

## Guidance on Reporting Requirements for NHGRI's Diversity Action Plan (DAP)

NHGRI re-issues the DAP program every three years. In the latest re-issue, [PAR-19-380](#), there are new reporting requirements. This document offers guidance on the new reporting requirements which includes four new tables/forms:

- [Appointment forms \(2271\)](#)
- [NIH Data Tables](#)
  - [Table 2. Faculty members](#)
  - [Table 4. Faculty members research support](#)
  - [Table 8. Trainee Outcomes](#)

### Appointment Forms (2271)

- An [appointment form](#) needs to be submitted for each DAP participant (trainee) who will be appointed for 8 weeks or more and is due at the time of the appointment.
- Annual progress reports (RPPRs) will be considered incomplete until all appointment forms are submitted, so please submit in a timely manner, and at the actual time of appointment.
- Both the participant and the PI must complete the 2271 form.
- All participants must have a Common User ID. If the participant doesn't have a Common User ID, eRA will prompt the participant to register after the appointment form is completed.
- Detailed guidance on form initiation/submission can be found [here](#). The steps include:
  - 1) The PI accesses the trainee roster in xTrain
  - 2) PI initiates a new appointment (additional steps if no Common User ID)
  - 3) PI routes 2271 form to trainee
    - a. Item-by-item instructions for filling out the form can be found [here](#).
  - 4) Trainee goes to xTrain and completes form
  - 5) Trainee routes form back to PI
  - 6) PI submits 2271 to NIH
  - 7) NIH processes the appointment

*Please note: The companion Termination Form (416-7) is **no longer required**, even though it was originally required in the PAR.*

### NIH Data Tables

- Tables 2, 4, and 8 are [NIH Data Tables](#) commonly used for institutional training grants (eg. T32, K12, R25).
- The xTRACT System (Extramural Trainee Reporting and Career Tracking) is a module within eRA Commons used by applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications. [Currently](#), xTRACT is required for certain grant types (eg. T32) but is **not** required to prepare NIH Data Tables for R25s, however it may be in the future. Thus, DAP (R25) awardees are encouraged to use the system.

DAP reporting requirements - last revised 8/4/2020

- Guidance on preparing the required tables via xTRACT are available in the [xTRACT User Guide](#).
- If not using xTRACT, guidance on preparing tables are available on the [Data Tables](#) website. The site contains Blank Data Table word files which are fillable and should be submitted electronically with your RPPR or application.

## Table 2. Participating Faculty Members

- This table contains information on faculty research expertise and how many students they have trained.
- Completing the table is required for new and renewal applications.
- There are separate tables whether you have a predoc program, or undergraduate program (Programs that include post-baccalaureate participants should enter their information in the Undergraduate Training Table). Please check the [Data Tables](#) website for the correct form.
- If you have a mixed program (predoc/undergrad/postbacc), only one table needs to be submitted.
- Sample tables are below (predoc table followed by undergraduate/postbacc table).

Sample Table 2. Participating Faculty Members

Name	Degree(s)	Rank	Primary Department or Program	Research Interest	Training Role	Pre-doctorates In Training	Pre-doctorates Graduated	Predocotorates Continued in Research or Related Careers	Post-doctorates In Training	Post-doctorates Completed Training	Postdoctorates Continued in Research or Related Careers
Abrams-Johnson, Jane	PhD	Asst. Prof.	Pharmacology	Regulation of Synthesis of Biogenic Amines	Preceptor Other Comm	1	2	2	1	0	0
Jones, Lisa S.	PhD	Res. Asst. Prof.	Biochemistry	Protein Structure, Folding, and Immunogenicity	Preceptor Exec Comm	3	3	3	4	2	2
Sandoz, Miguel J.	MD, PhD	Assoc. Prof.	Neuroscience	Developmental Genetics in Drosophila	Preceptor	4	6	5	4	8	6
Thomas, James C.	PhD	Prof.	Biochemistry	Molecular and Genetic Analysis of RNA Viruses	PD/PI	7	10	9	8	15	14

Sample Table 2. Participating Faculty Members

Name	Degree(s)	Rank	Primary Department or Program	Research Interest	Training Role	Undergraduates In Training	Undergraduates Graduated	Undergraduates Continued in Research or Related Careers
Abrams-Johnson, Jane	PhD	Asst. Prof.	Pharmacology	Regulation of Synthesis of Biogenic Amines	Preceptor Other Comm.	1	4	2
Jones, Lisa S.	PhD	Res. Asst. Prof.	Biochemistry	Protein Structure, Folding, and Immunogenicity	Preceptor Exec Comm.	3	3	3
Sandoz, Miguel J.	MD, PhD	Assoc. Prof.	Neuroscience	Developmental Genetics in Drosophila	Preceptor	4	6	5
Thomas, James C.	PhD	Prof.	Biochemistry	Molecular and Genetic Analysis of RNA Viruses	PD/PI	7	10	9

## Table 4. Research Support of Participating Faculty Members.

- This table contains information on research grant support. A sample table is below.
- This table is required for new and renewal applications.

Sample Table 4. Research Support of Participating Faculty Members

Faculty Member	Funding Source	Grant Number	Role on Project	Grant Title	Project Period	Current Year Direct Costs
Jones, Janine L.	NIH	1 R01 GM76259-01	PD/PI	Structure and Function of Acetylcholine Receptors	06/2014-05/2018	\$190,000
Jones, Janine L.	NIH	5 K08 AI00091-03	PD/PI	Purification & Identification of Receptors	11/2012-11/2017	\$140,000
Ehlers, Roger G.	Univ		PD/PI	University start-up funds	08/2014-07/2017	\$350,000
Mack, Thomas R.	Fdn		PD/PI	Control of Angiogenesis	03/2011-02/2015	\$185,000
Mack, Thomas R.	NSF	PCM 80-12935	PD/PI	Cell Culture Center	12/2012-11/2015	\$180,000
Mack, Thomas R.	NIH	1 P01 HL71802-05	Project PI	Subproject 4: Oncogenic Kit Receptor Signaling in vivo	10/2011-09/2015	\$165,000
Smith, James P.	None					
Zachary, Andrew	NIH	1 U01 AI28507-02	PD/PI	Human Monoclonal Antibodies as a Therapy for Staphylococcal Enterotoxin	07/2013-06/2018	\$200,000
Average Grant Support per Participating Faculty Member						\$282,000

## Table 8. Program Outcomes

- This table is for tabulating trainee outcomes and is required for RPPRs and for new/renewal applications. Only Part I is required.
- Information per trainee includes who their faculty mentor was, the topic of their research project, where they went after leaving the institution, etc. A sample table is below.
- All trainees supported as far back as 15 years should be listed.
- For long-standing programs, if you have undergraduate, postbacc or graduate career levels that are no longer DAP supported, please include those participants in the tables and include a write-up on outcomes in the Research Education Program Plan section of the renewal application.
- Table 8A is for predocs and 8D is for undergrads or postbaccs.
- If you have more than one career level supported in your award (eg. summer undergraduate + postbacc academic year), please include a separate table/file for each so each career level can be evaluated more readily.

**Table 8D. Program Outcomes: Undergraduate  
Part I. Those Appointed to the Training Grant**

Trainee	Faculty Member	Start Date	Summary of Support During Training	Degree(s) Received and Year(s)	Topic of Research Project	Initial Position	Current Position	Subsequent Grant(s)/Role/Year Awarded

## RPPR Section B4 “What opportunities for training and professional development has the project provided?”

In addition to the above requirements, we want to remind grantees of what information should be included in section B4 according to the PAR and detailed in [RPPR Instruction Guide](#) (p. 116):

*“Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. Training activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. Professional development activities result in increased knowledge or skill in one’s area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.”*

As the above opportunities and activities need to be described for all R25 participants, you are strongly encouraged to **provide a brief paragraph description for each participant** supported by the award during the reporting period. Please consider including the following information, as applicable:

- Degrees working toward or held
- Mentor(s)
- Description of the participant’s research project and progress
- Coursework
- Conference presentations
- A description of the participant’s role in any planned or published papers resulting from research conducted while supported by this award
- Fellowships or other support
- Workshops/Meetings attended, such as the NHGRI annual training meeting
- Career development activities

This description should be sufficient to allow evaluation of the appointees’ progress towards the goals of the research education grant.

### **Example descriptions (Participants appointed to the program in the past reporting year):**

*Jane Smith completed the requirements for the BS in computer science in June 2017. Her research on xxxxx was directed by her mentor Dr. xxxxx, Professor of Genomics. Her research was presented in an on-campus venue, Society for xxxxxx, and at the Annual NHGRI Training Meeting held at xxxx. She was listed as a co-author in one publication. Ms. Smith attended various workshops such as xxx. She graduated magna cum laude and was inducted into the xxx Honor Society. She is currently in the PhD program in genomics at the University of xxxxx.*

*Jane Smith is a senior expected to complete the requirements for the BS in computer science in June 2017. Her research on xxxxxx is directed by her mentor Dr. xxxxx, Professor of Genomics. Her research was presented in an on-campus venue, Society for xxxxxx, and at the Annual NHGRI Training Meeting held at xxxx. She was listed as a co-author on one paper submitted for publication to journal XX. Ms. Smith attended various workshops such as xxx. She is currently applying to PhD programs in genomics.*

Section B.4 should also address whether the institution uses Individual Development Plans (IDPs) for graduate students, if applicable.

**Lastly, a Training Diversity Report (TDR) is still a requirement of the RPPR.** Please use the MS Word TDR. Save the document as a PDF and include in the RPPR.

DAP reporting requirements - last revised 8/4/2020