PDF First Last Name, Degree
Department
Institution
Street Address
City, State Zip

Date

Re: Name of Training Grant [Perfect Basic Science Postdoc Training Program]

Dear Dr. X:

I am pleased to inform you that the Executive/Steering Committee of the Training Grant Name has recommended that you receive support as a postdoctoral fellow effective July 1, 2019 through June 30, 2020. Your annual training grant stipend during this term will be $50,004, and your mentor will provide an annual stipend supplement of $1,800 making your total annual stipend $51,804.

In addition, the grant will provide single coverage health insurance up to $4,000 through Garnett-Powers. Any additional benefits you may elect will be your financial responsibility which may be paid using the stipend supplement provided by your mentor. Travel funds up to $1,000 will also be available for attendance at a scientific meeting or conference, to be discussed with your mentor. Typically, you are expected to present a poster or oral presentation at any meeting you attend.

Each year you are funded on this award, you will be expected to provide a progress report of your research over the past year, and meet with the PI and your mentor to discuss your progress and goals. Should you wish to be considered for a second term, you will need to resubmit your application by March 31, 2020. The application for reappointment should include a summary of your project, including the significance of your research to basic science [cell biology], your updated CV and copies of any recent publications. 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 upcoming appointment to the grant. You will also be contacted by your departmental academic affairs/HR 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 should read: You will also be contacted by the departmental academic affairs/HR administrator to initiate the institutional appointment and hiring processes 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.

As a postdoctoral fellow you will be expected to attend training in the ethical conduct of research and rigor and reproducibility. Information will be forthcoming. In addition, the grant sponsors a journal cub/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” taught each autumn quarter and “Molecular Biology” offered each winter 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 a disclaimer such as:

“The project described was supported by Grant Number T32GM12345 from the National Institute of General Medical Sciences. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institute of General Medical Science.”

Any publications from your research supported by this grant should be submitted to PubMed Central ID (PMC ID), in electronic form. This will be your responsibility. 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. Mentor’s laboratory. Please do not hesitate to contact me if I can be of further assistance.

Sincerely yours,

TG PI Name, Degree(s)
Principal Investigator
Perfect Basic Science Postdoctoral Training Program

cc: PDF Mentor Name, Degree
TG Admin Name
Dept HR/AA Admin Name
BSD OAA
BSD OGPA