**SAMPLE EMAIL SENT TO PARTICIPATING FACULTY REQUESTING
DATA FOR TRAINING GRANT DATA TABLES**

Example Opening paragraph

"To assist the _____ (***grant program title***) program in gathering all the necessary data to submit a competitive renewal application this coming _____ (***month***), we need you to complete several tasks at this time. Please provide completed biosketch by ***DATE.*** Please provide completed data in requested format by ***DATE.***"

Example Formatting Instructions (provide a sample)

BIOSKETCH INSTRUCTIONS:

 "Please fill out all the information, including Biosketch, in Arial 11 point font—this will save us from having to reformat it and making a mess of it."

"Submit the Biographical Sketch WITHOUT the personal statement that is usually part of the Biosketch (see the sample we have provided for full instructions; a blank is provided if you need it). **Note that all recent papers have to have a PMCID or listed as PMC Journal—In Process if the paper is recent and the journal is submitting it for you."**

Example Instructions about Data Required (add appropriate information from the footnotes in the NIH instructions to email)

TABLE 4 SAMPLE INSTRUCTIONS:
"Complete the attached Table 4 listing all of your grant support."

TABLE 5A SAMPLE INSTRUCTIONS:
"Fill out the attached blank Table 5A (10 years of pre-docs in your lab). You need to list every grad student who was in your lab ***in 2003 and later***.   Instructions are pasted below:

For each trainee, list the following:
.
1) **Trainee Name.** List each student in the format Last Name, First Name and Middle Initial.
   i. New applications. list all publications of representative, previous predoctorates from the last 10 years and **all** current predoctorates. Only include individuals who would have been eligible for appointment to this training program. Exclude individuals undertaking short-term (12 week or less) training experiences..
   ii. Renewal/revision applications. list the publications of trainees appointed to the training grant, including all current trainees and those appointed to the grant for

up to the past 10 years, with the exception of those appointed to short-term training positions.

2) **Past or Current Trainee.** list past students first and then current students. Indicate whether each student is past or current

3) **Training Period.** For past students, indicate the year that each student enrolled in the degree-granting program and the year they completed or left the degree-granting program, in the format YYYY-YYYY. For current students, report the year of enrollment and indicate that training is underway by using the format YYYY-Present.

4) **Publication (Authors, Year, Title, Journal, Volume, Inclusive Pages).** List publications in chronological order, followed by abstract-only publications. List all publications of students resulting from their period of training in the your laboratory or in association with the current training program, through completion of their degree. **Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.** List abstract-only publications **only** if a peer-reviewed publication has not appeared and label these clearly as abstracts. Boldface the student's name in the author list.

- For students without a publication, indicate "No Publications." Provide one of the following explanatory phrases: new entrant, leave of absence, change of research supervisor, left program, other."