussed. Sharon reviewed how the Minority Worker Training Program (MWTP) and the Brownfields Minority Worker Training Program (BMWTP) started and noted that there have been a number of changes and accomplishments since the programs inception in 1995. Over the past nine years, the MWTP has trained just under 3,000 workers and approximately 1,900 trainees are employed, the majority in a field directly related to their training. The Brownfields program has trained over 2,100 workers and approximately 1,500 are similarly employed. One goal for the MWTP, over the next five years, is to develop a method to measure more comprehensive data about the programs, including age, race, income, etc. The Brownfields program should also capitalize on the achievement that it is the only EPA program that has resonated with the community.

Sharon discussed the current training sites for Brownfields and MWT programs. There was a mix of previously existing sites and new sites that are starting up. The existing sites include: Baton Rouge, LA; Houston, TX; Baltimore, MD; Boston, MA; New York City and Glen Cove, NY; Newark, NJ; St. Paul, MN; East Palo Alto, Oakland and Los Angeles, CA. The new sites include: Biloxi/Gulfport, MS; Savannah, GA; Dallas and El Paso, TX; and St. Louis, MO. Sharon explained that the new sites should be up and running in a timely manner. The awardees now have the capability and knowledge to initiate programs and produce results before the budget period ends in 2006.

Sharon ended the breakout with some general announcements and a discussion of the Brownfields 2005 conference in Denver, CO, as well as some information about an EPA Katrina supplemental that will be available in the near future. Sharon explained that the EPA has provided $800,000 for WETP to use towards training for environmental and construction jobs in the Gulf Coast States for displaced residents.

Data Issues

Patricia Thompson, NIEHS, Manfred Stanfield, MDB, Inc., and Lynn Albert, Alpha Gamma Technologies, Inc.

Patricia Thompson led this breakout session with the help of Manfred Stanfield and Lynn Albert. The group discussed three primary themes: (1) dates to remember, (2) introduction to the new user manual, and (3) group suggestions.

The reporting period for the HWWT, HDPT, MWT, and BMWT programs is September 1, 2005 – July 31, 2006. This includes twelve months of funding and eleven months of training. Initial progress reports are due on June 1, 2006, the DMS cutoff date is April 30, 2006, and final progress reports are due on September 30. 2006. The next reporting period for these programs extends from August 1, 2006 – July 31, 2006.

The reporting period for the DOE program is September 1, 2005 – August 31, 2006. This includes twelve months of funding and twelve months of training. Initial progress reports are due on July 1, 2006, the DMS cutoff date is May 31, 2006, and final progress reports are due on October 31. 2006.

Next, four volunteers agreed to beta test the new user manual. Comments on this document are due to NIEHS by December 15, 2005. The revisions will be reviewed and incorporated within a month. Eventually, the manual will be available online and will have “help” features throughout to guide the user and provide troubleshooting tips.

Finally, the floor opened for participants to provide suggestions and voice their concerns. Manfred Stanfield addressed several curricula catalog questions about sorting and adding new courses. Lynn Albert provided feedback on data entry issues such as adding multiple courses at one time, query options, and the need to mark data complete. She also explained how reports can be created in different formats such as PDF or HTML and can show historical data. Other general suggestions included created a DMS list serve and providing video conferencing for future meetings.

Report Back Sessions from the Breakouts, Discussion of Future Meetings and Workshops

- This session provided the audience with a brief summary of the findings and information discussed in each of the breakout sessions. General housekeeping notes were discussed, as well. Many participants provided positive feedback on the breakout sessions and the Awardee Meeting overall.

Appendix A: Meeting Agenda

NIEHS National Institute of Environmental Health Sciences

NIEHS **WETP Awardee Meeting**

October 19, 2005 — Research Triangle Park, North Carolina

Agenda

October NIEHS WETP Awardee Meeting

Katrina Response: Flexible, Focused Training for Disasters

Tuesday evening, October 18, 2005: Informal social in the hotel lobby

Wednesday, October 19, 2005
Awardee Meeting

8:00 a.m.	**Bus departs Durham Marriott at the Civic Center**	
8:30 a.m.	**Registration and Continental Breakfast**	NIEHS Conference Center Rodbell 101-ABC
9:30 a.m.	**NIEHS Update** Joseph "Chip" Hughes, Sharon Beard, Ted Outwater, Patricia Thompson, Jim Remington, and Carolyn Mason, NIEHS · Welcome to the Next 5 Years · New Clearinghouse Contract & Staff · Katrina Supplements & Response · Programmatic Updates · Progress Report · New NIH Electronic Submission of Grants	Rodbell 101-ABC
10:45 a.m.	**The Basics/What Do You Need to Know to Be an Effective Principal Investigator and Business Official** Chip Hughes, Sharon Beard, and Carolyn Mason, NIEHS	
11:15 a.m.	**Break**	
11:30 a.m.	**Clearinghouse Update** Bruce Lippy, NIEHS Clearinghouse	
12:00 p.m.	**Lunch/NIEHS Café**	Dining Room

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National Institute of Environmental Health Sciences

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Agenda

1:15 p.m.	**Concurrent Sessions**		
	Business Official Meeting		
	· Carolyn Mason, NIEHS	Grants Management Issues	Conference Room F193
	Program Official Meeting		
	· Chip Hughes · Jim Remington · Ted Outwater	HWWT/HDPT/DOE Issues	Rodbell 101-B
	· Sharon Beard	MWT/BMWT Issues · Orientation for new awardees · Discussion of recruitment and enrollment activities	Rodbell 101-C
	· Patricia Thompson · Lynn Albert · Manfred Stanfield	Data Issues	Rodbell 101-A
3:15 p.m.	**Break**		Lobby Area
3:45 p.m.	**Report Back Sessions from the Breakouts, Discussion of Future Meetings and Workshops**		
4:30 p.m.	**Adjourn**		
5:00 p.m.	**Buses Depart for Durham Marriott at the Civic Center**		

Appendix B: Participant List

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Appendix C: Meeting Evaluations

NIEHS
National Institute of Environmental Health Sciences

NIEHS WETP Awardee Meeting

October 19, 2005 — Research Triangle Park, North Carolina

Survey Results

October 19th, 2005 - Awardee Meeting

1. I thought the 9:30 a.m. Welcome and NIEHS Update was...

Excellent	42.3%	11
Good	53.8%	14
Fair	3.8%	1
Poor	0%	0

Comments

1. Brief, specific questions can be answered in breakouts or individually.
2. Have hand outs that can actually be read - 3 power point slides per page MAX.
3. Helpful information - generally well outlined. I have a hard time with PowerPoint presentations.
4. Good handouts and expressions of important issues.
5. Always good to get an up-to-date picture of what's going on.

2. I thought the 10:45 a.m. session entitled "The Basics - What You Need to Know to Be an Effective Principal Investigator and Business Official" was...

Excellent	32%	8
Good	68%	17
Fair	0%	0
Poor	0%	0

Comments

1. Stressed important points about reprogramming, % effort, etc.
2. Maybe emphasize that it is because we are in a new 5-year grant round and have new grantees. My first response was thinking that some PI messes up.
3. Very good presentations. Gave us enough info to trigger questions, which were followed up well in the breakout groups. The breakouts were informative for the new grantees and the experienced program officers.
5. I'd have appreciated a similar session earlier in my experience with the program - 5 years ago (last grant period) for example.
6. Same as NIEHS Update.
7. I am not a PI so had to assume a lot of the info was good.

NIEHS National Institute of Environmental Health Sciences

NIEHS **WETP Awardee Meeting**

October 19, 2005 — Research Triangle Park, North Carolina

Survey Results

3. I thought the 11:30 a.m. National Clearinghouse Update was...

Excellent	52%	13
Good	48%	12
Fair	0%	0
Poor	0%	0

Comments

1. Same info every year, but I realize there are new grantees.
2. Loved Bruce and Ted's presentations
3. Ted and Deborah... now you have to watch Bruce's humor.
4. So long Bruce! You'll be missed!
5. Humor is great during long meetings.
8. Informative, entertaining, but sad to see Bruce moving on.
9. We will miss you Bruce.
10. Sorry Bruce is leaving but glad for him at the same time.

4. Which Wednesday Afternoon Breakout Session did you attend?

Grants Management Issues	24%	6
HWWT/HDPT/DOE Issues	32%	8
MWT/BMWT Issues	8%	2
Data Issues	36%	9

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NIEHS **WETP Awardee Meeting**

October 19, 2005 — Research Triangle Park, North Carolina

Survey Results

5. How would you rate your breakout session overall?

Excellent	57.7%	15
Good	42.3%	11
Fair	0%	0
Poor	0%	0

Comments

1. Could be shorter.
2. Manfred, Lynn and Patricia are very knowledgeable and helpful. They answered every question thoroughly. Looking forward to new DMS and manual
3. Very informational and very receptive to ideas. Patricia and Lynn are wonderful to work with.
4. Excellent overall responsiveness to years of comments.
5. I think fielding questions and responding is a great way to go. You should also consider reminding people to come with questions related to data a week before the meeting and sending emails/some type of follow up so people know what was followed up on.
6. Well-organized and left time for people to ask questions and get clarifications on issues.
7. Great updates - hope more will be provided in the spring.
8. Helpful to get information and to hear ideas and concerns of other awardees. Issue for me: It is hard to recall specific data entry issues in the workshop for past difficulties.
9. Great interaction between participants.
10. Good info, took away things I can use to help our program.

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October 19, 2005 — Research Triangle Park, North Carolina

Survey Results

Overall Impressions of the Awardee Meeting

6. This meeting met my expectations.

Completely agree	29.6%	8
Agree	70.4%	19
Unsure	0%	0
Disagree	0%	0
Completely Disagree	0%	0

7. I am taking away several good ideas on improving the effectiveness of our program.

Completely agree	37%	10
Agree	55.6%	15
Unsure	7.4%	2
Disagree	0%	0
Completely Disagree	0%	0

8. I found the Awardee Meeting to be well organized.

Completely agree	29.6%	8
Agree	63%	17
Unsure	7.4%	2
Disagree	0%	0
Completely Disagree	0%	0

9. The meals provided at the Awardee Meeting were good.

Completely agree	23.1%	6
Agree	57.7%	15
Unsure	15.4%	4
Disagree	3.8%	1
Completely Disagree	0%	0

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October 19, 2005 — Research Triangle Park, North Carolina

Survey Results

10. The length of the Awardee meeting was...

Too long	7.4%	2
Too short	0%	0
About right	92.6%	25

Comments

1. I like the hotel and hopefully we can have the meetings at the hotel in the future - similar to Dec. 04.
2. I wasn't there for all three days, just the Awardee's meeting.
3. The day passed nicely given the outside weather was so nice.
4. Meeting was better than expected.
5. The meetings should not be run through 1/2 days. Meetings should be full days.