

T32 WebApp User Guide

The T32 WebApp is a web-based application that can be used to compile information needed for the data tables required for submitting a NIH training grant application. This document provides instructions for how to use the T32 WebApp to create the data tables, expanded guidance for what information should be present in the data tables, and instructions if expected information is not present in the data tables.

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Getting Access to the T32 WebApp

To request access, send an email to com-lspds@uiowa.edu with your HawkID, University ID, first name, last name, and UI email address.

Getting Started with an Application

- 1) Open the T32 WebApp by clicking on the following link: [T32 WebApp](#).
- 2) On the Welcome screen, click the Login button or Login link in the top right corner (**Figure 1**).
- 3) Login using HawkID and password credentials.
- 4) The T32 WebApp opens on the Applications page to start a new, or access an existing, application.
- 5) Click the blue '+ New Application' button. A pop-up 'New Application' screen will appear (**Figure 2**).

Note: To access an existing application, click the blue Edit icon () on the row of the application to continue working on.

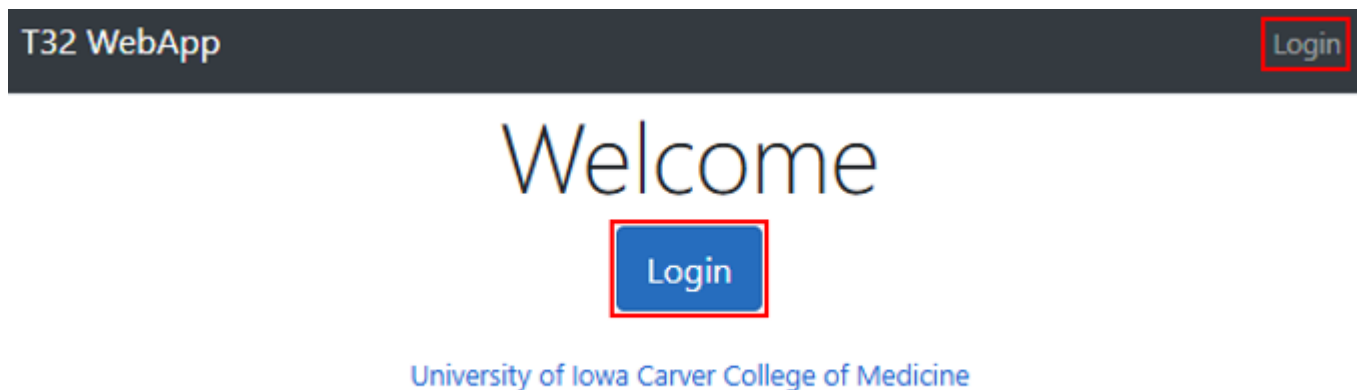


Figure 1. T32 WebApp welcome screen. Click either "Login" button to log in.

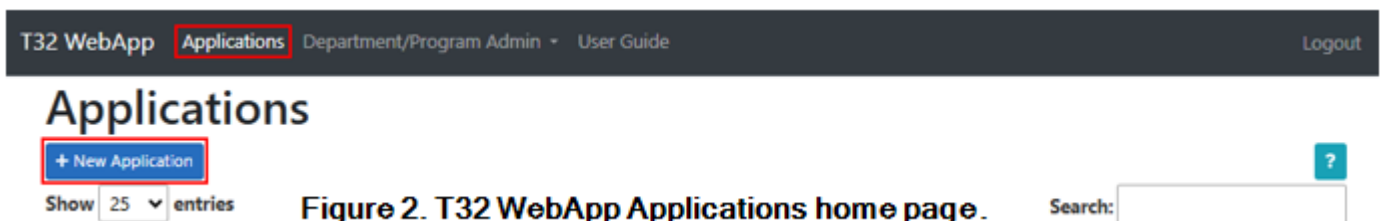


Figure 2. T32 WebApp Applications home page.

New Application Screen

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The main purposes of the New Application Screen are to:

- Identify the Submitting Department or Submitting Graduate Program managing the application.
- Select fields that impact programming logic and information displayed in data tables, including:
 - Proposal Tye: New, Renewal, or Resubmission – e.g., Tables 1, 5A/B, 6A/B, 7, 8A/B/C.
 - Trainee Type: PreDocs, PostDocs, Short-Term, or Undergraduates – multiple tables.

- 1) On the New Application screen enter information into the applicable fields. **Figure 3**, located at the bottom of this page, matches the lettered field descriptions immediately below.
 - a) T32 Application Title
 - i) This information is not transmitted to the Division of Sponsored Programs (DSP), National Institutes of Health (NIH) or Cayuse but serves to identify distinct proposals.
 - b) NOFO (Notice of Funding Opportunity)
 - i) Enter the Notice of Funding Opportunity – either short title (e.g. PA-25-168) or website link.
 - (1) This is not required but is an available field to help Participating Department or Participating Graduate Programs know the NOFO to address any requirements.
 - ii) A web link to the most current Parent T32 NOFO is available by clicking the blue “i” circle.
 - c) Proposal Type
 - i) Select “New”, “Renewal”, or “Resubmission.”
 - d) Trainee Type
 - i) Select all that apply.
 - ii) Selecting the type of trainee will limit the information to just this population in the data tables.
 - e) Most Recently Completed Academic Year
 - i) The most recently completed academic year defaults for trainee census in Tables 1 and 6A.
 - f) Comments
 - i) These are not transferred to DSP or NIH.
 - g) Application Due Date
 - i) Enter the date the application is due at NIH.
 - h) Select a single Submitting Department or Submitting Graduate Program responsible for completing this application.
 - i) Most users will only see a single option (Submitting Department or Submitting Graduate Program) available.
 - ii) If a user has multiple administrative associations (e.g., works in the Department of Microbiology and supports the Microbiology Graduate Program) they will have multiple options available to select. Select either a Submitting Department or a Submitting Graduate Program.
- 2) If information for any of the above fields is not known at the time a new application is created, there is a subsequent *Proposal Information* screen available under the Data Entry workspace to enter or revise information.
- 3) Once all fields are complete, click the blue **‘Create’** button in the bottom right corner of the screen.
 - a) This will proceed to the Data Entry workspace, starting with the *Proposal Information* screen.

The screenshot shows a web form titled "New Application" with a close button in the top right corner. The form contains several input fields and a dropdown menu, each labeled with a letter from A to H:

- A** T32 Application Title: A text input field.
- B** NOFO: A text input field with a blue "i" icon to its right.
- C** Proposal Type: Radio buttons for "New", "Renewal", and "Resubmission".
- D** Proposal Trainee Type(s): A section with the instruction "(Select all that apply):" and four checkboxes: "Pre Docs", "Post Docs", "Short Term", and "Undergraduates".
- E** Most Recently Completed Academic Year: A dropdown menu showing "2025".
- F** Comments: A text area with the subtext "(Internal notes that do not go to DSP or NIH)".
- G** Application Due Date: A date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- H** A grey sidebar panel titled "Select either a Submitting Department or Submitting Program responsible for completing this application." containing two dropdown menus: "Submitting Department" and "Submitting Program", both with "Select" as the current value.

Figure 3. New Application Screen



Data Entry

1. Proposal Information

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The main task on the *Proposal Information* screen is to add a PD/PI. Multiple PD/PI(s) may be added. This section is where additional or revised information from the New Application screen may be entered. For any changes made (e.g., to trainee type) click the **'Save Changes'** button before proceeding.

This section is only accessible by individuals identified as Administrators in the Submitting Department or Submitting Graduate Program in the previous step.

Adding a PD/PI

- 1) Click the blue **'+ Add PD/PI'** button. A pop-up screen will appear (**Figure 4**).
- 2) To search for PD/PI(s), enter the last name, first name, or HawkID.
- 3) Select the applicable PD/PI name.
- 4) Repeat steps 2 and 3 if additional PD/PI(s) are involved as a Multi-PI proposal.
- 5) Once all PD/PI(s) are identified, click the green **'Add'** button to return to the *Proposal Information* screen.
- 6) Click the blue **'Save Changes'** button to save progress.

The image shows two screenshots from the T32 WebApp. The top screenshot is the 'Proposal Information' screen. It features a navigation menu on the left with options like '1. Proposal Information', '2. Participating Depts/Programs', etc. The main content area has a header 'SUBMITTING DEPT TEST - PD/PI: NONE GIVEN' and a '+ Add PD/PI' button. Below this, there are several form fields: 'T32 Application Title' (containing 'Submitting Dept Test'), 'Most Recently Completed Academic Year' (set to 2025), 'NOFO' (with a blue icon), 'Comments' (internal notes), 'Application Due Date' (mm/dd/yyyy), and 'Select either a Submitting Department or Submitting Program responsible for completing this application.' (with dropdowns for 'Submitting Department' set to 'Psychiatry' and 'Submitting Program' set to 'Select'). A 'Save Changes' button is at the bottom right.

The bottom screenshot is a pop-up window titled 'Add Faculty to Application'. It contains a search bar for 'Faculty' with a dropdown menu. The search results show 'tho' at the top, followed by 'Thomas, Alice (A/THES)' which is highlighted in blue. Below this is 'Thompson, Olivia (O/THO)'. There are radio buttons for 'Pre Docs', 'Post Docs', 'Short Term', and 'Undergraduates'. At the bottom, there are 'Clear' and 'Add' buttons.

Figure 4. Proposal Information screen and Add PD/PI pop-up screen.

2. Participating Departments/Programs

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This section identifies the participating departments and/or PhD-granting graduate programs involved in the proposal. It is only accessible to individuals identified as administrators in the Submitting Department or Submitting Graduate Program.

- Participating departments are typically the home department(s) of participating faculty.
- Participating graduate programs are typically the PhD-granting programs with predoctoral candidates that would be most likely to fill the trainee slots being requested in the T32 proposal.
 - For example, a cancer-focused T32 proposal might source trainees from graduate programs such as biology, genetics, immunology, etc.
- The participating departments and/or programs that are selected determines the information populated in Tables 1, 6A, and 6B.

Adding Department(s) or Graduate Program(s)

- 1) The Submitting Department or Submitting Graduate Program is automatically displayed.
- 2) Click the blue **'+ Add Department'** or **'+ Add Graduate Program'** button to identify departments or graduate programs (**Figure 5**).
- 3) Once all selections have been made, click the green **'Add'** button to complete this process.
- 4) Once a department or graduate program has been added, it is automatically saved.
- 5) To delete a department or graduate program, click the red **'Trash Can'** icon.
- 6) There are teal **'Email'** icons next to each department or graduate program. The Administrator column displays the names of individuals identified as responsible for verifying T32 proposal information. Names are intentionally omitted in the below figure, but actual names will display in the T32 WebApp.

T32 WebApp Applications Department/Program Admin User Guide Logout

Data Entry

- 1. Proposal Information
- 2. Participating Depts/Programs
- 3. Participating Faculty
- 4. Institutional Training Grants
- 5. Review Data Tables

SUBMITTING DEPT TEST - PD/PI: NONE GIVEN

Participating Department(s)/Program(s)

*Completed by Submitting Department (Psychiatry)

Department(s)

+ Add Department

Show 10 entries Search:

| Department | Administrator | Action(s) |
|------------------------------|---------------|-----------|
| Psychiatry (Submitting Dept) | | |

Showing 1 to 1 of 1 entries Previous 1 Next

Grad Program(s)

+ Add Grad Program

Show 10 entries Search:

| Program | Administrator(s) | Action(s) |
|--------------|------------------|-----------|
| Neuroscience | | |

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 5. Adding Department(s) or Graduate Program(s) and communicating with department administrators.

Add Department(s) ×

To begin, click the text box below and either start typing the name of the department you wish to select or scroll through the dropdown menu to find and select it. If you would like to add multiple departments, simply click the text box again after each selection, and repeat the process by either typing the next department name or scrolling through the list to choose another.

- Anatomy & Cell Biology
- Anesthesia

Add Grad Program(s) ×

To begin, click the text box below and either start typing the name of the graduate program you wish to select or scroll through the dropdown menu to find and select it. If you would like to add multiple graduate programs, simply click the text box again after each selection, and repeat the process by either typing the next program name or scrolling through the list to choose another.

- Biomedical Science
- Biomedical Science (Cancer Biology)

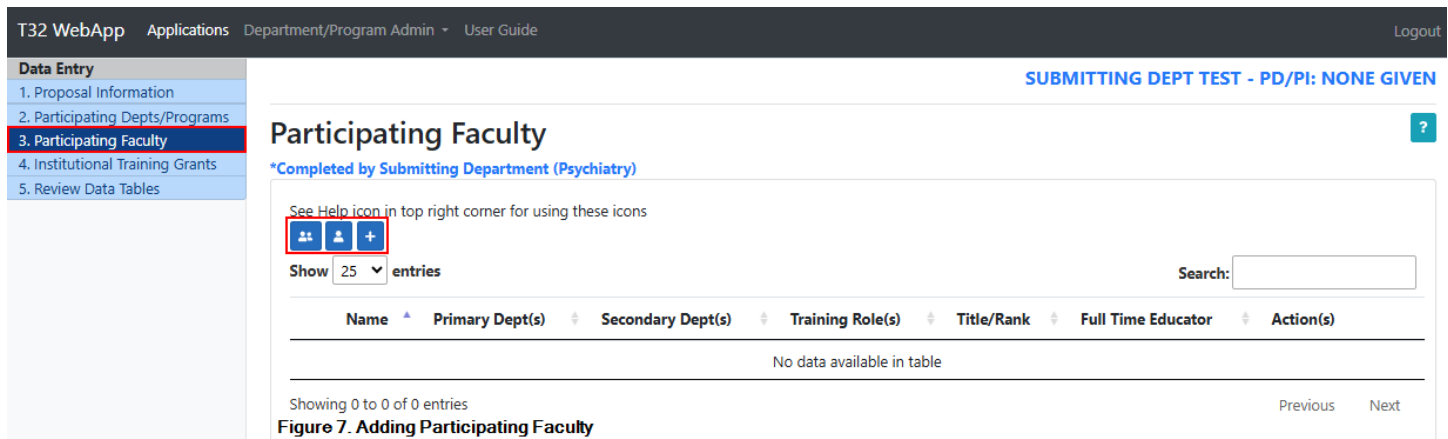
Figure 6. Adding Department(s) or Graduate Program(s).

3. Participating Faculty

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This section identifies individuals who have the potential to serve as a mentor to a trainee on the T32 proposal and/or serve in training roles such as an executive committee member.

- Participating faculty can be added using the three blue buttons (**Figure 7**), the functions of the buttons are described below **Figure 7**.
- Only the administrator(s) from a Submitting Department or Submitting Graduate Program can add or remove participating faculty.



T32 WebApp Applications Department/Program Admin User Guide Logout

Data Entry

- 1. Proposal Information
- 2. Participating Depts/Programs
- 3. Participating Faculty
- 4. Institutional Training Grants
- 5. Review Data Tables

Participating Faculty

*Completed by Submitting Department (Psychiatry)

See Help icon in top right corner for using these icons

Show 25 entries Search:

| Name | Primary Dept(s) | Secondary Dept(s) | Training Role(s) | Title/Rank | Full Time Educator | Action(s) |
|----------------------------|-----------------|-------------------|------------------|------------|--------------------|-----------|
| No data available in table | | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

Figure 7. Adding Participating Faculty

Adding Multiple Participating Faculty

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This feature is most helpful when there are multiple participating faculty in a single department or program and they all have the same training role(s).

- 1) Click the blue **'Add Group of Faculty Members'** icon.
- 2) To identify multiple participating faculty within a single department, use the drop-down menu under the **"Department"** header (**Figure 8**).
 - a) There are indicators in blue font for Secondary (S) Appointments and Full Time (FT) Educators.
 - i) Secondary Appointments are assigned by Human Resources (HR) records.
 - ii) Full Time Educators can be indicated by administrators. See ['Verify Faculty'](#) for instructions.
 - b) There may be instances where a faculty member has a primary appointment in another department, but they are participating in the T32 proposal as part of their secondary appointment in the participating department that is submitting the proposal.
 - c) FT Educators are identified as these individuals are unlikely to be included as mentors/preceptors due to their full-time, non-research responsibilities.
- 3) Indicate the training role(s) for each faculty member using the checkmarks (may include up to a maximum of three roles).
- 4) Click the green **'Add'** button to add participating faculty members.

Add Faculty Member(s) to Application

×

Department

Cardiothoracic Surgery

Faculty Status

Current

Training Roles: (applies to all faculty selected)

- PD/PI
- Preceptor
- Exec Comm.
- Other Comm.
- Other

Check All

(S) - Secondary | (FT) - Full Time Educator

- 1. Anderson, Charles
- 2. Curtis, Samantha
- 3. Decker, Paul
- 4. Fife, Walter (FT)
- 5. Gregory, Julie
- 6. Leopold, Abigail
- 7. Nance, Anthony
- 8. Pitcher, Robin (S)
- 9. Robinson, Kevin
- 10. Williams, Sarah

Figure 8. Adding Multiple Faculty from a Department


Close

Add

Adding Individual Participating Faculty

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This feature is most helpful when adding a single faculty member. It is also helpful if needing to add multiple faculty in a department or program and they do not have the exact same training role(s).

- 1) Click the blue **'Add Individual Faculty Member'** icon. 
- 2) The **'Add Faculty to Application'** pop-up screen will appear (**Figure 9**).
- 3) Use the drop-down menu under the **'Faculty'** header to search by last name, first name, or HawkID.
- 4) After selecting the faculty member, indicate training role(s) using the checkboxes.
 - a) NIH instructions state a maximum of three training roles may be selected.
- 5) Once complete, click the green **'Add'** button.

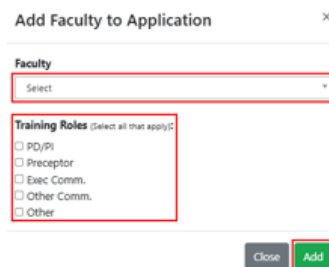


Figure 9. Adding Individual Participating Faculty.

Creating a Faculty Member and Add to Application

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The T32 WebApp automatically pulls in faculty in the Carver College of Medicine (CCOM). However, there may be instances where a participating faculty member is outside of the CCOM. In this case, non-CCOM faculty *who have not been previously added in the WebApp* will need to be added manually.

- 1) To create a faculty member and add to application, click the blue '+' icon.
- 2) Enter the faculty member's HawkID or University ID.
- 3) Select their training role(s).
- 4) Click the blue 'Create' button, which will prompt the application to return to the main *Participating Faculty* screen with the individual added as a participating faculty member.
 - a) The details for Primary and/or Secondary Appointment, Degree(s), Research Interests, and Trainee(s) will need to be manually entered. See '[Edit Faculty](#)' for instructions.

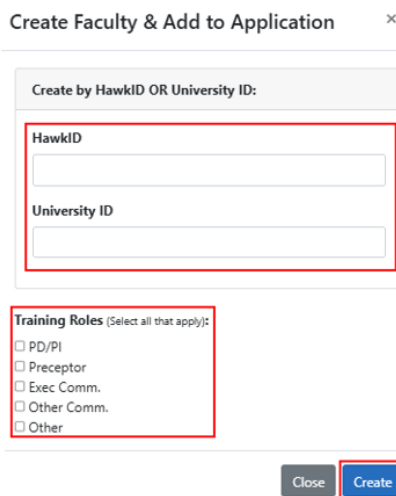


Figure 10. Create and Add a New Faculty .

Addressing Former Participating Faculty and Trainees (renewal/resubmission proposals)

The T32 WebApp has a feature to include faculty members who mentored a trainee but have moved to a different institution or now have emeritus status. This allows for adding trainees in multiple tables.

- 1) Click the blue 'Add Group of Faculty Members' icon.
- 2) Click the 'Faculty Status' drop-down menu and select 'Past' (Figure 11).
- 3) The T32 WebApp will allow for the selection of the trainees to populate the relevant data tables.
- 4) The T32 WebApp will not include the former faculty member in the relevant data tables.

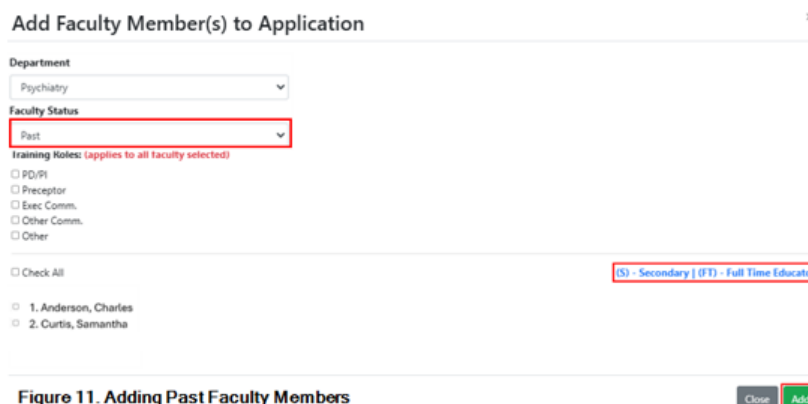


Figure 11. Adding Past Faculty Members

The T32 WebApp can be utilized to include trainees (and faculty mentors) who would have been eligible for the proposed training program, if it existed.

Associating trainees to a T32 proposal requires selecting a participating faculty member, as their mentor. The default T32 WebApp programming considers these faculty members as participating faculty, unless they hold an emeritus role or are a past faculty member. The workaround is to add the faculty member, and their trainees, to the T32 proposal. The faculty member can be deleted from the Word document print out.

Managing Participating Faculty

The steps for managing Participating Faculty is overseen by the Participating Department(s) and/or Participating Graduate Program administrators. At a minimum, administrators should be reviewing and verifying their participating faculty each time their department or graduate program is included in a T32 proposal.

As changes may impact participating faculty being associated with a T32 proposal, department and graduate program administrators are encouraged to update at strategic timepoints as well, such as the period after July 01 when the majority of new or departed faculty changes take place. See [‘Verify Faculty’](#) for instructions.

- From the *Participating Faculty* screen, there are several action items on the far-right of the screen that are available to administrators (details of each are included below **Figure 12**).
 - Blue: edit faculty information
 - Red: remove a participating faculty member
 - Green: identify and manage faculty research support
 - Yellow: identify and manage faculty publications
- Note that only the Submitting Department or Submitting Graduate Program administrator(s) has the red trash can icon to delete a participating faculty from the proposal.

T32 WebApp Applications Department/Program Admin User Guide Logout

1. Proposal Information
2. Participating Depts/Programs
3. Participating Faculty
4. Institutional Training Grants
5. Review Data Tables









SUBMITTING DEPT TEST - PD/PI: NONE GIVEN

Participating Faculty

*Completed by Submitting Department (Psychiatry)

See Help icon in top right corner for using these icons

Show 25 entries Search:

| Name | Primary Dept(s) | Secondary Dept(s) | Training Role(s) | Title/Rank | Full Time Educator | Action(s) |
|-----------------|-----------------|------------------------|------------------|---------------------|--------------------|---|
| Robinson, Kevin | Psychiatry | | | Assistant Professor | False |     |
| Thomas, Alice | Microbiology | Anatomy & Cell Biology | | Associate Professor | False |     |

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 12. Managing Participating Faculty

Edit Faculty (for Participating Department and Graduate Program Administrators)

- 1) Click the blue **'Edit Faculty'** icon to display a pop-up screen (**Figure 13**).
 - a) The Title/Rank, Degree(s), and Primary/Secondary Appointment(s) fields are sourced from UI Human Resources (HR) records.
 - b) The Graduate Program Affiliation(s) is sourced from regular updates by graduate program staff.
- 2) Primary/Secondary Appointment and Graduate Program Affiliation(s) may be updated by the department administrator. The Verify Faculty link is under the Task List on the left-hand panel. See ['Verify Faculty'](#) for instructions.
- 3) Add or update Training Role(s) that were not previously identified or updated.
- 4) Add or modify Research Interests that have not been provided or need to be updated for the current training grant proposal using the free text box.
- 5) If a faculty member is a full-time educator, meaning their responsibilities are only related to teaching – and they are not involved in research – place a checkmark in the **'Full Time Educator'** checkbox. This helps Submitting Department or Graduate Program administrators know the faculty member would not be a potential mentor to trainees and not suitable for inclusion on a T32 proposal.
- 6) Click the green **'Save'** button to finalize any changes.
- 7) Primary and Secondary PreDoc and PostDoc Mentee(s) may be updated by the department administrator. The Verify PostDocs and Verify PreDocs links are under the Task List on the left-hand panel. See ['Edit Trainees'](#) for instructions.
- 8) If any faculty details need to be updated and there is not the ability to do so at the administrator-level, contact [com-lspds@uiowa.edu].

Edit Faculty - Thomas, Alice (ALITHO) ×

Edit PreDoc Primary Mentee(s) PreDoc Secondary Mentee(s) PostDoc Primary Mentee(s) PostDoc Secondary Mentee(s)

Training Roles (Select a maximum of three roles):
 PD/PI
 Preceptor
 Exec Comm.
 Other Comm.
 Other

Primary Appointment(s) ?
1. Microbiology (3120)

Secondary Appointment(s)
1. Anatomy & Cell Biology (3100)

Title/Rank
Associate Professor

Research Interests
Chronic immunologic diseases

Degree(s)
× MD, PhD

Full Time Educator

Figure 13. Edit Faculty

Close Save

From the Edit Faculty view, administrators can manage the mentor-mentee associations.

- 1) Click any of the tabs to the right of the 'Edit' tab (**Figure 14**).
- 2) Click the '+ Add' button for primary or secondary trainee.
- 3) There is no need to click a 'save' button.
- 4) To delete a trainee, click the red trash can icon.

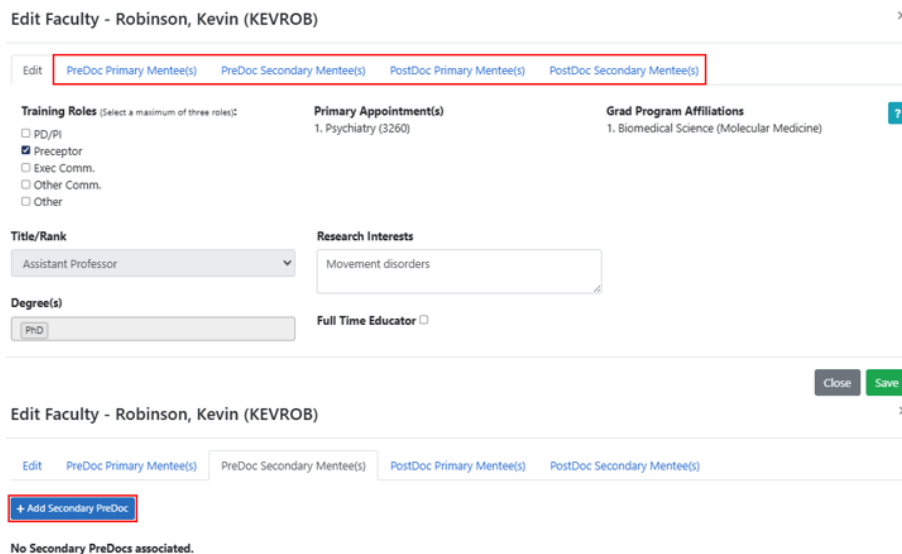


Figure 14. Managing Mentees .

Research Support (for Participating Department and Graduate Program Administrators)

- 1) Click the green 'Research Support' icon to display a pop-up screen (**Figure 15**).
 - a) Research Support identifies and manages information for Data Table 4 (Research Support).
 - i) The information is sourced from DSP data.
 - ii) The T32 WebApp displays active FUND 500 (non-federal) and FUND 510 (federal) awards. This information is sourced from DSP data.
 - iii) The T32 WebApp does not display research support that NIH data table instructions state to exclude (e.g., awards in a no-cost extension status, administrative supplements).
 - b) Review the research support displayed for potential association with the T32 proposal.
 - c) The T32 WebApp does not automatically display non-500/510 research support (see 'Adding Faculty Research Support' for instructions).
 - i) Once non-500/510 research support is added, it will be stored in the T32 WebApp database for selection on future T32 proposals.

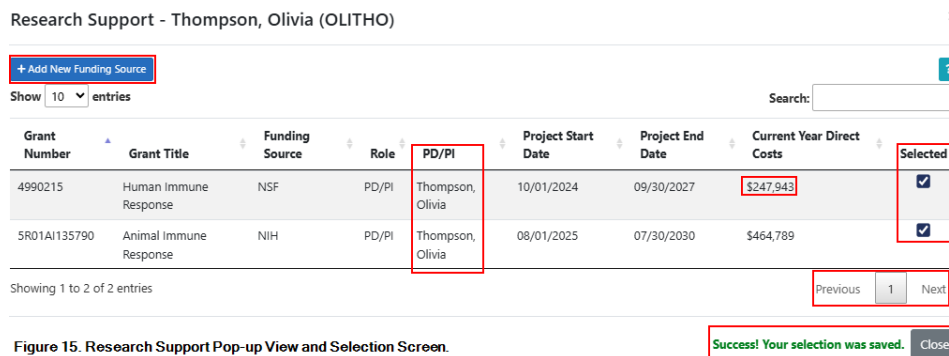


Figure 15. Research Support Pop-up View and Selection Screen.

- 1) For research support displayed, mark the checkbox in the **'Selected'** column to add the research support to a T32 proposal.
 - a) Once selected or unselected, the T32 WebApp displays a green 'Success! Your selection was saved' message in the bottom right corner of the pop-up screen next to the **'Close'** button.
 - i) There is no need to click a 'save' button to select or unselect research support.
 - b) The Research Support screen also details PI or MPI, and current year direct costs.
 - i) For MPI support, the **'Current Year Direct Costs'** column displays the full award amount.
 - ii) On the *Review Data Tables* screen, and for Data Table 4 (Research Support), the T32 WebApp automatically performs the calculation detailed in the NIH instructions to divide the full award amount by the number of PI's.
 - c) The default view for number of entries on this screen is 10.
 - d) To see more entries, update the drop-down field in the top left corner of the screen, or use the Previous / Next / Number Block actions in the bottom right corner of the screen.
- 2) To add research support (i.e., research startup funds in a FUND 240 account), click the blue **'+ Add New Funding Source'** button in the top left of the pop-up screen.
 - a) Add as much information as known and click the blue **'Create'** button (**Figure 16**).
 - b) For research support without a known or hard start or end date, it would be appropriate to list project dates spanning 3-5 years.
 - c) Once the research support is created it returns to the Research Support pop-up screen.
 - d) The T32 WebApp database will automatically store added research support in the T32 WebApp database for selection on future T32 proposals.
- 3) Mark the checkbox in the **'Selected'** column to associate the support to the T32 proposal (**Figure 16**).

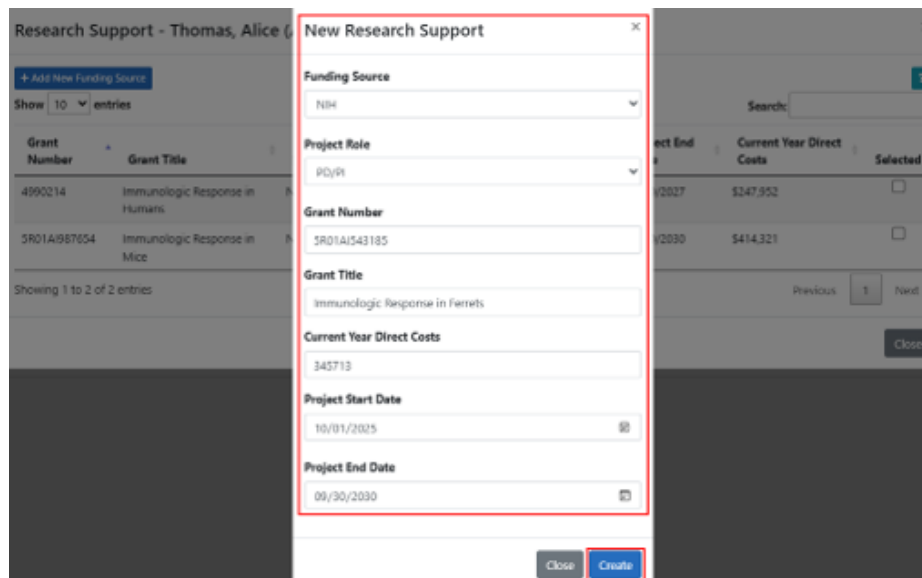


Figure 16. Adding New Research Support

Faculty Publications (for Participating Department and Graduate Program Administrators)

- From the *Participating Faculty* screen, the yellow textbook icon displays faculty publications.
- There is no action item with faculty publications. The list is available as another means to help identify trainee publications, if needed.



Managing Trainees (for Participating Department and Graduate Program Administrators)

The steps for managing trainees is overseen by the Participating Department(s) and/or Participating Graduate Program administrators. At a minimum, administrators should be reviewing and verifying their trainees each time their department or graduate program is included in a T32 proposal.

As changes may impact participating trainees being associated with a T32 proposal, department and graduate program administrators are encouraged to update at strategic timepoints as well, such as the months of August, January, and May for new or graduated trainees. See [‘Edit Trainees’](#) for instructions.

- Current NIH data table instructions require information on trainees and trainee publications to populate Tables 2, 5A, 5B, 8A, 8B, and/or 8C.
- Trainees are automatically added to the WebApp via information from the Made at University of Iowa application (MAUI) for PreDocs or Human Resources for PostDocs.
- New trainees may be created if they do not exist in the T32 WebApp. See [‘Creating a New PreDoc or PostDoc’](#) for instructions.

- 1) From the *Participating Faculty* screen, click the blue ‘+’ icon next to a faculty member’s name to view trainees.
 - a) If a faculty member does not have any trainees, there will not be a ‘+’ icon next to their name.
- 2) Mark the checkbox next to trainee(s) that should be associated with the training grant proposal.
 - a) For trainees, there is a **‘Training Period’** column to assist in identifying their training period.
 - i) For both new and renewal/resubmission proposals, Table 2 requires information on trainees mentored by participating faculty members for the last 10 years.
 - ii) For new proposals, Tables 5A/5B require information on potential trainees for the last five years.
 - iii) For renewal/resubmission proposals, Tables 5A/5B require information on trainees appointed to the renewal/resubmission proposal for the last 10 years.
 - iv) For renewal/resubmission proposals, Tables 8A/8B/8C requirement information on trainees appointed to the renewal/resubmission proposal for up to the last 15 years.
 - b) The T32 WebApp automatically performs the calculation for number of prior years to include for purposes of populating the data tables.

The screenshot displays the 'Participating Faculty' interface in the T32 WebApp. The top navigation bar includes 'T32 WebApp', 'Applications', 'Department/Program Admin', and 'User Guide'. A sidebar on the left lists 'Data Entry' steps: 1. Proposal Information, 2. Participating Depts/Programs, 3. Participating Faculty (highlighted), 4. Training Grants, and 5. Review Data Tables. The main content area is titled 'Participating Faculty' and indicates it is 'Completed by Submitting Department (Microbiology)'. It features a search bar and a table of faculty members. The table has columns for Name, Primary Dept(s), Secondary Dept(s), Training Role(s), Title/Rank, Full Time Educator, and Action(s). The first faculty member listed is Kevin Robinson, Psychiatry, Preceptor, Assistant Professor, False. Below his name, there are two sections: 'PreDocs' and 'PostDocs'. The 'PreDocs' section shows a trainee '1: Smith, Peter' with a 'Current' status and 'Current' training period. The 'PostDocs' section shows a trainee ': Moore, Alice' with a 'Current' status and a training period of '11/2025 - Current'. A red box highlights these trainee entries.

Figure 17. Managing Trainees .

- 1) Click the blue **'Edit'** icon in the Action(s) column.
- 2) The **'Edit PreDoc'** or **'Edit PostDoc'** pop-up screen appears (**Figure 18**).
 - a) The most common data fields to edit/update are Open Researcher and Contributor ID (ORCID) identifier and primary/secondary mentors.
 - i. For ORCID, ensure it is formatted as XXXX-XXXX-XXXX-XXXX, including the hyphens and not including the "http" website link.
 1. ORCIDs should be all numbers, with one exception detailed below.
 2. ORCIDs having a "X" at the end are valid – the X represents the number '10'.
 3. The T32 WebApp will present an error message if the ORCID is not valid. A valid ORCID needs to be entered in order for it to be successfully saved.
 - ii. To edit/update primary/secondary mentors, see ['Managing Mentors'](#) below.
- 3) Information in the gray boxes is not able to be edited by administrators.
 - a) If this information needs updated, contact [com-lspds@uiowa.edu]
- 4) Future T32 WebApp development will focus on the fields such as Topic of Research Project and Sources & Types of Support During Training used in Tables 8A/8B/8C.

Edit PostDoc
✕

Edit Profile

Primary Mentor(s)

Secondary Mentor(s)

PostDoc Updated Successfully!
✕

| | | |
|--|--|---|
| <p>Last Name</p> <input type="text" value="Moore"/> | <p>Doctoral Degree(s)</p> <input type="text" value="PhD"/> | <p>HR Appointment Department</p> <input type="text" value="Psychiatry"/> |
| <p>First Name</p> <input type="text" value="Alice"/> | <p>Doctoral Degree Year</p> <input type="text" value="2019"/> | <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Cost Centers</p> </div> |
| <p>Email</p> <input type="text" value="alice-moore@uiowa.edu"/> | <p>Hiring Date</p> <input type="text" value="mm/dd/yyyy"/> | <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Sources & Types of Support During Training</p> <div style="text-align: center; color: #007bff; font-weight: bold; font-size: 24px;">+</div> </div> |
| <p>HawkID</p> <input type="text" value="ALIMOO"/> | <p>Termination Date</p> <input type="text"/> | |
| <p>University ID</p> <input type="text" value="11198559"/> | <p>Degree(s) Resulting from Postdoctoral Training</p> <input type="text"/> | |
| <p>Orcid</p> <input type="text" value="7938-2544-4668-1645"/> | <p>Supported by any HHS Training Award</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> | |
| <p>Citizenship</p> <input type="text" value="US_CITIZEN"/> | <p>Topic of Research Project</p> <input type="text" value="Psychiatric response in adults and adolescents"/> | |
| <p>Status <input checked="" type="radio"/> Current <input type="radio"/> Past</p> | | |
| <p>Training Grant Eligible</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> | | |
| <p>Active <input checked="" type="checkbox"/></p> | | |

Figure 18. Editing Trainees.

Verified
Close
Save Changes

- 1) To add/update a primary or secondary mentor, click the **'Primary Mentor(s)'** or **'Secondary Mentor(s)'** tabs near the top of the page (**Figure 19**).
- 2) Click the blue **'+ Add Faculty Mentor'** button.
- 3) Search for faculty mentors by last name, first name, or HawkID.
- 4) Once selected, click the green **'Add'** button.
- 5) The T32 WebApp automatically saves mentors – there is no need to click a 'save' button.
- 6) To delete a faculty mentor, click the red trash can icon on the right-hand side of the screen.
- 7) Each trainee can only have one primary and one secondary mentor.

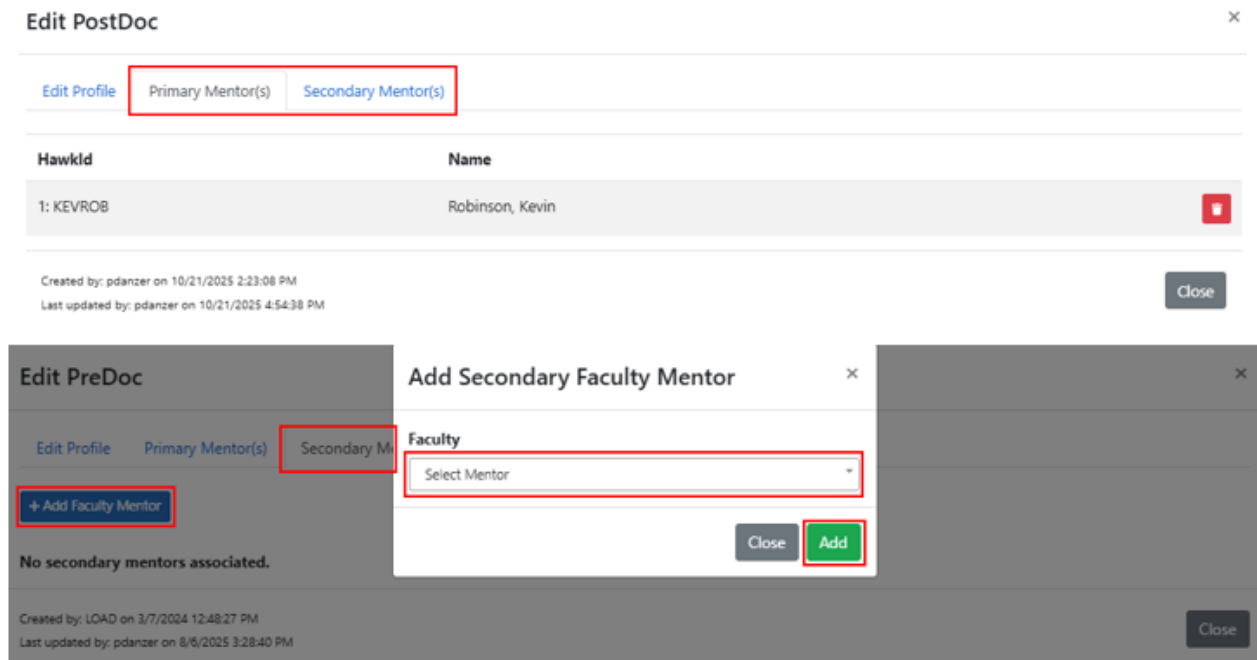


Figure 19. Managing Mentors.

Creating a New PreDoc or PostDoc

While unlikely, there may be the need to create a new trainee that is not available in the T32 WebApp. An instance where this may happen is a new faculty to the institution and detailing their trainees from a previous institution for populating the data tables correctly.

- 1) Click the **'Verify PreDocs'** or **'Verify PostDocs'** link under the *Task List*.
- 2) Click the blue **'+ Add PreDoc'** or **'Add PostDoc'** button.
- 3) If the HawkID or University ID is known, use the **'By HawkID or University ID'** tab to enter one of these fields and click the blue **'Create'** button. This will pull in information from MAUI (for PreDocs) or University HR records (for PostDocs).
 - a) The **'Edit PreDoc'** or **'Edit PostDoc'** pop-up screen appears.
 - b) The fields of Last Name, First Name, Email, HawkID, and University ID will display.
 - c) Many of the other fields (e.g., Citizenship, Start Date of Degree-Granting Program for PreDocs, Hiring Date for PostDocs) will populate once an overnight processing job connects to the MAUI and/or University HR databases.
 - d) Administrators will need to enter the following fields:
 - i) ORCID
 - ii) In Rotation (for PreDocs)

- iii) Topic of Research Project (if known/available)
- iv) Supported by any Health and Human Services (HHS) Training Award (select Yes/No, if Yes – use the blue ‘+’ button to locate the applicable training award – only awards at UIOWA are available, and indicate if Current or Past support)
- v) Sources & Types of Support During Training
 - (1) NIH data table instructions state to ‘provide the primary source and type of support during each twelve-month period of training’ – to address some funding considerations,
 - (a) If a trainee was split 50%/50% on a R01 and a faculty startup account for a duration of 24 months – it would be appropriate to list the R01 for one twelve-month training period and the startup account for the other twelve-month training period.
 - (b) If a trainee was paid 80% on a R01 and 20% on a faculty startup account for the twelve-month period – the R01 would be considered the primary source and type of support.
 - vi) Subsequent Grants (if known/available)
- 4) If the HawkID or University ID is not known, use the ‘By Name’ tab to enter first name and last name.
 - a) Click the blue ‘Create’ button.
 - b) The ‘Edit PreDoc’ or ‘Edit PostDoc’ pop-up screen appears.
 - c) Users will need to enter the majority of the fields described above in #3.
- 5) If needing to return to a trainee at a later time, see ‘[Edit Trainees](#)’ for instructions.

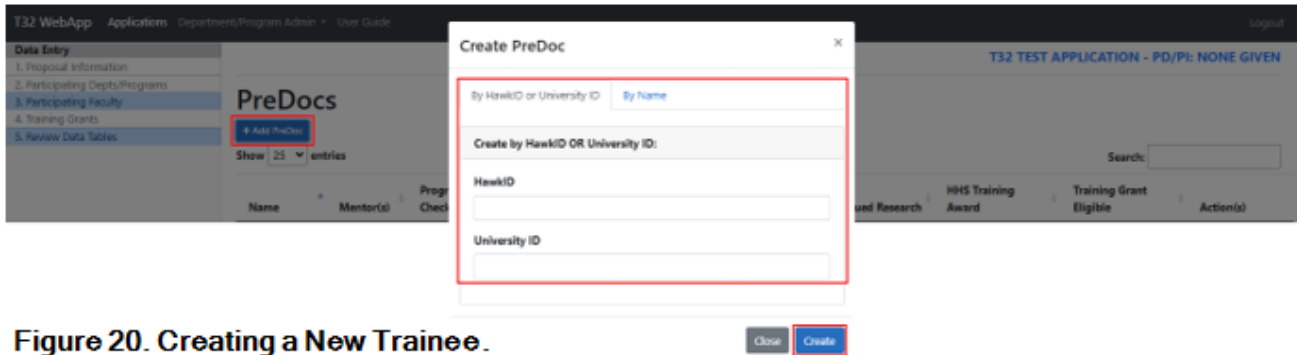



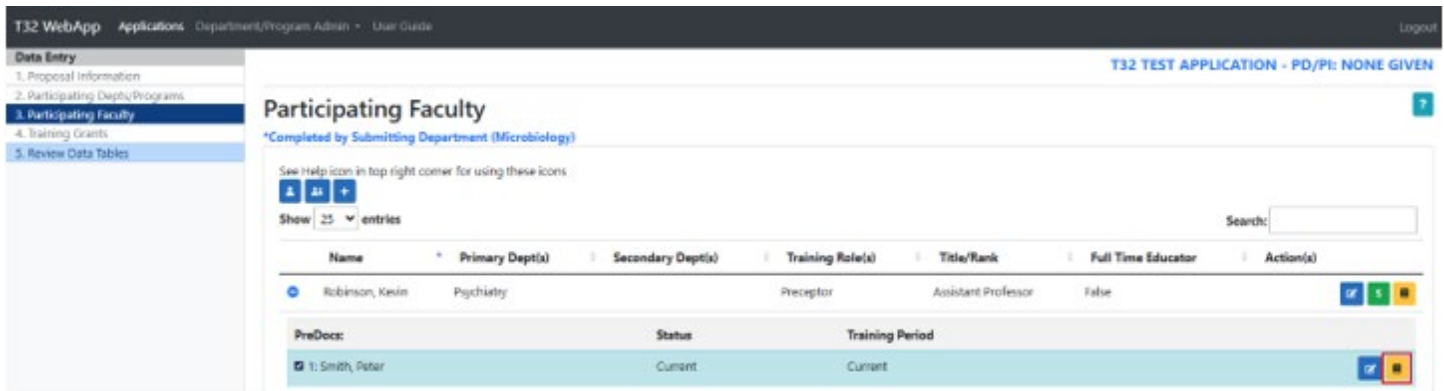
Figure 20. Creating a New Trainee.

Trainee Publications (for Participating Department and Graduate Program Administrators)

Trainee publications need to be identified and selected for association with Tables 5A and 5B.

Publications are sourced from the trainee's ORCiD profile. See '[How Publications are Sourced](#)' for instructions.

- 1) On the *Participating Faculty* screen, click the yellow textbook icon for the trainee. 
- 2) On the Publications List pop-up screen, mark the checkbox in the '**Selected**' column for association with Tables 5A and/or 5B.
 - a. The T32 WebApp displays a green 'Saved' message after the checkbox is selected/unselected. There is no need to click a 'Saved' button.
 - b. In general, include trainee publications for up to the last five years for new proposals and up to the last 10 years for renewal/resubmission proposals.
 - c. For information on appropriate publications to include for a proposal, see '[Table 5A/5B](#)' for expanded guidance on trainee publications.
- 3) Once complete, click the '**Close**' button to return to the *Participating Faculty* screen.
- 4) To create a new publication, see '[Creating a New Trainee Publication](#)' for instructions.



T32 WebApp Applications Department/Program Admin User Guide Logout

Data Entry

- 1. Proposal Information
- 2. Participating Dept/Programs
- 3. Participating Faculty
- 4. Training Grants
- 5. Review Data Tables




T32 TEST APPLICATION - PD/PI: NONE GIVEN

Participating Faculty



*Completed by Submitting Department (Microbiology)

See Help icon in top right corner for using these icons

Show 25 entries Search:

| Name | Primary Dept(s) | Secondary Dept(s) | Training Role(s) | Title/Rank | Full Time Educator | Action(s) |
|-----------------|-----------------|-------------------|------------------|---------------------|--------------------|---|
| Robinson, Kevin | Psychiatry | | Preceptor | Assistant Professor | False |    |

PreDocs:

| PreDoc(s) | Status | Training Period | Action(s) |
|-----------------|---------|-----------------|---|
| 1: Smith, Peter | Current | Current |   |

Publication List - Smith, Peter ()



Add New Publication

Show 50 entries Search:

| Publication Date | Type | Title | Authors | Publication Name | HawkID | First Author | Last Author | Single Author | Selected |
|------------------|-----------------|---|---|---------------------------------|--------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| 06/10/2006 | journal-article | Artificial Intelligence in Medical Image Analysis | Peter Smith, Linda Jones, Robert Martinez, James Martinez | JAMA | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 03/07/2023 | journal-article | Neuroimaging Techniques for Alzheimer's Disease Diagnosis | Michael Garcia, Peter Smith, William Williams, David Martinez | New England Journal of Medicine | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Showing 1 to 2 of 2 entries Previous 1 Next

Figure 21. Trainee Publications.

There may be instances where a known publication is not included in the trainee’s ORCID profile.

- 1) To create a new publication, click the blue **‘+ Add New Publication’** button at the top of the Publication List pop-up screen.
- 2) At a minimum enter Title, Type, Authors, Publication Name, and Publication Date.
 - a) Some publishers may not use fields such as Volume.
- 3) Click the **‘Create’** button to return to the Publication List pop-up screen.
- 4) Mark the checkbox in the **‘Selected’** column to include the publication with the proposal.
- 5) Administrator-generated publications are stored indefinitely in the system.
- 6) If an error is made in entry, create a new entry and contact [com-lspds@uiowa.edu] for deletion.

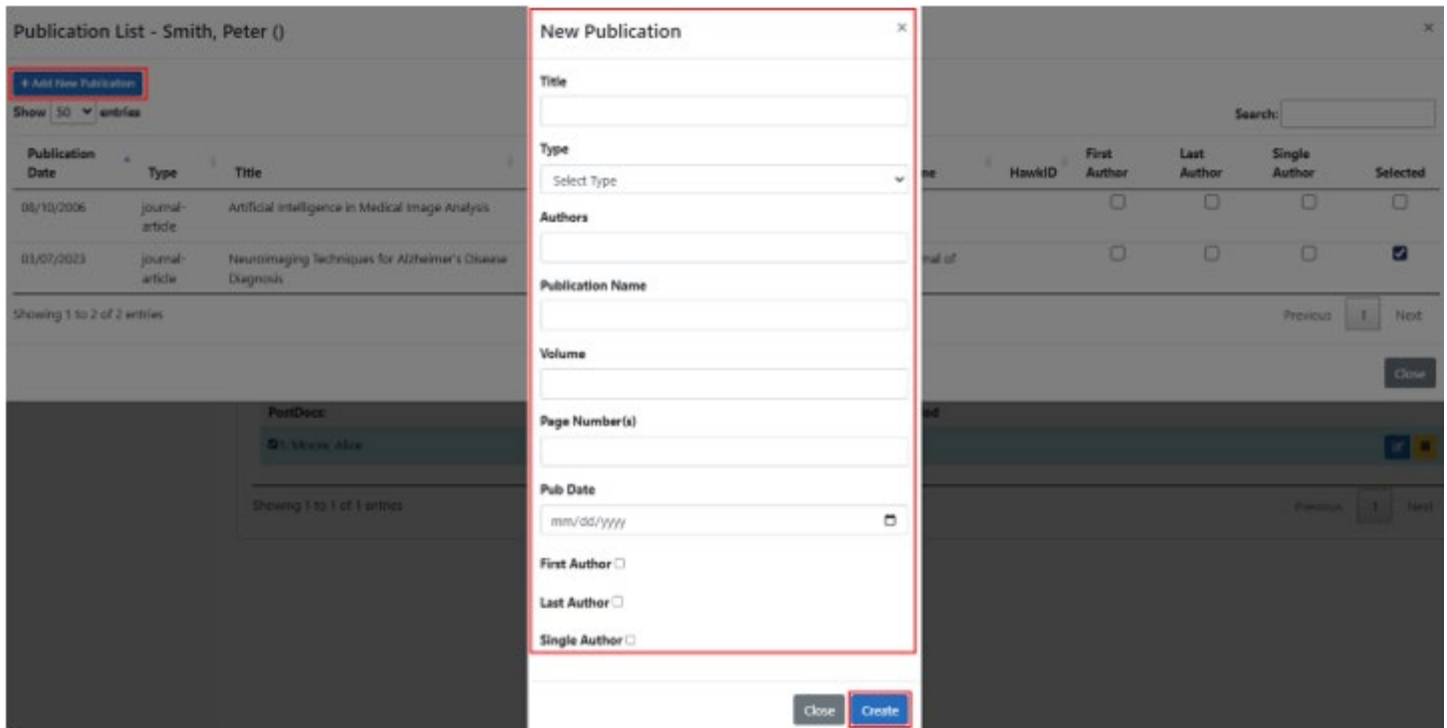


Figure 22. Create New Trainee Publications.

4. Institutional Training Grants

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The *Institutional Training Grants* screen lists all training grants that meet NIH requirements for compiling Table 3.

- The training grant data comes from DSP data and records.
 - The primary consideration for selecting an institutional training grant is that one of the participating faculty on the proposed training grant is also a participating faculty on (overlaps) with an active training grant.
 - Administrators should ensure they have added all participating faculty on the *Participating Faculty* screen of the T32 WebApp before proceeding to the next step of selecting the relevant training grants for association with the proposed training grant.
 - Only Submitting Department or Submitting Department administrators can view the *Institutional Training Grants* screen.
- 1) The T32 WebApp automatically identifies training grants meeting the above requirements based on matching the participating faculty on the proposed training grant with the participating faculty on active training grants (**Figure 23**).
 - a) Click the **'Select Overlapping Faculty'** button.
 - b) In the **'Selected'** column a checkmark is automatically placed, as appropriate, for the training grants meeting the requirements stated above involving participating faculty.
 - c) The last names of the Overlapping Faculty on active training grants displays in the Overlapping Faculty column.
 - i) The Participating Faculty list is sourced from gathering the names of faculty included with each competitive segment (i.e., at point of issuance of a new or renewal/resubmission award).
 - ii) T32 WebApp administrators associate these participating faculty to each training award.
 - iii) If the Participating Faculty list needs to be updated for either new or departed participating faculty, email [com-lspds@uiowa.edu] to make the updates.
 - 2) For Participating Departments or Participating Graduate Programs, to view the names of overlapping participating faculty, click the *Review Data Tables* link under the Data Entry section on the left-hand panel.
 - 3) There is a direct link to Table 3 (Training Grants) after clicking the *Review Data Tables* link.

| Title | Award Number | PD/PI | Start Date | End Date | Predoctoral | Postdoctoral | Short Term | Overlapping Faculty | Selected | Actions |
|--|-------------------|-------|------------|------------|-------------|--------------|------------|---------------------|-------------------------------------|---------------------|
| Beginning and Early Stage Translational (BEST) Researchers | S R25 TR004393-03 | | 06/01/2023 | 05/31/2028 | 0 | 0 | 10 | | <input checked="" type="checkbox"/> | [i] |
| Carver College of Medicine Clinical Neuroscientist Training Program (CNS-TR) | S R25 NS079173-14 | | 06/15/2012 | 06/30/2027 | 0 | 1 | 0 | | <input type="checkbox"/> | [i] |

Figure 23. Institutional Training Grants (From DSP).

5. Review Data Tables

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The *Review Data Tables* screen allows administrators to review the populated tables and export them to a Microsoft Word document for finalization.

- 1) Review the data tables by scrolling down the page or navigate to a specific table using the links in the yellow drop-down menu on the left panel (**Figure 24**).
 - a) Abbreviated help instructions are available to the right and above of each table, along with a link to scroll back to the top of the page.
- 2) Export the data tables by clicking the blue icon with a 'W' above Table 1.
 - a) Within Microsoft Word, edit the information as needed.
 - i) e.g., correct direct costs on multi-year research funding in Table 4.
 - ii) e.g., bold a trainee name in Table 5A.
 - b) Export the tables to a PDF for upload into Cayuse.
- 3) At this point, the Word document print out is a single page that includes all tables. Future programming will allow administrators to print individual tables.

Table 1
 Census of Participating Departments or Interdepartmental Programs (Pre- & Post-Docs)
 Part I. Predoctorates

| Participating Department/Program | Total Faculty | Participating Faculty | Total Predoctorates | Total Predoctorates Supported by any HHS Training Award | Total Predoctorates with Participating Faculty | Eligible Predoctorates with Participating Faculty | TGE Predoctorates Supported by this Training Grant (Renewal/Revisions) | Predoctorates Supported by this Training Grant (R90 only Renewals/Revisions) |
|--|---------------|-----------------------|---------------------|---|--|---|--|--|
| Dept of Microbiology | 26 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Biomedical Science (Cancer Biology) Grad Program | 85 | 0 | 29 | 3 | 0 | 0 | 0 | 0 |
| Neuroscience Grad Program | 66 | 0 | 51 | 9 | 0 | 0 | 0 | 0 |
| Total | 164 | 3 | 80 | 12 | 0 | 0 | 0 | 0 |

Part II. Postdoctorates

| Participating Department/Program | Total Faculty | Participating Faculty | Total Postdoctorates | Total Postdoctorates Supported by any HHS Training Award | Total Postdoctorates with Participating Faculty | Eligible Postdoctorates with Participating Faculty | TGE Postdoctorates Supported by this Training Grant (Renewal/Revisions) | Postdoctorates Supported by this Training Grant (R90 only Renewals/Revisions) |
|--|---------------|-----------------------|----------------------|--|---|--|---|---|
| Dept of Microbiology | 26 | 2 | 24 | 12 | 1 | 1 | 0 | 0 |
| Biomedical Science (Cancer Biology) Grad Program | 85 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neuroscience Grad Program | 66 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 164 | 3 | 24 | 12 | 1 | 1 | 0 | 0 |

Table 2

Figure 24. Review Data Tables

Task List

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The main purpose of the *Task List* is for Participating Department/Graduate Program administrators to indicate to the Submitting Department or Submitting Graduate Program that they have reviewed the faculty and trainee information for a T32 proposal and have verified it is accurate and complete.

The initial release of the T32 WebApp is focused on the CCOM for information. For non-CCOM Participating Department(s) and/or Participating Graduate Program(s), administrators may have to reach out to these administrators and collect information via traditional methods (e.g., email request for non-CCOM tables). As the T32 WebApp is utilized for future submissions, administrators are encouraged to submit completed data tables (for non-CCOM departments and graduate programs) to [com-lspds@uiowa.edu] to build out the T32 WebApp and help future administrators who might be including the same non-CCOM departments and/or graduate programs.

- Participating department/graduate program administrators can view and/or edit faculty and trainee information for individuals in their department or program (see instructions below).
- For participating department/graduate program administrators to indicate faculty and trainees are verified, place a checkmark in the box to the left of the task on the *Task List* in the bottom left corner of the T32 WebApp.
- For administrators other than the Submitting Department or Submitting Graduate Program, the **‘Verify Research Support’** and **‘Verify Trainee Pubs’** are not clickable links (**Figure 25**).
 - For these administrators, this information can be viewed by navigating to the *Review Data Tables* screen in the upper left panel.
 - Participating Department or Graduate Program administrators still need to click the **‘Verify Research Support’** and **‘Verify Trainee Publications’** links to indicate they have reviewed and confirmed the information is accurate and complete.

The screenshot displays the T32 Grant Applications web application interface. The main content area shows 'Proposal Information' for a 'T32 TEST APPLICATION - PD/PI: NONE GIVEN'. Below this, there is a 'Tasks' section with a table. The table has the following columns: Department/Grad Program, Check Faculty, Check PostDocs, Check PreDocs, Verify Research Support, and Verify Trainee Pubs. The rows are: 1. Microbiology (Submitting Dept), 2. Psychiatry, 3. Biomedical Science (Cancer Biology), and 4. Neuroscience. The row for 'Biomedical Science (Cancer Biology)' is highlighted with a red box, indicating that the 'Check Faculty', 'Check PostDocs', and 'Check PreDocs' tasks are completed (marked with green checkmarks). The 'Verify Research Support' and 'Verify Trainee Pubs' columns for this row are greyed out. A sidebar on the left shows a 'Task List' menu with options 1-5, where option 4 is highlighted.

| Department/Grad Program | Check Faculty | Check PostDocs | Check PreDocs | Verify Research Support | Verify Trainee Pubs |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 1. Microbiology (Submitting Dept) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Psychiatry | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Biomedical Science (Cancer Biology) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Neuroscience | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 25. Task List.

Verify Faculty

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The *Verify Faculty* screen allows participating department/graduate program administrators to review/update the faculty in their department(s) or program(s) and serves as a method to communicate with the Submitting Department or Submitting Graduate Program that an administrator has confirmed the faculty information is accurate and complete.

- 1) Select the **'Verify Faculty'** task link.
- 2) The T32 WebApp displays all faculty with a primary appointment in the administrator's department.
- 3) Click the blue **'Edit'** icon on the right side of the screen for the faculty member to edit.
- 4) Administrators can review and/or update Graduate Program affiliations, primary/secondary appointment(s), research interests, and mentees.
- 5) Administrators can also update a faculty's ORCID, or several checkmark designations. These checkmark designations are described in the subsequent paragraph.
- 6) Click the blue **'+'** icon to add information or red trash can icon to delete information.
- 7) Once complete, click the blue **'Save Changes'** button in the bottom right corner of the pop-up screen.
- 8) The T32 WebApp also has a **'Verified'** checkbox in the bottom right corner of the Edit Faculty pop-up screen, to the left of the **'Close'** button. This checkbox can be utilized for several different purposes.
 - a) For administrators to indicate to the Submitting Department or Submitting Graduate Program administrators that a specific faculty member has been verified for complete information.
 - b) When working through a larger list of faculty or multiple administrators working on the same department or program – to indicate incremental review progress.
- 9) When a department or program administrator has completed their review of faculty, they should place a checkmark next to the **'Verify Faculty link'** under the Task List section in the bottom left corner of the T32 WebApp. This lets the Submitting Department or Submitting Graduate Program know the information has been verified and is ready for submission with the T32 proposal.

The checkmark designations help to indicate several considerations for a faculty member.

- 1) Full-time Educator means the faculty member is unlikely to be a mentor on a T32 proposal.
- 2) Having an Active Research Lab means the faculty member is likely to be considered a potential mentor on a relevant T32 proposal. An active research lab may include just the faculty member – it does not dictate they have current lab personnel or mentees.
- 3) Active means the faculty member is visible in T32 WebApp areas such as when a Submitting Department is looking through for potential participating faculty. Unselecting this checkmark helps streamline faculty review and/or indicate they no longer need to be reviewed for information updates.

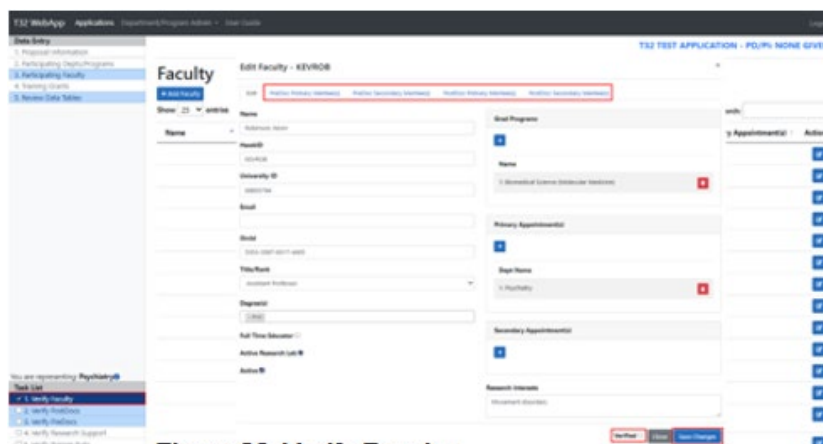


Figure 26. Verify Faculty.

Verify PostDocs and Verify PreDocs

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The *Verify PostDocs* and *Verify PreDocs* screens hold similar purpose as the *Verify Faculty* screen. The same view and functionality as presented in the [‘Edit Trainees’](#) section is available for trainees. Therefore, additional instructions are not provided here for these two screens.

Verify Research Support and Verify Trainee Publications

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The *Verify Research Support* and *Verify Trainee Publications* screens in the *Task List* are available to the Submitting Department or Submitting Graduate Program administrator(s) primarily for search capabilities for these two sections. These screens are not accessible to department or program administrators.

For department and program administrators, to view Research Support and Trainee Publications, utilize the *Review Data Tables* screen and review Table 4 (Research Support) and/or Table 5 (Trainee Publications).

For Research Support, if expected information is missing, see [‘Adding Faculty Research Support’](#) for instructions. As shown in **Figure 27**, the Submitting Department or Submitting Graduate Program administrator can make updates to non-DSP research support (e.g., extend project end date or modify current year direct costs. While they can also modify DSP research support, the T32 WebApp will overwrite this each overnight with the DSP data. If DSP research support is incorrect, contact [com-lspds@uiowa.edu].

For Trainee Publications, if expected information is missing, see [‘Trainee Publications’](#) for instructions. If publications are incorrect, see [‘Creating New Trainee Publications’](#) for instructions.

Once research support and publications have been confirmed as accurate and complete, place a checkmark in the box next to each under the Task List section in the bottom left corner of the screen.

Figure 27. Verify Research Support / Publications.

DATA TABLES EXPANDED GUIDANCE

The information below is intended to inform administrators of how the data are derived in the T32 WebApp. This section supplements the official instructions for the NIH data tables with additional details.

Note that future programming updates to the WebApp are planned so that Tables 1 and 2 include reports for the names of individuals in addition to the number of faculty, predocs, and postdocs.

Link to Official NIH Data Tables Instructions: [Consolidated Training Tables](#)

Table 1. Census of Participating Departments or Interdepartmental Programs

Part I

PreDoc counts are sourced from MAUI records and are based on the PhD-granting graduate program that the predoc is enrolled in, not their HR department or the faculty mentor's HR department.

For example, a PreDoc enrolled in the Biomedical Science Molecular Medicine Program who has an HR appointment in Psychiatry will count under the Biomedical Science Molecular Medicine Program and **not** under the Department of Psychiatry. As such, the Biomedical Science Molecular Medicine Program should be included as a participating program.

In general, departments will not have a number present for Table 1, as PreDocs are counted with a graduate program as their primary association, rather than a department. Administrators should identify in which PhD-granting graduate program(s) the PreDocs reside and add these as participating graduate programs.

To review this information.

- 1) Click the **'Verify PreDocs'** link under the *Task List* in the bottom left corner of the screen.
- 2) Locate the predoc and click the blue **'Edit'** icon in the **'Action(s)'** column.
- 3) Look at the **'Graduate Program'** text field.
- 4) To add a Participating Department or Participant Program, see ['Adding Department or Graduate Program'](#) for instructions.

Part II

PostDoc counts are based on the HR department associated with the postdoc, not the faculty mentor's HR department. For example, a PostDoc who is in the Department of Psychiatry but whose faculty mentor is in the Department of Neurosurgery will show up in the Department of Psychiatry if it is included as a participating department.

To review this information.

- 1) Click the **'Verify PostDocs'** link under the *Task List* in the bottom left corner of the screen.
- 2) Locate Select the postdoc and click the blue **'Edit'** icon in the **'Action(s)'** column.
- 3) Look at the **'HR Appointment Department'** text field.
- 4) To add a Participating Department or Participant Program, see ['Adding Department or Graduate Program'](#) for instructions.

PreDocs and PostDocs are only associated with their primary mentor. To update the primary mentor, see ['Managing Mentors'](#) for instructions. A trainee can only have one primary and one secondary mentor.

Table 1

Census of Participating Departments or Interdepartmental Programs (Pre- & Post-Docs)



Part I. Predoctorates

| Participating Department/Program | Total Faculty | Participating Faculty | Total Predoctorates | Total Predoctorates Supported by any HHS Training Award | Total Predoctorates with Participating Faculty | Eligible Predoctorates with Participating Faculty | TGE Predoctorates Supported by this Training Grant (Renewal/Revisions) | Predoctorates Supported by this Training Grant (R90 only Renewals/Revisions) |
|--|---------------|-----------------------|---------------------|---|--|---|--|--|
| Dept of Medicine Administration | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dept of Microbiology | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dept of Neuroscience & Pharmacology | 14 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dept of Pediatrics | 105 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dept of Psychiatry | 81 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Biochemistry and Molecular Biology Grad Program | 16 | 1 | 10 | 1 | 1 | 1 | 0 | 0 |
| Biomedical Science (Cancer Biology) Grad Program | 84 | 0 | 29 | 3 | 0 | 0 | 0 | 0 |
| Biomedical Science (Cell and Developmental Biology) Grad Program | 26 | 0 | 21 | 0 | 0 | 0 | 0 | 0 |
| Biomedical Science (Free Radical and Radiation Biology) Grad Program | 24 | 0 | 5 | 0 | 0 | 0 | 0 | 0 |
| Neuroscience Grad Program | 64 | 2 | 51 | 9 | 3 | 2 | 0 | 0 |
| Total | 347 | 6 | 116 | 13 | 4 | 3 | 0 | 0 |

The following information provides additional detail or clarification regarding the intent or purpose behind the count/numbers being presented in Table 1.

Total Faculty

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Displays the total count of faculty members with a primary HR appointment in the department. Additionally, a faculty member with a secondary HR appointment in the department, and their primary HR department is not selected as a participating department for the training grant, may be associated with a participating department. This count excludes faculty members identified as emeritus, visiting, adjunct, or full-time educators. These classifications would not be mentoring trainees. The Total row at the bottom displays the number of unique faculty members, not the sum of the entire column.

Participating Faculty

Displays faculty members selected on the *Participating Faculty* screen. These are faculty members who would be mentoring trainees as part of the proposed T32 proposal.

Total Predoctorates/Postdoctorates Supported by any HHS Training Award

Displays trainees CURRENTLY being paid by any institutional-level training award. Individuals paid on training awards in prior years or those with individual-level training awards (e.g., NIH F31 or F32) are not included in this column.

Total Predoctorates/Postdoctorates with Participating Faculty

Displays the predocs who are actively in a graduate program and are being mentored under a primary faculty mentor, or postdocs who are actively training under a primary faculty mentor. Predocs who have recently graduated and postdocs who have recently completed their training are counted in Table 2.

Eligible Predoctorates/Postdoctorates with Participating Faculty

Displays individuals who are eligible for T32 training program support. In most cases, this number will reflect students who are US citizens, US non-citizen nationals, or US permanent residents.

(Training Grant Eligible) TGE Predoctorates/Postdoctorates Supported by this Training Grant (Renewal/Revisions)

Displays individuals who are CURRENTLY paid on the T32 training grant being submitted for renewal or resubmission. For new proposals, this section is not required. For resubmission proposals where the previous competitive segment has ended this column may be zero.

Predoctorates/Postdoctorates Supported by this Training Grant (R90 only Renewals/Revisions)

This column is only applicable to R90/T90 awards. In most cases this column will be zero for each row.

Table 2. Participating Faculty Members

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This table provides an overview of participating faculty members. Details for faculty degree(s), rank, and primary/secondary department are sourced from official University HR records. Graduate program(s) affiliation is sourced from regular updates from graduate program staff.

The Research Interests field displays what was previously provided for the faculty member if they were included in a prior T32 proposal. If the faculty member has never participated in a T32 proposal, this field will be blank and will need to be populated.

The Research Interests field can be modified.

- 1) Click the *Participating Faculty* screen in the top left corner of the screen.
- 2) Click the blue **'Edit Faculty'** icon in the Action(s) column.
- 3) Enter information in the **'Research Interests'** text field.
- 4) Click the **'Save'** button.

For Training Role, a maximum of three roles may be selected. Most individuals will have a 'preceptor' role, which means they are willing to serve as a mentor to trainees.

The trainee counts in Predoctorates in Training/Graduated/Continued in Research or Related Careers columns and Postdoctorates in Training/Completed Training/Continued in Research or Related Careers are generated from regular updates from graduate program and departmental staff, MAUI, and/or University HR records. While every attempt to be accurate is made, there may be timing instances where information is not current, such as where a predoc recently graduated and their record has not been updated in MAUI or in the University HR system.

The T32 WebApp will only populate fields based on the type of training positions being requested. E.g., if a proposal only requests support for predoc positions, the postdoctoral columns and rows will display as 0 for each cell.

Table 2
Participating Faculty Members

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| Name | Degree(s) | Rank | Primary Department or Program | Research Interest | Training Role | Pre-doctorates In Training | Pre-doctorates Graduated | Predoctorates Continued in Research or Related Careers | Post-doctorates In Training | Post-doctorates Completed Training | Postdoctorates Continued in Research or Related Careers |
|------------------|-----------|--------------|-------------------------------|------------------------------|--------------------------|----------------------------|--------------------------|--|-----------------------------|------------------------------------|---|
| Robinson, Kevin | PhD | Asst. Prof. | Psychiatry | Movement disorders | Preceptor | 1 | 0 | 0 | 1 | 0 | 0 |
| Thomas, Alice | MD, PhD | Assoc. Prof. | Microbiology | Chronic immunologic diseases | Preceptor Other Comm. | 0 | 0 | 0 | 2 | 0 | 1 |
| Thompson, Olivia | PhD | Asst. Prof. | Microbiology | Inflammation in lung airways | Preceptor | 0 | 0 | 0 | 0 | 0 | 0 |

Table 3. Federal Org Research Training Grants & Related Support Available to Participating Faculty Members

This table provides information on related research training to that proposed in the T32, along with related training programs available to participating faculty members on the proposed T32. The T32 WebApp displays all active training grants and programs that meet NIH requirements for compiling Table 3. For any training grants that are selected for association, the T32 WebApp will populate the number and names of overlapping participating faculty, and the number of trainee positions/slots for each selected training grant. If a proposal only requests support for predoc positions, the postdoctoral and short-term columns will display as 0 for each cell. The training positions are sourced from the NIH Notice of Award.

NIH instructions state to not list all training grants at the institution but to list only those training grants that also include faculty members participating in the proposed training program.

To review active training grants or training grants included in the T32 proposal.

- 1) Click the *Institutional Training Grants* screen to review active training grants.
- 2) Click the blue button **'Details'** in the Action(s) column to display a pop-up window that lists the participating faculty for each training grant.
- 3) Click the *Review Data Tables* screen to review training grants included in the T32 proposal.
- 4) Click the *Table 3-Training Grants* link to scroll down to this table and see the number of overlapping faculty and their names in the two columns on the far-right of the table.

Table 3

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Federal Institutional Research Training Grants and Related Support Available to Participating Faculty Members



| Grant Title | Award Number | Project Period | PD/PI | Number of Predoctoral Positions | Number of Postdoctoral Positions | Number of Short-Term Positions | Number of Participating Faculty (Number Overlapping) | Names of Overlapping Faculty |
|---------------------------------|--------------|-----------------|------------------|---------------------------------|----------------------------------|--------------------------------|--|--|
| Pediatric Kidney Training Grant | 5R01DK432189 | 10/2025-09/3030 | Thomas, Alice | 4 | 0 | 0 | 12 (1) | Robinson |
| Theranostics Development Grant | 5R01CA587431 | 09/2025-08/2030 | Thompson, Olivia | 3 | 12 | 0 | 18 (5) | Adams Brookings Fitch Robinson Smith |
| Total | | | | 7 | 12 | 0 | | |

Table 4. Active Research Support of Participating Faculty Members

This table provides details on the availability of research projects for T32 trainees. It also details funding available to support the project and the trainee.

The T32 WebApp sources information from DSP and includes restricted federal (FUND 510) and restricted non-federal (FUND 500) sources. The research support displayed aligns with the NIH data table instructions for T32 proposals, which excludes funding sources in a no-cost extension status, proposals pending review, and administrative supplements.

The T32 WebApp divides costs for Multi-PI (MPI) awards as required by the NIH data table instructions.

To determine if a faculty member is on a MPI award.

- 1) Click the *Review Data Tables* screen.
- 2) Click the **'Table 4-Research Support'** link to scroll down to this table and locate the PI.
- 3) Review the **'Role on Project'** column, which displays the number of PIs on the grant in parentheses. A number greater than (1) in this column indicates a MPI grant.
 - a. This number does not display on the Word document print out.
- 4) To view the PI names, click the *Participating Faculty* screen in the top left corner of the screen.
- 5) Click the green **'\$'** icon for the applicable faculty member.
- 6) Review the **'PD/PI'** column.
- 7) Multi-PI awards will show all MPI individuals, as available from DSP data.

Table 4
Research Support of Participating Faculty Members

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| Faculty Member | Funding Source | Grant Number | Role on Project | Grant Title | Project Period | Current Budget Period Direct Costs |
|---|----------------|--------------|-----------------|---------------------------------|-----------------|------------------------------------|
| Robinson, Kevin | NIH | 2R21MH943157 | PD/PI (1) | Mobile Waiting Room Development | 01/2024-12/2025 | \$197,254 |
| Robinson, Kevin | NIH | 5R01NS723451 | PD/PI (1) | Movement Disorders Research | 07/2025-06/2030 | \$438,491 |
| Robinson, Kevin | Fdn | A2025 | PD/PI (1) | Healthy Brain Initiative | 10/2025-10/2027 | \$50,000 |
| Thomas, Alice | NSF | 4990214 | PD/PI (1) | Immunologic Response in Humans | 10/2024-09/2027 | \$247,952 |
| Thomas, Alice | NIH | 5R01AI987654 | PD/PI (1) | Immunologic Response in Mice | 08/2025-07/2030 | \$414,321 |
| Average Grant Support per Participating Faculty Member | | | | | | \$449,339 |

The T32 WebApp is **unable** to identify individuals who are a Project or Core Lead on a P-series grant from the DSP data. In these instances, the information will need to be manually entered. See ['Adding Faculty Research Support'](#) for instructions.

The T32 WebApp is **unable** to divide costs awarded at a single time point of a multi-year award, e.g., NIH RF1, Department of Defense research contracts. In these instances, the multi-year award costs will need to be updated on the Word document print out.

To identify multi-year awards, a couple areas to review include.

- The Award Activation Authorization Notice (AAAN) supplied by DSP/GAO.
 - Budget & Financial Information section shows Current Budget Period and Project Period.
 - For most single year awards, the Current Budget Period will be approximately 12 months, and the Project Period might be 24+ months.
 - For many multi year awards, the Current Budget Period and Project Period are 24+ months.
- The Award Document/Contract attached to the award record in DSP Research Tracker for the PI.
 - This typically requires a manual review of the information contained in the document to confirm the budget and project period details to confirm it is a multi-year award.

Additional sources of support (e.g., internal university research funds in a FUND 240 or 520) will need to be manually added and associated to the faculty member(s). See [‘Adding Faculty Research Support’](#) for instructions. Funding sources added by administrators are stored and available for future use by all administrators.

At the bottom of Table 4, the Average Grant Support per Participating Faculty Member is the sum of the amounts in the Current Budget Period Direct Costs column, divided by the number of participating faculty, even if any of the participating faculty do not have grant support. For example, \$5,500,000 / 10 faculty = \$550,000 average. If any multi-year awards exist, make sure to update the amounts and average on the Word document print out. Calculate the average using the same formula as above.

Additional Mentions

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If Table 4 does not display an expected funding source, it may not have been associated to the T32 proposal.

To associate funding sources to the proposal.

- 1) Click the *Participating Faculty* screen in the top left corner.
- 2) Select the green ‘\$’ icon for the faculty member.
- 3) Place a checkmark in the ‘Selected’ column for the grant to associate to the T32 proposal.
- 4) The T32 WebApp automatically saves the information in real-time (both selected funding sources and unselected funding sources).

For the Funding Source column, the T32 WebApp attempts to crosswalk sponsor and the funding source categories per NIH data table instructions, e.g., NIH, AHRQ, NSF, Other Fed, Univ, Fdn, None, Other. To crosswalk the sponsor and funding source categories in the table is a manual process, as this field is not contained in the DSP data. There may be limited instances where a sponsor with a small number of awarded grants shows up by their actual name, rather than the NIH provided categories. In these instances, the Word document print out can be updated to meet the NIH data table instructions.

Tables 5A/5B. Publications of Trainees Supported by this Program: (Predoctoral & Postdoctoral)

Tables 5A/5B provide data to display the ability of a training program to develop trainees towards increasing levels of research independence and advance the scientific field. This is evidenced by the number of publications, along with instances of the trainee being a first, last, or sole author.

For new proposals, include trainees who are in a PhD-granting program (predocs) or scientific field (postdocs) similar to that for which the T32 is being submitted. For example, a cancer-focused T32 might include trainees in programs or fields such as biology, genetics, immunology, etc. Predocs should currently be in a PhD program or have graduated in the last five years. Postdocs should currently be in a related field or have been in a related field in the last five years. Only include trainees who would be eligible for a position on the T32 being submitted. For training grant eligible (TGE) individuals, these are US citizens, US non-citizen nationals, or permanent residents.

For renewal or resubmission proposals, include trainees who have been appointed to this T32 for up to the last 10 grant years. Include all trainees, even if they did not complete their program or field.

Trainee publications to include should be limited to those published while they were in the faculty mentor's lab. Exclude any publications from work completed before the trainee joined the lab, or for any research work initiated and performed after the trainee left the lab. There may be instances where the research was completed before the trainee left the lab, but the publication was pending availability in a journal due to normal peer-review processes and timelines. It is acceptable to include these publications with this table. Interim research products may also be included in this table. Common interim research products include preprints of manuscripts. For more information on interim research products, visit this NIH notice [[NOT-OD-17-050: Reporting Preprints and Other Interim Research Products](#)].

Table 5A

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Publications of Those in Training: Predoctoral



| Trainee Name | Faculty Member | Past or Current Trainee | Training Period | Publication (Authors, Year, Title, Journal, Volume, Inclusive Pages) |
|--------------|-----------------|-------------------------|-----------------|--|
| Smith, Peter | Robinson, Kevin | Current | 01/2025-Present | Peter Smith , Linda Jones, Robert Martinez, James Martinez. 2006. Artificial Intelligence in Medical Image Analysis. JAMA. 22. 43-88 |
| Smith, Peter | Robinson, Kevin | Current | 01/2025-Present | Michael Garcia, Peter Smith , William Williams, David Martinez. 2023. Neuroimaging Techniques for Alzheimer's Disease Diagnosis. New England Journal of Medicine. 42. 36-54 |

The next few paragraphs explain how the T32 WebApp

- Pulls publications into the T32 WebApp,
- Determines publications displayed for potential association with a proposal,
- Identifies reasons a trainee and/or publication(s) may not be present when populating this data table, and
- Provides additional information for adding a trainee and/or publication.

Pulls Publications into the T32 WebApp

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The T32 WebApp pulls in publications utilizing the ORCID of a trainee. The ORCID website portal is a self-report tool. This means that the T32 WebApp is reliant on the trainee actively managing their ORCID profile. Additionally, the ORCID needs to be present in the T32 WebApp profile of the trainee.

To add a missing ORCID.

- 1) Click the **'Verify PreDocs'** or **'Verify PostDocs'** screen.
- 2) Locate the trainee., click the blue **'Edit'** button in the far-right **'Action(s)'** column.
- 3) Enter the ORCID in the text field in the left column.
- 4) Click the **'Save Changes'** button.
- 5) This also requires an overnight processing job to be run by the T32 WebApp to pull in the information from ORCID.

If a trainee needs to create an ORCID, reference the instructions provided by the Hardin Library at: [ORCID @UI - ORCID @UI - Guides at University of Iowa](#). The process to create an ORCID and associate it to the University of Iowa takes 5-10 minutes to complete.

Determines Publications Displayed for Potential Association with a Proposal

The T32 WebApp pulls in all information in the 'Works' section of an ORCID profile. This section may contain products such as both a preprint of the publication and the actual publication in a peer-reviewed journal. Exercise care when reviewing the publication details listed under the 'Publications List' of a trainee. If both a preprint and a peer-reviewed publication exist, NIH data table instructions state to only include the peer-reviewed publication. Similarly, some peer-reviewed journals assign a digital object identifier (DOI) to the figures, tables, and graphs in a publication. These are commonly pulled into the T32 WebApp with a title such as "Supplementary Figure 1 from [publication name]." Do not include these supporting products as publications. One method to quickly identify publications for association with a proposal is to sort using the 'Type' column to have 'journal-article' display before 'preprint'.

Identify Reasons a Trainee and/or Publication(s) May Not Be Present When Populating Data Table

The first reason a trainee is not listed is that they may not have been associated with the proposal. To associate a trainee with the proposal,

- 1) Navigate to the *Participating Faculty* screen at the top left of the screen.
- 2) Use the **'+'** to expand the faculty mentor and place a checkmark next to the trainee.
- 3) Click the yellow publications icon for the trainee.
- 4) Associate publications with the proposal by placing a checkmark in the **'Selected'** column.

The second reason a trainee is not displayed is because they have no publications. The next programming phase for the T32 WebApp will have the functionality to display these individuals, as well the ability to indicate the reason they have "No Publications" with the option to select an explanatory phrase (new entrant, leave of absence, change of research supervisor, left program, or other) per NIH data table instructions.

The third reason a trainee or publication is not displayed is because the trainee has set their ORCID profile to 'only me' (private) to restrict visibility. If this setting is selected, the T32 WebApp is unable to pull trainee publications. The profile needs to be set to 'everyone' (public). Instructions for how to update profile settings is available at: [Visibility settings – ORCID](#).

The fourth reason publications do not display is that the trainee did not associate the publication(s) to their ORCID profile. The trainee may have also provided incomplete information. In these instances, the information will need to be manually added. See 'Adding a Trainee and/or Publication' for guidance on manually adding publications into the T32 WebApp. Additionally, one method to reduce reporting burden and automate the ORCID portal to pull publications is to connect an ORCID to indexing services. The Hardin Library provides instructions at: [CCOM Instructions - ORCID @UI - Guides at University of Iowa](#).

Additional Information for Adding a Trainee and/or Publication

The initial phase of the T32 WebApp is in support of CCOM administrators. There may be instances where a trainee is in a non-CCOM department or program and not present in the WebApp.

- To manually add new trainees, see [‘Create a New PreDoc or PostDoc’](#) for instructions.
- To manually add publications, see [‘Add New Publications for a Trainee’](#) for instructions.

For publications, there may be instances where the full information (e.g. volume, inclusive pages) is not available. In these situations, enter as much information as is available. At a minimum, a publication record should include authors, publication name/title, journal name, and publication date.

Table 5A/5B Formatting Process

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Trainees are listed by year of entry into the program or field, and then by year of completion. E.g., if two trainees both entered in 2020 and one completed their training in 2024 and one in 2025, the trainee completing training in 2024 is listed first, and the trainee completing training in 2025 is listed second. Next, trainees are listed alphabetically. Two trainees with the same entry and completion date will be listed alphabetically by last name.

In the **‘Publication’** column, the name of the trainee should be displayed in bold. The T32 WebApp has several methods to identify individuals and bold their name, but there may be instances where a name is not bolded. E.g., Gabrielle Smith is listed as Gabby Smith, or individuals known by a different name at the time of publication vs what is listed in the data table. For instances where a name is not displayed in bold, administrators can bold trainee names on the Word document print out. Administrators may want to alert NIH reviewers to trainees whose publications are under a different name than that listed in the table by indicating this in the Word document. Add a notation of "previously published under Gabby Johnson" in the **‘Trainee Name’** column in the first row of the Word document print out.

The T32 WebApp currently does not have programming to indicate former participating faculty mentors with an * as detailed in the NIH data tables instructions. Administrators can manually make this notation on the Word document print out.

Additional Mentions

The T32 WebApp has programming to indicate first / last / single author. Currently there is no functionality tied to these checkboxes. Future programming is planned to calculate metrics as required in the NIH data tables instructions. At the current time, administrators should continue with manual metric counts.

Tables 6A/6B. Development in Progress for a Phase II Roll-out

Table 7. Development in Progress for a Phase II Roll-out

Tables 8A/8B/8C. Development in Progress for a Phase II Roll-out

Appendix

Details on How/Where Data is Sourced for the T32 WebApp

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The table below details where and how the T32 WebApp obtains the data displayed. It is a combination of records existing in official University of Iowa systems, along with administrator provided information. While every attempt is made to have current and accurate data, this process relies on both automatic and manual updates in the data sources to populate the data displayed.

| Table Number | Data Source | Notes |
|--------------|--------------------------------|--|
| All | Manual Entry | Data not automatically available from the various University systems will need to be manually entered by Office of Research staff and/or department/graduate program staff. The manually entered data is stored in the T32 WebApp database. |
| 1 | HR Data Warehouse Reports | For faculty counts: identifying primary and secondary appointments. Departments are periodically contacted to verify if a faculty member moved into a full-time educator role, which would exclude them from the 'Total Faculty' count, and for other updates as needed. For predocs and postdocs: identifying the count and names of each within a department and their citizenship status for purposes of defining Training Grant Eligible (TGE) individuals. For postdocs: identifying their hire and termination date. |
| 1 | MAUI | For predocs: identifying the PhD-granting graduate program, their program start and/or end date for purposes of determining 'Current' vs 'Past' status. For postdocs: identifying degree(s) resulting from UI-based postdoctoral training (e.g., Master's Degree in Biostatistics) |
| 1 | Electronic Financial Reports | For predocs and postdocs: identifying individuals currently supported by a training grant, along with storing historical records of training grant support for renewal/resubmission proposals. |
| 1 | Department or Graduate Program | For participating faculty: defining and/or updating the status of primary/secondary mentor-mentees. Also defining and/or updating faculty-graduate program affiliation(s). |
| 2 | HR Data Warehouse Reports | For faculty: identifying degree(s), title/rank, and primary department or graduate program. For predocs and postdocs: identifying their status as 'In Training' or 'Graduated'. |
| 2 | Department or Graduate Program | For faculty: defining and/or updating research interests. For predocs and postdocs: identifying the count for column of 'Continued in Research or Related Careers'. |

| | | |
|----|--------------------------------|--|
| 3 | DSP Research Tracker | For organizational training grants: identifying grants and the awarded training slots. |
| 3 | Department or Graduate Program | For faculty: identifying Participating Faculty on a training grant for purposes of calculating the number of Participating Faculty and detailing the names of Overlapping Faculty. |
| 4 | DSP Research Tracker | For faculty: identifying active research support where the faculty has been identified as a PI (or MPI) on the DSP Routing Form. This process takes into consideration when the PI(s) may have changed at the point of a subsequent year of funding. |
| 5A | MAUI | For predocs: identifying their PhD-granting program training period, which drives the 'Past or Current Trainee' column. |
| 5A | Department or Graduate Program | For predocs: identifying and/or updating primary/secondary mentor-mentee relationships, departments and graduate programs are periodically contacted to confirm status. |
| 5A | ORCiD | For predocs: identifying publications that have been self-reported in the ORCiD web portal. |
| 5B | HR Data Warehouse Reports | For postdocs: identifying their hire and termination dates, which drives the 'Past or Current Trainee' column |
| 5B | ORCiD | For postdocs: identifying publications that have been self-reported in the ORCiD web portal. |
| 5B | Department or Graduate Program | For postdocs: identifying and/or updating primary/secondary mentor-mentee relationships, departments and graduate programs are periodically contacted to confirm status. |