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| UW | 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

**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 activity” 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 employees are seen, heard, and valued.

The office of Graduate Student Equity and Excellence 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 biannual 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, including sexual harassment.

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 Civil Rights Investigation Office (CRIO). CRIO investigates complaints when a University employee has violated the University’s non-discrimination and/or non-retaliation policies.