

**U.S. Department of Health and Human Services
Public Health Service**

**Information and Instructions for Completing
Statement of Appointment (Form PHS 2271)**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, 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 (0925-0002). Do not return the completed form to this address.

I. INTRODUCTION

This form is to be used to appoint individuals as trainees to institutional Ruth L. Kirschstein-National Service Research Award (Kirschstein-NRSA) programs (e.g., T32, T34, T35) and applicable non-NRSA individual and institutional research training programs (e.g., the NIH intramural research training award program and T15 training grants). It can also be used to document the appointment of scholars to institutional career development awards (e.g., K12) and individual participants to research education awards (e.g., R25).

Please read carefully the following instructions, including the Privacy Act Statement at the end of this document. All items on the form must be completed unless otherwise indicated in these instructions.

II. GENERAL INSTRUCTIONS

A. Definitions:

Types of Awards

Kirschstein-NRSA. Awards that provide undergraduate, predoctoral, and postdoctoral research training support under the authority of Section 487 of the PHS Act (42 USC 288). All Kirschstein-NRSA trainees must meet specific citizenship requirements – for details, see Item 8.

Non-NRSA Research Training. Awards that provide predoctoral and postdoctoral research training support through non-NRSA funding authorities. These training programs may or may not have the same provisions and requirements as Kirschstein-NRSA awards (e.g., specific citizenship requirements).

Career Development. Awards that provide doctoral-level investigators an opportunity to enhance their research careers. Individuals appointed to institutional career development awards must meet specific citizenship requirements—for details, see Item 8.

Research Education. Awards that provide support for programs intended to attract investigators to a specific field of study. Individuals appointed to research education award

programs may or may not be subject to specific citizenship requirements—for details, see Item 8.

Types of Appointments

Trainee. A person appointed to and supported by an institutional Kirschstein-NRSA or non-NRSA research training award.

Scholar. A person appointed to and supported by an institutional career development award.

Participant. A person appointed to and supported by a research education award.

B. Application

A “Statement of Appointment” form covers the support of an individual for a particular budget period and is required for each new appointment, reappointment, or amended appointment of an individual receiving stipend, tuition costs, or travel expenses as a trainee under a Kirschstein-NRSA or other applicable PHS institutional training grant. This form may also be used to document the salary and other support provided to an individual as a scholar or participant under a career development or research education program award in which the institution selects and appoints the individual. The form (which is signed by both the individual and the Program Director) must be completed and submitted to PHS at the time the individual starts the appointment or reappointment, or, in the case of an amendment, as soon as the change occurs. If there are multiple Program Directors on the award, the contact PD should sign.

For **new** postdoctoral trainees appointed to Kirschstein-NRSA institutional grants, a signed and dated [payback agreement](#) must be submitted with this appointment form before a stipend or other allowance may be paid.

C. Submission

The original should be sent to the awarding component. A copy should also be given to the trainee, scholar, or participant, the Program Director, and Business Official.

III. ITEM-BY-ITEM INSTRUCTIONS

Item 1. PHS Grant Number. Insert the entire PHS Grant Number as shown on the particular Notice of Grant Award from which funds are provided, e.g., 5 T32 GM12453-03 would be listed as Type: 5; Activity Code: T32; ID Serial Number: GM12453-03.

Item 2. Trainee/Scholar/Participant Name. Self-explanatory.

Item 3. Sex. Self-explanatory.

Item 4. Type of Action.

New Appointment: When an individual has not been previously supported by this grant.

Reappointment: When an individual was supported by this grant during a previous budget period, the appointment covered by this form is designated a reappointment. Skip the shaded items if the information provided will be the same as that reported during the prior budget period. Always complete the non-shaded items.

Amendment: “Amendment” pertains only to a change of item 16 (Appointment Period); or 22 (Support from this Grant) during a period of appointment for which a “Statement of Appointment” form has already been submitted. Amendments must be submitted as soon as the change occurs. Complete only items 1, 2, 4, 6, 24, 25, and the item(s) to be amended.

Item 5. Prior NRSA Support. Provide information on support from any Kirschstein-NRSA grants and

awards received prior to this grant year.-

Item 6. Social Security Number. Trainees/scholars/participants are asked to voluntarily provide the last four digits of their Social Security Numbers. This information provides the agency with vital information necessary for accurate identification and review of appointments and for management of PHS grant programs. See the Privacy Act Statement at the end of these instructions for further information concerning this request.

Item 7. Birthdate. Self-explanatory.

Item 8. Citizenship. Check the box corresponding to the trainee's, scholar's, or participant's citizenship and visa status. If not a U.S. citizen, list the country of citizenship.

A **noncitizen national** is an individual who, although not a citizen of the United States, owes permanent allegiance to the United States. Individuals in this category are generally born in lands which are not States, but which are under U.S. sovereignty, jurisdiction, or administration (e.g., American Samoa).

Kirschstein-NRSA trainees and institutional career development scholars must be U.S. citizens, non-citizen nationals, or permanent residents of the United States. Individuals on temporary or student visas are not eligible. Trainees or scholars in these programs who are permanent residents of the U.S. must submit a notary's signed statement with this appointment form certifying that they have (1) a Permanent Resident Card (USCIS Form I-551), or (2) other legal verification of such status.

Trainees in non-NRSA research training programs and participants in research education award programs should consult the applicable Funding Opportunity Announcement (FOA) or the NIH intramural research training award program for citizenship requirements.

Item 9. ORCID Identifier (ID). Provide the ORCID ID assigned to the individual being appointed. During the electronic appointment process, a link to ORCID.org will allow trainees/scholars/participants to either create a new ORCID ID or associate their eRA Commons Personal Profile with an existing ORCID ID.

Item 10. Permanent Address. Provide mailing and e-mail addresses by which the appointed individual can be reached **after** completion of support from the program. (Do not give current addresses unless they are considered permanent as defined above.)

Items 11-14. Race/Ethnicity/Disability/Disadvantaged Background. Responses to these items will help provide statistical information on the participation of individuals from diverse groups in Public Health Service (PHS) programs and identify inequities in terms of recruitment and retention based on race, ethnicity, disability and/or disadvantaged background.

Trainees, scholars, and participants are strongly encouraged to provide this information, however declining to do so will in no way affect their appointments.

This information will be retained by the PHS in accordance with and protected by the Privacy Act of 1974. Racial/ethnic/disability/background data are confidential and all analyses utilizing the data will report aggregate statistical findings only and will not identify individuals. (See the Privacy Act Statement at the end of these instructions for more information.)

11. Are you Hispanic (or Latino)?

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino".

12. What is your racial background?

Check one or more.

American Indian or Alaska Native. A person having origins in any of the original peoples of North, Central, or South America and maintains tribal affiliation or community.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

13. Do you have a disability?

Disability: A physical or mental impairment that substantially limits one or more major life activities, as described in the Americans with Disabilities Act of 1990, as amended.

14. Are you from a disadvantaged background?

Disadvantaged Background: An individual is considered to be from a disadvantaged background if he or she meets two or more of the following criteria:

1. Were or currently are homeless, as defined by the McKinney-Vento Homeless Assistance Act (Definition: <https://nche.ed.gov/mckinney-vento/>);
2. Were or currently are in the foster care system, as defined by the Administration for Children and Families (Definition: <https://www.acf.hhs.gov/cb/focus-areas/foster-care/>);
3. Were eligible for the Federal Free and Reduced Lunch Program for two or more years (Definition: <https://www.fns.usda.gov/school-meals/income-eligibility-guidelines/>);
4. Have/had no parents or legal guardians who completed a bachelor’s degree (see <https://nces.ed.gov/pubs2018/2018009.pdf>);
5. Were or currently are eligible for Federal Pell grants (Definition: <https://www2.ed.gov/programs/fpg/eligibility.html>);
6. Received support from the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) as a parent or child (Definition: <https://www.fns.usda.gov/wic/wic-eligibility-requirements>).
7. Grew up in one of the following areas: a) a U.S. rural area, as designated by the Health Resources and Services Administration (HRSA) Rural Health Grants Eligibility Analyzer (<https://data.hrsa.gov/tools/rural-health>), *or* b) a [Centers for Medicare and Medicaid Services-designated Low-Income and Health Professional Shortage Areas](#) (qualifying zip codes are included in the file). Only one of the two possibilities in #7 can be used as a criterion for the disadvantaged background definition.

Item 15. Field of Training (FOT). Provide a single numeric FOT code from the list below that best fits the research training that will be provided during the appointment.

BIOLOGICAL/BIOMEDICAL SCIENCES		
130 Anatomy	145 Endocrinology	175 Pathology, Human & Animal
110 Bacteriology	148 Entomology	180 Pharmacology, Human & Animal
100 Biochemistry	167 Environmental Toxicology	185 Physiology, Human & Animal
102 Bioinformatics	134 Epidemiology	115 Plant Genetics
103 Biomedical Sciences (<i>see also Statistics in MATHEMATICS and SOCIAL SCIENCES</i>)	137 Evolutionary Biology	120 Plant Pathology/Phytopathology
133 Biometrics & Biostatistics	170 Genetics/Genomics, Human & Animal	125 Plant Physiology
105 Biophysics (<i>also in PHYSICS</i>)	151 Immunology	155 Structural Biology
107 Biotechnology		169 Toxicology
129 Botany/Plant Biology	157 Microbiology	168 Virology
158 Cancer Biology	154 Molecular Biology	188 Wildlife Biology
136 Cell/Cellular Biology & Histology	159 Molecular Medicine	189 Zoology
104 Computational Biology	160 Neurosciences & Neurobiology	198 Biology/Biomedical Sciences, General
142 Developmental Biology/Embryology	163 Nutrition Sciences	199 Biology/Biomedical Sciences, Other
139 Ecology	166 Parasitology	
HEALTH SCIENCES		
290 Clinical and Translational Sciences	222 Kinesiology/Exercise Physiology	215 Public Health
210 Environmental Health	577 Medical Physics/Radiological Science	245 Rehabilitation/Therapeutic Services
227 Gerontology (<i>also in SOCIAL SCIENCES</i>)		200 Speech-Language Pathology & Audiology
280 Health and Behavior	230 Nursing Science	250 Veterinary Sciences
213 Health Services Research	207 Oral Biology/Oral Pathology	298 Health Sciences, General
212 Health Systems/Service Administration	240 Pharmaceutical Sciences	299 Health Sciences, Other
CHEMISTRY		
527 Chemical Biology	526 Organic Chemistry	539 Chemistry, Other
PHYSICS		
565 Biophysics (<i>also in BIOLOGICAL SCIENCES</i>)	579 Physics, Other	
COMPUTER & INFORMATION SCIENCES		
410 Information Sciences & Systems	419 Computer & Information Science, Other	
MATHEMATICS & STATISTICS		
450 Statistics (<i>also in SOCIAL SCIENCES</i>)	499 Mathematics & Statistics, Other	
ENGINEERING		
306 Bioengineering & Biomedical Engineering	312 Chemical Engineering	399 Engineering, Other

PSYCHOLOGY		
600 Clinical Psychology	615 Experimental Psychology	633 Psychometrics & Quantitative Psychology
626 Cognitive Neuroscience (<i>see also Neurosciences & Neurobiology in BIOLOGICAL/BIOMEDICAL SCIENCES</i>)	614 Health & Medical Psychology	639 Social Psychology
603 Cognitive Psychology & Psycholinguistics	627 Neuropsychology/Physiological Psychology	649 Psychology, Other
612 Developmental & Child Psychology	624 Personality Psychology	
SOCIAL SCIENCES		
662 Demography/Population Studies	217 Health Policy Analysis	699 Social Sciences, Other
667 Economics	686 Sociology	
684 Gerontology (<i>also in HEALTH SCIENCES</i>)	690 Statistics (<i>also in MATHEMATICS; see also Biometrics and Statistics in BIOLOGICAL SCIENCES</i>)	
OTHER FIELDS		
980 Social Work	989 Other	

Item 16. Period of this Appointment. The period shown must always be 8 weeks or more and in most cases will be 12 months. Appointment periods may exceed 12 months in rare cases and only with prior approval from the PHS.

Item 17. Education/Career Level. Identify the appointee’s educational/career level at the time of the appointment by checking the box that corresponds most closely with his or her current status. The “student” categories (e.g., high school student, undergraduate student, graduate student), should be used to designate individuals enrolled in an educational program for credit. Where applicable, the postbaccalaureate, post-master’s, and postdoctorate categories should be used to designate individuals who have completed degrees and are pursuing additional research experience and training.

Item 18. Education. List undergraduate, master’s, and doctoral degrees and the month and year earned.

Items 19-20. Degrees Sought. If the appointee is currently enrolled in an academic program that is expected to result in a degree, provide the degree(s) sought under the award provide the degree sought under the award and the expected completion date (mm/yyyy). Indicate whether the appointee is in a dual degree program (e.g., M.D./Ph.D.). Appointees in dual-degree programs (e.g., M.D./Ph.D., D.D.D./Ph.D.) should report all degrees being sought.

Item 21. Specialty Boards. If applicable, select a specialty from the attached list. If not applicable, indicate N/A.

Item 22. Support for Period of Appointment. Indicate the total amount the appointee expects to receive from the grant during the appointment period. For trainees, provide the stipend amount. NIH trainees provide childcare costs support, if applicable. CDC trainees should provide the stipend amount, tuition/fees, and travel, when applicable. For career development scholars and research education award participants, report only the salary or subsistence allowance to be received from the grant.

Item 23. Statement of Nondelinquency on U.S. Federal Debt. A “Statement of Nondelinquency on Federal Debt” is required for each particular appointment period and is to be completed by each individual (trainee) appointed to receive financial support under a PHS institutional training grant.

If the prospective trainee is delinquent on Federal debt, the PHS must review the explanation required to be provided on, or attached to, the form. In such case the PHS shall (a) take such information into account when determining whether the prospective trainee is responsible with respect to that appointment, and (b) consider not approving the appointment until payment is made or satisfactory arrangements are made with the agency to whom the debt is owed.

Therefore, it may be necessary for the PHS to contact the prospective trainee before the appointment can be approved to confirm the status of the debt and ascertain the payment arrangements for its liquidation. Individuals failing to liquidate indebtedness to the Federal Government in a businesslike manner place themselves at risk of not receiving PHS financial assistance.

The PHS awarding component shall notify the sponsoring institution in writing of its decision regarding the approval of a prospective appointee where this form discloses delinquency on Federal debt.

The trainee must check the appropriate box. If the “Yes” box is checked, please provide an explanation in the space provided. The question applies only to the person requesting financial assistance, and does not apply to the person who signs the form as the Program Director.

Examples of Federal Debt include delinquent taxes, audit disallowances, guaranteed or direct student loans, FHA loans, business loans, and other miscellaneous administrative debts. For purposes of this certification, the following definitions of “delinquency” apply:

- For direct loans and fellowships (whether awarded directly to the applicant by the Federal Government or by an institution using Federal funds), a debt more than 31 days past due on a scheduled financial payment. (This definition excludes service payback under a National Research Service Award.)
- For guaranteed and insured loans, recipients of a loan guaranteed by the Federal Government that the Federal Government has repurchased from a lender because the borrower breached the loan agreement and is in default.

Item 24. Certification and Signature of Appointee. Self-explanatory.

Item 25. Certification, Signature, and Address of Program Director. Self-explanatory.

Privacy Act Statement. The NIH maintains application and grant records as part of a system of records as defined by the Privacy Act: NIH 09-25-0225 <https://era.nih.gov/privacy-act-and-era.htm>.

19. DEGREE(S) SOUGHT <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, indicate type of degree(s)
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Are you in a dual degree program (e.g., M.D./Ph.D.)? YES NO

20. EXPECTED COMPLETION DATE FOR DEGREE(S) (*mm/yyyy, if applicable*)

21. NAME OF SPECIALTY BOARDS (*if applicable*)

22. SUPPORT FOR PERIOD OF APPOINTMENT

TYPE	Total for this Grant (<i>Omit cents</i>)
Stipend / Salary / Other Compensation	\$
Tuition / Fees (<i>CDC only</i>)	
Travel (<i>CDC only</i>)	
TOTAL	\$
22b. Childcare Costs	Y/N \$

23. STATEMENT OF NONDELINQUENCY ON U.S. FEDERAL DEBT. Is the appointee delinquent on the repayment of any U.S. Federal debt(s)?

NO YES (*If "Yes," please explain below.*)

24. CERTIFICATION AND ACCEPTANCE: I certify that the statements herein are true and complete to the best of my knowledge and that I will comply with all applicable Public Health Service terms and conditions governing my appointment. I am aware that any false, fictitious or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.	(a) SIGNATURE OF APPOINTEE	(b) DATE
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25. This individual is qualified for this program and is eligible to receive financial support for the period specified above. A copy of this appointment form will be given to the individual.	(a) SIGNATURE OF PROGRAM DIRECTOR	(b) DATE
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(c) NAME OF PROGRAM DIRECTOR

(d) INSTITUTION'S NAME, ADDRESS, AND PHONE NO.
(Street, city, state, zip code)

Specialty Boards

If applicable, select a single specialty or subspecialty to complete item 17. If more than one applies, select the one most closely related to the field of career development or research training for this appointment.

Allergy and Immunology

Allergy and Immunology

Anesthesiology

Anesthesiology (General)
Critical Care Medicine
Hospice and Palliative Medicine
Neurocritical Care
Pain Medicine
Pediatric Anesthesiology
Sleep Medicine

Colon and Rectal Surgery

Colon and Rectal Surgery

Dermatology

Dermatology (General)
Dermatopathology
Micrographic Dermatologic
Surgery
Pediatric Dermatology

Dental

Dental Public Health
Endodontics
Oral and Maxillofacial Pathology
Oral and Maxillofacial Radiology
Oral and Maxillofacial Surgery
Orthodontics and Dentofacial
Orthopedics
Pediatric Dentistry
Periodontics
Prosthodontics

Emergency Medicine

Emergency Medicine (General)
Anesthesiology Critical Care
Medicine
Emergency Medical Services
Hospice and Palliative Medicine
Internal Medicine-Critical Care
Medicine
Medical Toxicology
Neurocritical Care
Pain Medicine
Pediatric Emergency Medicine
Sports Medicine
Undersea and Hyperbaric Medicine

Family Medicine

Family Medicine (General)
Adolescent Medicine
Geriatric Medicine
Hospice and Palliative Medicine
Pain Medicine
Sleep Medicine
Sports Medicine

Internal Medicine

Internal Medicine (General)
Adolescent Medicine
Adult Congenital Heart Disease
Advanced Heart Failure and
Transplant Cardiology
Cardiovascular Disease

Clinical Cardiac Electrophysiology

Critical Care Medicine
Endocrinology, Diabetes and
Metabolism

Gastroenterology
Geriatric Medicine
Hematology
Hospice and Palliative Medicine
Infectious Disease
Interventional Cardiology
Medical Oncology

Nephrology
Pulmonary Disease
Rheumatology
Sleep Medicine
Sports Medicine
Transplant Hepatology

Medical Genetics and Genomics

Clinical Biochemical Genetics
Clinical Genetics and Genomics
(M.D.)
Laboratory Genetics and Genomics
Medical Biochemical Genetics
Molecular Genetic Pathology

Neurological Surgery

Neurological Surgery (General)
Neurocritical Care

Nuclear Medicine

Nuclear Medicine

Obstetrics and Gynecology

Obstetrics and Gynecology
(General)
Complex Family Planning
Critical Care Medicine
Female Pelvic Medicine and
Reconstructive Surgery
Gynecologic Oncology
Hospice and Palliative Medicine
Maternal and Fetal Medicine
Reproductive Endocrinology and
Infertility

Ophthalmology

Ophthalmology

Orthopedic Surgery

Orthopedic Surgery (General)
Orthopedic Sports Medicine
Surgery of the Hand

Otolaryngology

Otolaryngology (General)
Neurotology
Complex Pediatric Otolaryngology
Plastic Surgery Within the Head
and Neck
Sleep Medicine

Pathology

Pathology - Anatomic/Pathology -

Clinical

Pathology - Anatomic
Pathology - Clinical
Blood Banking/Transfusion
Medicine
Clinical Informatics
Cytopathology
Dermatopathology
Hematopathology
Neuropathology
Pathology - Chemical
Pathology - Forensic
Pathology - Medical Microbiology
Pathology - Molecular Genetic
Pathology - Pediatric

Pediatrics

Pediatrics (General)
Adolescent Medicine
Child Abuse Pediatrics
Developmental-Behavioral
Pediatrics
Hospice and Palliative Medicine
Medical Toxicology
Neonatal-Perinatal Medicine
Pediatric Cardiology
Pediatric Critical Care Medicine
Pediatric Emergency Medicine
Pediatric Endocrinology
Pediatric Gastroenterology
Pediatric Hematology-Oncology
Pediatric Hospital Medicine
Pediatric Infectious Diseases
Pediatric Nephrology
Pediatric Pulmonology
Pediatric Rheumatology
Pediatric Transplant Hepatology
Sleep Medicine
Sports Medicine

Physical Medicine and Rehabilitation

Physical Medicine and
Rehabilitation (General)
Brain Injury Medicine
Hospice and Palliative Medicine
Neuromuscular Medicine
Pain Medicine
Pediatric Rehabilitation Medicine
Spinal Cord Injury Medicine
Sports Medicine

Plastic Surgery

Plastic Surgery (General)
Plastic Surgery Within the Head
and Neck
Surgery of the Hand

Preventive Medicine

Addiction Medicine
Aerospace Medicine
Clinical Informatics
Medical Toxicology
Occupational Medicine

Public Health and General
Preventive Medicine
Undersea and Hyperbaric Medicine

Psychiatry and Neurology

Neurology (General)
Psychiatry (General)
Addiction Psychiatry
Brain Injury Medicine
Child and Adolescent Psychiatry
Clinical Neurophysiology
Consultation-Liaison Psychiatry
Epilepsy
Forensic Psychiatry
Geriatric Psychiatry
Hospice and Palliative Medicine
Neurocritical Care
Neurodevelopmental Disabilities
Neurology with Special

Qualification in Child Neurology
Neuromuscular Medicine
Pain Medicine
Sleep Medicine
Vascular Neurology

Radiology

Diagnostic Radiology
Hospice and Palliative Medicine
Interventional Radiology and
Diagnostic Radiology
Medical Physics (Diagnostic,
Nuclear, Therapeutic)
Neuroradiology
Nuclear Radiology
Pain Medicine
Pediatric Radiology
Radiation Oncology

Surgery

Surgery (General)
Complex General Surgical
Oncology
Hospice and Palliative Medicine
Pediatric Surgery
Surgery of the Hand
Surgical Critical Care
Vascular Surgery

Thoracic Surgery

Thoracic and Cardiac Surgery
(General)
Congenital Cardiac Surgery

Urology

Urology (General)
Female Pelvic Medicine and
Reconstructive Surgery
Pediatric Urology