

## Process and Boilerplate Content for T32 Institutional Support Letter

NB: Do not reuse a previous version of this institutional support letter, as compliance rules will have changed.

### Steps to acquire appropriate signatures:

1. Department will draft the Institutional Support Letter with inclusion of the required boilerplate language (see below) and will follow this order:
  - a. Introductory paragraphs (including all aspects of institutional support that are required by the agency in the Funding Opportunity Announcement).
  - b. UW boilerplate language:
    - i. Anti-discrimination boilerplate
    - ii. Infrastructure boilerplate (tailored to your grant)
    - iii. Harassment and discrimination boilerplate
  - c. Summary paragraph.
  - d. Signature placeholders with title for Dean of the Graduate School and Vice Provost for Research.
2. Forward the draft to the Office of the Dean of the Graduate School for Dean Williamson-Lott's signature via her Executive Assistant [Jerry Pangilinan](#).
3. Send the draft signed by the Dean of the Graduate School to [research@uw.edu](mailto:research@uw.edu).
4. The Executive Assistant to the Vice Provost for Research, [Heather Herrera](#) will handle acquiring the signature of the [Vice Provost for Research](#).
5. The Executive Assistant to the Vice Provost for Research will send back a signed letter in pdf format to the requestor.
6. Please allow a 14-day turnaround.

## Boilerplate Text

### Anti-Discrimination

The University of Washington complies with civil rights laws to provide that **no person shall**, on the grounds of sex, race, color, or national origin, including shared ancestry, **be excluded from participation in, or denied the benefits of, or be subjected to discrimination** under programs and activities that the university sponsors or promotes (see Title VI and Title IX). The University's requirement to comply with these laws is consistent with its longstanding commitment to access and inclusion and to fostering excellence with equity. Those values are essential to serving our community and achieving the University's mission and they remain a priority. As with the Title VI and Title IX definitions, UW's "programs and activities" encompasses all the operations of a college, university, or other postsecondary institution.

The graduate training programs participating on this training grant [insert list of departments/units] at the University of Washington are open to all eligible persons regardless of race, sex, or other identity. All departmental events related to graduate training are open to all interested students. Programs and events are oriented towards fostering community, deepening understandings across communities, and building bridges of respect across diverse backgrounds and scholarly perspectives, training, and skills.

Departments, centers, and institutes at the University of Washington are committed to fostering a sense of community in the classroom, lab, and workplace where all students and employees are seen, heard, and valued.

The Office of Graduate Student Success within the Graduate School provides ongoing programming to work with students, staff, faculty, and campus leaders to ensure that individuals and units are fully capable of realizing their full potential and success. This programming strengthens and enhances academic opportunities for all and encourages a social environment where all students can learn and thrive at the University of Washington. This includes promoting and supporting outreach, recruitment, and graduate student success; professional development and community building; graduate funding opportunities; scholarship and research; advocacy, consulting and advising.

### **Infrastructure**

The University of Washington houses and supports many centers of excellence that facilitate and enhance research training and education programs such as the one proposed in this application. We provide pre- and post-award support through the Office of Sponsored Programs and the Grants and Contracts Accounting office. The Office of Research and the Graduate School provide outreach, education, and support for Program Directors of NIH grants that support research training and education. There are online resources available to support PIs in managing training grants, and a training grant peer group that connects via a Microsoft Teams hub.

The UW has also established excellent courses for our trainees on ‘Responsible Conduct of Research’ hosted by the Office of Research. For NIH-supported trainees, the UW Office of Research and UW Department of Bioethics & Humanities co-sponsor the annual Biomedical Research Integrity (BRI) program, and the UW Department of Biostatistics teaches the Ethical Issues for Biostatisticians. The BRI program meets the NIH requirements for training on the responsible conduct of research by covering core topics including research misconduct, responsible authorship, data management, peer review, and conflict of interest. In addition, the UW provides multiple additional resources including sponsorship of regular seminars on this topic, such as the Rigor, Reproducibility, and Transparency (RRT) seminar series, a working group through the eScience Institute on Reproducible and Open Research, and an excellent library Research Guide on Reproducibility.

Finally, the University's Office of Sponsored Programs reminds researchers of the requirement to, and promulgates and manages the procedures for, obtaining prior approval from NIH in any case that involves a change in the status of the Principal Investigator or other key personnel, including modification of

employment status or leave status that impacts the ability of the PI or other key personnel to continue his/her role on the award. This includes those participating as a mentor on training grants.

### **Harassment and Discrimination Procedures**

University research occurs in a civil, safe, and respectful environment, free from discrimination and unlawful harassment, sexual or otherwise. The University does not tolerate discriminatory harassment of any kind.

The University's Executive Order 81 Prohibiting Discrimination, Harassment, and Sexual Misconduct establishes the University's standards for preventing and responding to such conduct, including compliance with applicable federal and state laws. Federal and state laws collectively prohibit discrimination based on protected characteristics, including age, citizenship, disability, national origin, or shared ancestry, race, sex, gender, veteran status, and more. The University prohibits discrimination in all programs and activities, including education, employment, and patient care, based on an individual's actual or perceived protected characteristics.

The Civil Rights Compliance Office (CRC) is responsible for compliance with civil rights laws and University policy. All reports of potential prohibited conduct will be reviewed by CRC to determine the appropriate response, working with Title IX Coordinator, Title VI Coordinator, and/or the ADA Coordinator.