

TWD Program
Officials

Suggested Format Table A: Baseline Data on Trainee Pool

Replacement for Table 6A

Disclaimer

- This informational video is not in lieu of the guidance and instructions provided by NIH.
- Before completing the NIH tables, please read the following documents carefully:
 - 1) The appropriate Notice of Funding Opportunity for the grant to which you are applying.
 - 2) The SF424 (R&R) Application Guidelines, paying particular attention to the PHS 398 Research Training Program Plan Form.
 - 3) The individual table instructions, that tend to include rationale statements and sample tables, where available.

Suggested Formats Table A: Baseline Data on the Trainee Pool— Trainee Characteristics

- NIGMS no longer requires Training Table 6A in its Institutional Predoctoral T32 training grant applications.
- Although Table 6A is not required, all applicants must provide the number and average for the past five academic years of the training grant eligible candidates who applied to, were admitted to, and matriculated into the training program or department described in the application.
- Applicants are encouraged to use Suggested Formats Table A for single department applications and both Suggested Formats Table A and Suggested Formats Table B for applications with multi-departmental or multi-organizational structures. The Suggested Formats Tables are found on the NIGMS website.

Suggested Formats Table A: Baseline Data on the Trainee Pool— Trainee Characteristics

- Rationale: The application must provide baseline data on the characteristics of the trainee pool. The data must reflect the training grant eligible individuals who further the goals of the proposed training program. The data serve as the basis for review of planned activities, including recruitment.
- The number of training grant eligible candidates will be used to determine the appropriate budget and number of funded positions.
- Applicants are encouraged to report on the categories described in the [Notice of NIH's Interest in Diversity](#) or in the [NIH Trainee Diversity Report](#). NIGMS will use the data provided in a manner consistent with applicable law.

Sample Table A, Part I: Applied

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15						
2015-16						
2016-17						
2017-18						
2018-19						
Avg						

Applicants are encouraged to use this format to organize the data. Applicants may expand categories or add additional characteristics according to the proposed program goals.

In Part I, for the past five academic years, enter the numbers of TGE individuals who applied into the relevant departments or organizations described in the application.

TGE individuals must be a citizen or a noncitizen national of the United States or have been lawfully admitted for permanent residence at the time of appointment.

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15						
2015-16						
2016-17						
2017-18						
2018-19						
Avg						

Academic Year (Ac Yr). List the academic years from which the data are derived.

Demographic data should be based on voluntary self-reporting. Applicants should use appropriate methods for data privacy, confidentiality, and security practices related to student data systems and reporting (for example, appropriate cell sizes for sensitive data).

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	399					
2015-16	384					
2016-17	489					
2017-18	342					
2018-19	438					
Avg						

Total Applicants. Include the total number of training grant eligible individuals relevant to the research training program. In cases of multi-departmental or multiple-organizational programs, provide aggregate data for all the participating departments or organizations.

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	399	80				
2015-16	384	77				
2016-17	489	98				
2017-18	342	68				
2018-19	438	88				
Avg						

Number from Underrepresented Racial and Ethnic (UR) Groups. Enter the number of individuals from racial and ethnic groups that have been shown by the National Science Foundation to be underrepresented in biomedical research on a national basis: Black or African American, Hispanic or Latino, American Indian or Alaska Native, Native Hawaiian and other Pacific Islander (see [NOT-OD-15-089: Racial and Ethnic Categories and Definitions for NIH Diversity Programs and for Other Reporting Purposes](#)).

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	399	80	20			
2015-16	384	77	19			
2016-17	489	98	24			
2017-18	342	68	17			
2018-19	438	88	22			
Avg						

Number with a Disability. If data are available, enter the number of individuals with disabilities, defined as those with physical and mental impairment that substantially limits one of more major life activities as described in the [Americans with Disabilities Act of 1990, as amended](#).

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	399	80	20	72		
2015-16	384	77	19	69		
2016-17	489	98	24	88		
2017-18	342	68	17	62		
2018-19	438	88	22	79		
Avg						

Number from Disadvantaged Backgrounds. If data are available, enter the number of individuals from disadvantaged backgrounds (see [Notice of NIH's Interest in Diversity](#)).

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	399	80	20	72	239	
2015-16	384	77	19	69	230	
2016-17	489	98	24	88	293	
2017-18	342	68	17	62	205	
2018-19	438	88	22	79	263	
Avg						

Number of Women. Enter the number of individuals who identify as women.

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	399	80	20	72	239	n/a
2015-16	384	77	19	69	230	n/a
2016-17	489	98	24	88	293	n/a
2017-18	342	68	17	62	205	n/a
2018-19	438	88	22	79	263	n/a
Avg						

Number of individuals from an institutionally defined group(s). If relevant, enter the number of individuals from one or more additional groups underrepresented at the institution or with characteristics that are relevant to the goals of the training program. Add columns as needed.

n/a: not applicable

Suggested Formats Table A

Suggested Formats Table A, Part I: Numbers and Characteristics of TGE Individuals who Applied

Ac Yr	Total Applicants	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	399	80	20	72	239	n/a
2015-16	384	77	19	69	230	n/a
2016-17	489	98	24	88	293	n/a
2017-18	342	68	17	62	205	n/a
2018-19	438	88	22	79	263	n/a
Avg	410	82	21	74	246	n/a

In the final row of Part I, **in bold**, provide the average for each column.

Avg: Average

Sample Table A, Part II: Numbers and Characteristics of TGE Individuals who were Admitted

Suggested Formats Table A

Suggested Formats Table A, Part II: Numbers and Characteristics of TGE Individuals who were Admitted

Ac Yr	Admitted	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	120	24	6	21	72	n/a
2015-16	114	27	9	24	69	n/a
2016-17	147	30	<5	27	87	n/a
2017-18	102	21	<5	18	60	n/a
2018-19	132	24	9	21	78	n/a
Avg	123	25	5	22	73	n/a

Column 2: Total numbers of TGE individuals who were admitted to the research training program.

Columns 3-7: Total numbers of TGE individuals who were admitted by the various characteristics.

In the final row of Part II, **in bold**, provide the average for each column.

Applicants should use appropriate methods for data privacy, confidentiality, and security practices related to student data systems and reporting (for example, appropriate cell sizes for sensitive data). Demographic data should be based on voluntary self-reporting.

Sample Table A, Part III: Numbers and Characteristics of TGE Individuals who Matriculated (enrolled)

Suggested Formats Table A

Suggested Formats Table A, Part III: Numbers and Characteristics of TGE Individuals who Matriculated

Ac Yr	Admitted	UR	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	40	8	<5	7	24	n/a
2015-16	38	9	<5	8	23	n/a
2016-17	49	10	<5	9	29	n/a
2017-18	34	7	<5	6	20	n/a
2018-19	44	8	<5	7	26	n/a
Avg	41	8	<5	7	24	n/a

Column 2: Total numbers of TGE individuals who matriculated to the research training program.

Columns 3-7: Total numbers of TGE individuals who matriculated by the various characteristics.

In the final row of Part III, **in bold**, provide the average for each column.

Applicants should use appropriate methods for data privacy, confidentiality, and security practices related to student data systems and reporting (for example, appropriate cell sizes for sensitive data). Demographic data should be based on voluntary self-reporting.

Suggested Formats Table A

How do I avoid the inclusion of Table 6A?

- To avoid the inclusion of Table 6A in a training data table set generated via xTRACT, applicants should omit the “start year of the most recently completed academic year” when prompted in the Applicants/Entrants Section.
- The resulting PDF will then exclude Table 6A.

Suggested Formats Table A

Where do Suggested Formats Tables go in the application?

- If an applicant uses the Suggested Formats Tables to structure the baseline data of the trainee pool, then upload this information as an attachment per the guidance found in Section IV of the Notice of Funding Opportunity.
- Suggested Formats Tables **must not** be included in the Data Table section.

Thank You

Resources:

- 1) Contact a Program Officer before submitting.
- 2) Study the funding announcement for the grant to which you are applying.
- 3) Follow the SF424 (R&R) Application Guidelines, paying particular attention to the PHS 398 Research Training Program Plan Form.
- 4) Read carefully the individual table instructions.

If you have questions about this table, please reach out to the Program Officer listed on the funding opportunity.

The Program Officer should be able to assist you.