Suggested Format Table A: Numbers and Characteristics of Applicants, Admitted Individuals, and Matriculants

Rationale

These data permit the evaluation of the ability of participating departments/interdepartmental programs to recruit training grant eligible individuals. These data are useful in assessing the admissions and recruitment process, the diversity of the pool, and the appropriate number of training positions to be awarded.

Instructions

All applicants should provide the numbers and characteristics of training grant eligible applicants (Part I), admitted individuals (Part II), and matriculants (Part III) detailed below. Applicants are encouraged to use the Suggested Table Formats below to organize the data.

Suggested Format Table A, Part Ia: Numbers and Characteristics of Applicants (All Applications)

List the number of training grant eligible individuals in each of the categories below who **applied** to the training program or relevant departments described in the application for each of the past 5 academic years. Training grant eligible 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. Applicants are encouraged to report on the categories listed in NIH's Interest in Diversity listed below. Demographic data should be based on voluntary self-reporting.

1. **Total Applicants.** Number of individuals who applied to the training program or departments described in the application. In cases of interdepartmental programs, provide aggregate data for all the participating departments.
2. **Number from Underrepresented Racial and Ethnic Minority (URM) Groups.** Number of applicants from racial and ethnic groups that have been shown by the National Science Foundation to be underrepresented in biomedical research on a national basis (i.e., Black or African Americans, Hispanic or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders; see https://grants.nih.gov/grants/guide/notice-files/not-od-15-089.html)
3. **Number with a Disability.** If data are available, the number of applicants with disabilities, defined as those with 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.
4. **Number from Disadvantaged Backgrounds.** If data are available, the number of applicants from disadvantaged backgrounds (see NIH's Interest in Diversity).
5. **Number of women.** Number of applicants who identify as women.
6. **Number of individuals from an institutionally defined underrepresented group.** If relevant, number of applicants from a racial or ethnic group that can be demonstrated convincingly to be underrepresented by the grantee institution. For more information on racial and ethnic categories and definitions, see the OMB Revisions to the Standards for Classification of Federal Data on Race and Ethnicity (https://www.govinfo.gov/content/pkg/FR-1997-10-30/html/97-28653.htm). Add columns as needed.
7. In the final row of Part I, provide the average for each column.

Sample: Suggested Format Table A, Part Ia: Numbers and Characteristics of Applicants

Ac Yr	Total Applicants	URM	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**

Ac Yr, Academic Year; URM, Underrepresented Racial & Ethnic Minorities; n/a, not applicable; Avg, average

Suggested Format Table A, Part IIa: Numbers and Characteristics of Admitted Individuals (All Applications)

List the number of training grant eligible individuals in each of the categories below who were **admitted** into the training program or departments described in the application for each of the past 5 academic years. Training grant eligible 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. Applicants are encouraged to report on the categories listed in NIH's Interest in Diversity listed below. Demographic data should be based on voluntary self-reporting.

1. **Total Admitted.** The total number of offers, i.e., the number of individuals who were admitted to the training program or departments described in the application. In cases of interdepartmental programs, provide aggregate data for all the participating departments.
2. **Number from Underrepresented Racial and Ethnic Minority (URM) Groups.** Number of offers to 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 (i.e., Black or African Americans, Hispanic or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders; see https://grants.nih.gov/grants/guide/notice-files/not-od-15-089.html).
3. **Number with a Disability.** If data are available, the number of offers to individuals with disabilities, defined as those with 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.
4. **Number from Disadvantaged Backgrounds.** If data are available, the number of offers to individuals from disadvantaged backgrounds (see NIH's Interest in Diversity).
5. **Number of women.** Number of offers to individuals who identify as women.
8. **Number of individuals from an institutionally defined underrepresented group.** If relevant, number of offers to individuals from a racial or ethnic group that can be demonstrated convincingly to be underrepresented by the grantee institution. For more information on racial and ethnic categories and definitions, see the OMB Revisions to the Standards for Classification of Federal Data on Race and Ethnicity (https://www.govinfo.gov/content/pkg/FR-1997-10-30/html/97-28653.htm). Add columns as needed.
6. In the final row of Part I, provide the average for each column.

Sample: Suggested Format Table A, Part IIa: Numbers and Characteristics of Admitted Individuals

Ac Yr	Admitted	URM	Individuals with Disabilities	Individuals from Disadvantaged Backgrounds	Women	Institutionally Defined Group
2014-15	120	24	6	21	72	n/a
2015-16	114	27	9	24	69	n/a
2016-17	147	30	3	27	87	n/a
2017-18	102	21	0	18	60	n/a
2018-19	132	24	9	21	78	n/a
Avg	**123**	**25**	**5**	**22**	**73**	**n/a**

Ac Yr, Academic Year; URM, Underrepresented Racial & Ethnic Minorities; n/a, not applicable; Avg, average

Suggested Format Table A, Part IIIa: Numbers and Characteristics of Matriculants (All Applications)

List the number of individuals in each of the categories below who **matriculated** into the training program or departments described in the application for each of the past 5 academic years. Training grant eligible 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. Applicants are encouraged to report on the categories listed in NIH's Interest in Diversity listed below. Demographic data should be based on voluntary self-reporting.

1. **Total Matriculants.** Number of matriculants, i.e., the number of individuals who enrolled in the training program or departments described in the application. In cases of interdepartmental programs, provide aggregate data for all the participating departments.
2. **Number from Underrepresented Racial and Ethnic Minority (URM) Groups.** Number of matriculants from racial and ethnic groups that have been shown by the National Science Foundation to be underrepresented in biomedical research on a national basis (i.e., Black or African Americans, Hispanic or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders; see https://grants.nih.gov/grants/guide/notice-files/not-od-15-089.html).
3. **Number with a Disability.** If data are available, the number of matriculants with disabilities, defined as those with 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.
4. **Number from Disadvantaged Backgrounds.** If data are available, the number of matriculants from disadvantaged backgrounds (see NIH's Interest in Diversity).
5. **Number of women.** Number of matriculants who identify as women.
9. **Number of individuals from an institutionally defined underrepresented group.** If relevant, the number of matriculants from a racial or ethnic group that can be demonstrated convincingly to be underrepresented by the grantee institution. For more information on racial and ethnic categories and definitions, see the OMB Revisions to the Standards for Classification of Federal Data on Race and Ethnicity (https://www.govinfo.gov/content/pkg/FR-1997-10-30/html/97-28653.htm). Add columns as needed.
6. In the final row of Part I, provide the average for each column.

Sample: Suggested Format Table A, Part IIIa: Numbers and Characteristics of Matriculants

Ac Yr	Matriculants	URM	Matriculants with Disabilities	Matriculants from Disadvantaged Backgrounds	Women	Institutionally Defined Group
2014-15	40	8	2	7	24	n/a
2015-16	38	9	3	8	23	n/a
2016-17	49	10	1	9	29	n/a
2017-18	34	7	0	6	20	n/a
2018-19	44	8	3	7	26	n/a
Avg	**41**	**8**	**2**	**7**	**24**	**n/a**

Ac Yr, Academic Year; URM, Underrepresented Racial & Ethnic Minorities; n/a, not applicable; Avg, average