Direction to Trainees for CareerTrac Data Expansion

Please take 10-15 minutes to review this spreadsheet and update or provide any new information that will help us demonstrate the value of the T32 training program.

If you only have a limited amount of time to provide new information, we ask that you focus on providing information about any employment you have had since leaving the training program (see Tab7 Employment Tab) and on any career highlights (Tabs 6-15) that you would like to report (See Tab 6, Career Higlights).

Making Changes to Data Imported from IMPAC II (Fields shaded gray)

If a field is shaded gray, that information is imported from the NIH IMPAC II system, via either the Commons profile or the xTrain module. If you need to make changes to information in a gray field, you must do so in IMPAC II not CareerTrac.

See the eRA Commons user guide for step by step instructions to enter or edit your personal profile information. The link is listed below

http://era.nih.gov/files/personal_profile_userguide.pdf

Returning the Spreadsheet

Please return the form to the Principal Investigator for the UNIVERSITY OF MICHIGAN T32 program by 09/20/2015.

PI email address: johndoe@umich.edu

Respondent Burden Statement

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

NIH
Project Clearance Branch
6705 Rockledge Drive, MSC 7974
Bethesda, MD 20892-7974
ATTN: PRA 0925-0568

Do not return the completed form to this address.

This questionnaire includes the following sections:

Personal Information----------Tab 2

This section contains questions regarding your personal information, including name and email address.

Contact Information----------Tab 3

This section contains questions regarding your mailing address and phone number.

Pre-Training Information----------Tab 4

This section contains questions regarding your professional and educational history before your T32 funding / training

In-Training Experience ----------Tab 5

This section contains questions regarding your T32-funded training experience. It also contains questions regarding the degree or certificate earned through your T32-funded training, the start and end date of your funding period, and mentor data etc…

Accomplishments----------Tab 6 - 15

This section contains questions regarding your personal achievements that can be attributed to your T32-funded training.

> Career Highlights----------Tab 6
> Employment----------Tab 7
> Fellowship----------Tab 8
> Honor and Awards----------Tab 9
> New Competitive Funding----------Tab 10
> Post-Training Education----------Tab 11
> Posters at Scientific Meeting----------Tab 12
> Product or Policy Development----------Tab 13
> Publications----------Tab 14
> Students----------Tab 15

Personal Information

First Name:	Bruce
Middle Name:	
Last Name :	Wayne
Suffix *(ie. Jr., Sr., I.,)*:	
Address Line 1:	1234 MAPLE HILL EAST
Address Line 2:	WEST BLOOMFIELD, MI 48323
Address Line 3:	
Address Line 4:	
Address Line 5:	
City:	
State:	
Country:	
Postal Code:	
Phone Number:	
Fax Number:	
Email Address:	
Training Status:	Post-Training

Alternative Contact Information

Alternative Address Line 1:	1234 Mountain Lane
Alternative Address Line 2:	
Alternative Address Line 3:	
Alternative Contact City:	Gotham
Alternative Contact State:	NY
Alternative Contact Country:	UNITED STATES
Alternative Contact Postal Code:	1234
Phone Number:	555-555-5555
Cell Phone:	555-555-5555
Alternate Email Address:	brucewayne@wayneenterprice.com

Pre-Training Information

Previous Position

Position	Position Other	Title of this professional position	Institution or Company where this last professional position was held	Location of Institution or Company
Employee		Test	Test Inc.	UNITED STATES

Prior Academic Degrees

Degrees held before start of training *(You can enter more than one degree, as applicable)*	Country of the institution that granted the degree *(please no acronyms)*	Institution that granted the degree *(please no acronyms)*	Year the degree was awarded *(YYYY)*

In-Training Education

(There are 3 sections on this tab. Please scroll down to make sure you review all 3.)

Trainees Research Project Title *(e.g., name of Master's Thesis or Post-Doctoral Project)*	**Date Training Began** *(may be different from when you entered Graduate School or Post-Doctoral Appointment) (MM/DD/YYYY)*	**Date Training Ended** *(may be different from when you entered Graduate School or Post-Doctoral Appointment) (MM/DD/YYYY)*	**Degree Level** *(Pre-Doc, Post-Doc)*	**NIH Field of Training**
Test Test Test Test Test Test Test	09/01/1996	12/31/1996	PRE-DOC	3240 - Toxicology

Scientific Technical Emphasis	**Sources of Support**
AIR QUALITY - INDOOR (COOKSTOVES)	ABMRF/THE FOUNDATION FOR ALCOHOL RESEARCH
AIR QUALITY - OUTDOOR	ALZHEIMER'S ASSOCIATION
ASBESTOS	AMERICAN ACADEMY OF ALLERGY, ASTHMA & IMMUNOLOGY
ASTHMA	
BEHAVIORAL/SOCIAL	
AUTISM	

Research Training Mentor

Mentor's First Name *(required)*	**Mentor's Last Name** *(required)*	**Country of Institution** *(required; please do not use acronyms)*	**Institution Name** *(required; please do not use acronyms)*	**Mentor's Department** *(required)*	**Start Year of Mentoring** *(please enter date as YYYY)*	**End Year of Mentoring** *(please enter date as YYYY)*
JOHN	DOE	UNITED STATES	A. I. DUPONT CHILDREN'S HOSPITAL	TEST	1996	1996
RUDY	RICHARDSON	UNITED STATES	UNIVERSITY OF MICHIGAN	ENVIRONMENTAL HEALTH SCIENCES		
MICKEY	MOUSE	UNITED STATES	ABBVIE BIORESEARCH CENTER	ABCD DEPT	2008	2008

In-Training Education

(Please list all the degrees, certificates, or training completed while supported by the ES training program.)

Degree or Nature of Training *(required; You can enter more than one degree, as applicable)*	**Country of the institution that granted the degree** *(please do not use acronyms)*	**Institution that granted the degree** *(please do not use acronyms)*	**When did the education program begin?** *(required; please enter date in MM/YYYY format)*	**When did the educational program end or when is it expected to end?** (required;*please enter date in MM/YYYY format)*
DOTH - OTHER DOCTORATE	UNITED STATES	A. I. DUPONT CHILDREN'S HOSPITAL	01/1996	12/1997
PHD - DOCTOR OF PHILOSOPHY	UNITED STATES	ABBVIE BIORESEARCH CENTER	04/1994	03/1999

Accomplishments: Career Highlights

Please only enter accomplishments that can be attributed to T32-funded training.

Career Highlight / Leadership Year Began *(required; YYYY)*	**Career Highlight / Leadership Year End** *(YYYY)*	**Career Highlight/ Leadership Title** *(required)*	**Career Highlight / Leadership Narrative** *(required; please provide a descriptive title/name for the leadership event)*	**Training Status When Accomplished** (required)

Accomplishments: Employment

Please only enter accomplishments that can be attributed to T32-funded training.

Training Status While Employed In This Position *(required; report your training status when you obtained employment)*	Employment Year Began *(required; YYYY)*	Employment Year End *(YYYY)*	Job Title *(required)*	Country of Employment	Name of Employer	Employment Sector *(required)*	Major Emphasis of this Position *(required)*	Is this a Post-Doc Position? *(required; Yes, No)*	Tenure Status *(required)*	Topic Area for Position
Post-Training			Unknown			Other		No		
Post-Training	2007		Test	UNITED STATES	ALLAN HANCOCK COLLEGE	Academia	Administration	No	Tenure track	AIR QUALITY - INDOOR (COOKSTOVES)

Accomplishments: Fellowship

Please only enter accomplishments that can be attributed to T32-funded training.

Training Status When Fellowship was Accomplished / Awarded *(required)*	Fellowship Name *(required)*	Awarding Institution or Agency *(required)*	Year Received *(required; YYYY)*	Associated Research Sponsor	Associated Research Sponsor - Other
Post-Training	Test	Test	1998	KLINGENSTEIN FUND	Test

Accomplishments: Honors/Awards

Please only enter accomplishments that can be attributed to T32-funded training.

Training Status when you Received/Accomplished the Honors/Awards *(required)*	**Name of Honor/Award/ Recognition** *(required)*	**Awarding Entity** *(name of the institution or agency that granted the honor or award)*	**Location of Awarding Entity** *(please list country only)*	**Year Received or Initiated** *(enter date as YYYY)*
In-Training	Test	Test	UNITED STATES	1996

Accomplishments: New Competitive Funding

New Competitive Funding is for funding obtained after training has been completed. To record support during the training period, please add a Research Sponsor on the In-Training Experience page on Tab 5.

Trainee's Role on Post-Training Funded Award	Start Date of Funded Award *(required; MM/YYYY)*	Title of Award *(required)*	Award Number	Name of Funding Organization *(required)*	Country Where Funding Organization is Located
Collaborator	2008	Test	Test	AMERICAN FOUNDATION FOR AIDS RESEARCH (AMFAR)	UNITED STATES

Accomplishments: Post-Training Education

Enter data about educational experiences obtained AFTER the trainee left the program. If the main degree program is captured in the In-Training section, please do not repeat it here. This area is for additional educational experiences, POST-DOC, Certificate Program, etc.

Country of the Institution Granting the Degree *(required)*	**Name of Institution Granting the Degree** *(required)*	**Educational Degree or Nature of Training Program** *(required)*	**Year the Degree Earned** *(required; enter date as YYYY)*
UNITED STATES	ALBANY COLLEGE PHARMACY	BOTH - OTHER BACCALAUREATE	1982

Accomplishments: Posters at Scientific Meetings

Please only enter accomplishments that can be attributed to T32-funded training.

Training Status When Accomplished *(required)*	**Year Poster Presented** *(required; YYYY)*	**Number of Posters Presented at Scientific Conferences that Year** *(required)*
In-Training	1996	23

Accomplishments: Product or Policy Development

Please only enter accomplishments that can be attributed to T32-funded training.

Training Status When Accomplished *(required)*	Resulted in the Development or Implementation of	URL or Citation for Product or Policy	Description of the Product or Policy *(required)*	Significance of the Product or Policy *(required)*	Year of Product or Policy Development *(YYYY)*	Resulted in a Non-provisional Patent *(Yes, No)*	Patent Number (Answer if awarded a non-provisional patent)	Country that Issued Patent	Demonstrable Effects on U.S. Health Science and Public Health Interventions *(Yes, No)*	Description of Significance of Effects on U.S. Health Science and Public Health Interventions
In-Training	New Degree Program	Test	Test	Test	1985	Yes	Test	UNITED STATES	Yes	Test

Accomplishments: Publications

There are 3 tables on this page. Please make sure you scroll all the way down and review all 3 tables.

Please enter publications that can be attributed to T32-funded training. This includes any work associated with a topic, method, tool or other direct experience from your appointment to this training grant. You may include articles published during or after your training grant appointment.

***Table 1** lists publications that are already in CareerTrac and have a Pubmed or Pubmed Central ID. Use Table 1 to add publications, AFTER you have reviewed Table 3 to identify any publications that CareerTrac has found for you. If you do not find your publications listed in Table 3, you need ONLY enter either the PMID or PMCID in Table 1 and the training status when accomplished (Column C) in this table. The system will automatically complete the rest of the information. Please note that only the most recent 10 articles are listed in Table 1.*

***Table 2** lists publications in CareerTrac that were manually entered entered into the system. Please review these to ensure there is no overlap with the other tables and remove any duplicates. To add more publications that do not have Pubmed or Pubmed Central IDs, you should enter each new publication in a new row and complete the required fields, including training status when accomplished (Column C). It should be rare that you need to enter publications in this table.*

***Table 3** lists publications that you may want to link to your record in CareerTrac. These were identified using our publication search protocol, based on your first and last name. Review this list and select Add (Column A) for any publications that you would like to add to CareerTrac. Select ignore if the publication is not associated with you or should not be linked to you in CareerTrac. Please include training status when accomplished (Column C).*

Table 1. Publications Already in CareerTrac that have a PMID/PMCID (Please note that only the most recent 10 articles are listed in Table 1.)

First, review publications attributed to you: highlight any corrections to existing rows in this table. Then use this table to add publications, AFTER you have used Table 2 to review any publications that CareerTrac has found for you. If you do not find your publications listed in Table 2, you need ONLY enter either the PMID or PMCID and the training status when accomplished (Column C) in this table. The system will automatically complete the rest of the information.

Author Last, First Name *(required)*	Article Title	Training Status when Research Conducted *(required)*	PubMed ID (PMID)	PubMed Central ID (PMCID)	Local or International Readership *(Local, International)*	Country / Countries in Which Research Took Place
Ugeda, Miguel M	Giant bandgap renormalization and excitonic effects in a monolayer tr	Post-Training	25173579			
Test	Test	Post-Training	Test	Test	International	
Riss, Alexander	Imaging and tuning molecular levels at the surface of a gated grapher	Post-Training	24746016	PMC4070845		

Table 2. Publications Manually Entered into CareerTrac that do not have a PMID/PMCID

Enter additional publications here when no Pubmed or Pubmed Central ID is available. This should be rare, because all peer reviewed publications should have a Pubmed Central ID to be compliant with NIH Publications policy. Enter each publication on a separate row. Please indicate your training status when the article was published (Column C).

If you have a PMID/PMCID, please enter the publication in Table 1.

Article Title *(required)*	Journal Name *(required)*	Training Status when Research Conducted *(required)*	Volume Number	Journal Publication Month	Journal Publication Year	First Author *(Last Name, First Name; required)*	Last Author *(Last Name, First Name)*	Other Author *(Last Name, First Name)*	PMID	PMCID	Peer Reviewed Article *(Yes, No)*	Local or International Readership *(Local, International)*	Country / Countries in Which Research Took Place

Table 3. Publications Found by CareerTrac based on Trainee Name - To ADD or IGNORE

Select "Add" in column A for each publication in this list that is, in fact, authored by you. Select "Ignore" if you are not an author. If you select Add, indicate the training status when the research in the article was conducted (Column C).

Add/Ignore	Article Title	Training Status when Research Conducted *(required)*	Journal Name	Publication Date
	Fabrication of Gate-tunable Graphene Devices for Scanning Tunneling Microscopy Studies with Coulomb Impurities.		Journal of visualized experiments : Jo	2015 Jul 24
	Probing the role of interlayer coupling and coulomb interactions on electronic structure in few-layer $MoSe_2$ nanostructures.		Nano letters	2015 Apr 8
	Statins, bone metabolism and treatment of bone catabolic diseases.		Pharmacological research : the official	2014 Oct
	Local electronic and chemical structure of oligo-acetylene derivatives formed through radical cyclizations at a surface.		Nano letters	2014 May 14

Accomplishments: Students

Please indicate the number of students the trainee has trained/educated in an area related to his/her NIEHS research training.

Year of Training *(YYYY)*	**Number of students that you have trained or educated** *(required)*	**Training status when accomplished** *(required)*
2000	12	Post-Training