

# CONTRACTS AND GRANTS OVERVIEW

**STEP 1:** For T32 awards the first steps must be to initiate a Statement of Appointment (SOA) via xTrain (within ERA Commons) for each trainee appointed to this award. C&G cannot approve the MOU without that document. It is initiated by the PI or designee at the department and is reviewed and approved by NIH.

**STEP 2:** Once the SOA is established in xTrain C&G will require the signed MOU and, at that point, they will complete C&G approval forms and send the entire package back to the department to be uploaded to ePaf HIRE/Additional Pay within MyUFL.

## **Appointment Dates:**

A Statement of Appointment for a T32 should be for a 12-month period. **Anything less than 9 months MUST have prior NIH approval.** Most departments are working to appoint new trainees on semester start dates according to the **Academic Year Appointment Calendar**, as it helps with the posting of insurance and tuition waivers. This is NOT an NIH rule; however it is preferred for ease of internal processing & helps alleviate potential payroll issues for the student.

## **Termination Notice:**

When the individual trainees terminate from the T32 due to graduation or any other event the department PI must initiate another document via xTrain, called the Termination Notice. That would be initiated by the department, the trainee has a portion to be completed, and then transfer to our BO (Lisa Yates) for vetting and final submission to the NIH.

## Contact:

Contracts and Grants

[Teams - UF Research \(ufl.edu\)](#)

