Dear Dr. X:

I am pleased to inform you that the Executive Committee of the Training Grant Name has recommended that you receive support as a postdoctoral fellow effective July 1, 202X through June 30, 202X. Your annual stipend during this term will be $XXX,XXX. In addition, the grant will provide single coverage health insurance up to $4,000 through Gallagher Benefit Services - Scholar Division, you will need to enroll. Any additional benefits you may enroll in are your financial responsibility which may be paid using an annual $1,800 supplement that will also be provided as part of your stipend for a total award of $XXX,XXX. This appointment also comes with a childcare cost benefit up to $2,500 for care of your dependent child under the age of 13 years residing in your home, or up to 18 years if disabled. Proof of childcare provider licensure must be provided for reimbursement. NOT-OD-21-177: Announcement of Childcare Costs for Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Awards (nih.gov) [Travel funds may also be provided for attendance at a scientific meeting or conference – edit as appropriate for your training program].

Each year you are funded on this award, you will be expected to provide a progress report of your research over the past year. Should you wish to be considered for a second term, you will need to resubmit your application for review for an additional year by March 31, 202X. The resubmission for the second year must include a progress report that clearly details your research progress and its significance to basic science [insert area of research, ex: cardiovascular pathophysiology and biochemistry] along with your updated CV and copies of any publications arising from your research. If approved, you will be reappointed to the PBSPTG for an additional year of support.

Ms/Mr. Grant Admin Name, grant administrator for this award, will contact you soon to complete the necessary documentation for your appointment to the grant. You will also be contacted by your departmental academic affairs administrator for the transition from postdoctoral scholar to postdoctoral fellow [this statement is only needed if the PDF is already in PDS status vs a new hire from the outside in which case the statement may read: You will also be contacted by the departmental academic affairs administrator to initiate the institutional appointment process for your postdoctoral fellowship.]

NOTE: IF AWARD IS FOR REAPPOINTMENT, THE PAYBACK PARAGRAPH BELOW MAY BE DELETED.

Postdoctoral fellowships supported by this grant carry a payback provision; i.e., you are required to continue in an approved research environment for a period equivalent to the first year of postdoctoral training grant support. There is no further payback required.
As a postdoctoral fellow you will be expected to attend additional training in the ethical conduct of research and rigor and reproducibility. Information will be forthcoming. In addition, the grant sponsors a cardiovascular journal club/seminar series/etc. and all trainees supported by this grant are expected to attend as many of these seminars as possible. The Department of X sponsors graduate level courses that postdoctoral trainees are encouraged to audit. Two examples are “Cell Biology of Disease”, taught each winter quarter focused on a different topic each year, and “Tubes”, offered each spring quarter. The administrative office can facilitate your participation in these courses.

Each publication, press release or other document that cites results of your research while being supported on the Perfect Basic Science Postdoc Training Program (PBSPTP) must include an acknowledgement of NIH grant support and disclaimer such as:

“The project described was supported by Grant Number T32HL006789 from the National Heart, Lung, and Blood Institute. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Heart, Lung, and Blood Institute or the National Institutes of Health. Federal funding in the amount of $XX,000 (X%), and $XX,000 (X%) in nongovernmental sources supported this project.”

Award recipients are expected to submit to PubMed Central ID (PMC ID), upon acceptance for publication, an electronic version of peer-reviewed, original research publications, resulting from research supported in whole or in part, with direct costs from National Institutes of Health. The author’s final manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process. For additional information please visit http://publicaccess.nih.gov/.

We anticipate that you will have a productive career in Dr. PI’s laboratory. Please do not hesitate to contact me if I can be of further assistance.

Sincerely yours,

First Last Name, Degree(s)
Director, Perfect Basic Science Postdoctoral Training Program

cc: PDF PI
TG Admin
Dept HR/AA Admin
BSD OAA
BSD OGPA TGM