

Suggested Formats: Baseline Program Data

Rationale

The application must provide baseline data on the proposed program. These data allow reviewers to assess whether the organization has the pool of trainees and faculty can support the proposed program. The number of training grant eligible candidates will be used to determine the appropriate budget and number of funded positions. Trainee pool characteristic data serve as a basis for review of planned activities, including recruitment. NIGMS will use the data provided in a manner consistent with applicable law.

Suggested Format D – Trainee Pool Characteristics

For the current academic year, provide the total numbers and characteristics of the training grant eligible (TGE) candidate pool for each participating department, division, or interdepartmental program described in the application.

Applicants are encouraged to use the Suggested Format D below to organize the data (see sample tables below). Applicants are encouraged to use categories reflected in the [Notice of NIH's Interest in Diversity](#) or the [NIH Trainee Diversity Report](#) (such as race, ethnicity, gender, disability and disadvantaged background) as these data will be collected as part of annual progress reports for funded programs. Applicants may expand categories or add additional characteristics according to the proposed program goals. TGE 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. Demographic data should be based on voluntary self-reporting. Applicants should use appropriate methods for data privacy, confidentiality, and security practices related to student data systems and reporting (for example, appropriate cell sizes for sensitive data). Below are recommend columns. In the final row, provide the average for each column.

1. **Participating Department or Program.** List the name of the Department, Division, or Interdepartmental Program.
2. **Total Number of TGE Undergraduates.** Include the total number of training grant eligible undergraduates (this number will reflect students who are citizens or non-citizen nationals of the U.S. or permanent residents). In cases of multiple-departmental or multiple-organizational programs, provide aggregate data for all the participating departments or organizations. This number should match the data provided in Part I.
3. **Number from Underrepresented Racial and Ethnic (UR) Groups.** Number of undergraduates from racial and ethnic groups that have been shown by the National Science Foundation to be underrepresented in biomedical research on a national basis: 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>)
4. **Number with a Disability.** If data are available, the number of undergraduates 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](#).
5. **Number from Disadvantaged Backgrounds.** If data are available, the number of undergraduates from disadvantaged backgrounds (see [Notice of NIH's Interest in Diversity](#)).
6. **Number of women.** Number of undergraduates who identify as women.
7. **Number of undergraduates from an institutionally defined group(s).** If relevant, number of undergraduates from one or more additional groups underrepresented at the grantee institution or with characteristics that are relevant to the goals of the training program. Add columns as needed.

Sample: Suggested Format D: Trainee Pool Characteristics (Academic Year: 2023 – 2024)

Participating Department or Program	Total TGE Undergraduates	UR	Individuals with Disabilities	Individuals from Disadvantaged Backgrounds	Women	Institutionally Defined
Biology	200	63	20	82	70	n/a
Chemistry	75	15	9	25	53	n/a
Physics	25	7	<5	6	45	n/a
Psychology & Neuroscience	100	35	22	36	68	n/a
Total	400	120	54	149	236	n/a

UR, Underrepresented Racial & Ethnic Groups; n/a, not applicable