

university of washington

OFFICE OF RESEARCH

Process and boilerplate content for T32 Institutional Support Letter

**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:
   1. Introductory paragraphs (including all aspects of institutional support that are required by the agency in the Funding Opportunity Announcement).
   2. UW boilerplate language:
      1. Diversity boilerplate
      2. Infrastructure boilerplate (tailored to your grant)
      3. Harassment boilerplate
   3. Summary paragraph.
   4. 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 Assistant [Jerry Pangilinan](mailto:jlpang@uw.edu).
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 will handle acquiring the signature of the [Vice Provost for Research](mailto:vpresearch@uw.edu).
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 at least a 24-hour turnaround.

Boilerplate Text

**Diversity**

Diversity is a central component of the Graduate School's mission and increasing the diversity of our graduate programs is a core commitment to our students. We are very appreciative of the commitment that the Departments of Biostatistics, Environmental and Occupational Health Sciences, Epidemiology and other participating departments in this interdisciplinary training grant has played in enhancing the diversity of our graduate students at the UW.As you know, the University of Washington's applicant pool is largely drawn from a demographic that is not always representative of national averages. We acknowledge the efforts that your training program and other NIH grants commit to supporting diversity recruitment by allowing us to recruit from a national applicant pool. And this represents just a small part of our diversity recruitment efforts. Through our Graduate Opportunities & Minority Achievement Program (GO-MAP), the Graduate School assists departments in attracting underrepresented students into their graduate programs. GO-MAP staff will be happy to assist your program in this effort by working directly with the Minority Recruitment Task Force in the Health Sciences. GO-MAP dedicates more than $1.2 million annually for minority student recruitment and retention. Some of these funds support minority students during their first year of graduate school and other funds support offers to highly-qualified underrepresented minority students.

On an ongoing basis, the Graduate School collaborates with several UW and community partners to enhance diversity pipeline efforts. The UW's Ph.D. programs are key partners in helping the University of Washington accomplish its goals of expanding outreach to underrepresented populations, improving the regional economic environment and serving our citizens. The UW contributed over $100,000 to the annual SACNAS (Society for Advancing Hispanic I Chicanos and Native Americans in Science) conference when it was held in Seattle in 2011and the UW and GO-MAP were major sponsors of the Annual Biomedical Research Conference for Minority Students (ABRCMS) when it was held in Seattle in 2016. The Graduate School and the Provost's Office continue to provide support for SACNAS, ABRCMS, the 'National Name Exchange', and other venues that assist NlH T32 and other training programs in recruiting outstanding students of color to UW graduate programs.

**Infrastructure**

The Graduate School and the Office of Research commitments do not begin and end with financial support. We also provide key infrastructure services that provides the foundation for faculty, staff and trainees. For example, we support the University's Career Center to assist trainees at all levels in preparing for and finding career opportunities in a variety of employment sectors.

**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, including sexual harassment, in research.

The University's Executive Order 31 Nondiscrimination and Affirmative Action prohibits discrimination or harassment against a member of the University community; discrimination against or harassment of a member of the public while engaged in activities directly related to the nature of their University affiliation; and retaliation against any individual who reports concerns regarding discrimination or harassment, or who cooperates with or participates in any investigation of allegations of discrimination, harassment, or retaliation, or any individual who is perceived to have engaged in any of these actions; because of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.

The University's Title IX Coordinator and a Title IX Steering Committee ensure that policies, procedures and oversight are in place to prevent discriminatory harassment and other discriminatory practices, including responding to allegations of discriminatory practices and to requests for information from the Office of Civil Rights.

The University Complaint Investigation and Resolution Office (UCIRO) investigates complaints that a University employee has violated the University’s non-discrimination and/or non-retaliation policies.

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.