**Template guidelines:** For your grant application, the SERCC strongly recommends using the words that are in bold below as section headers. Instructions from the NIH SF424 are in blue text with additional SERCC comments in gray text.

**Training activities and Timeline**

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| **Activities Planned Under this Award:** *The activities planned under this award should be individually tailored and well-integrated with your research project. The planned activities should address the candidate’s goals and identified areas for development. The application should describe the collaborative process between the candidate and the sponsor(s) in the development, writing, review, and editing of the research training plan, including the research training project aims and strategy.*   * *Describe, by year, the activities (research, coursework, professional development, clinical activities, etc.) you will be involved in during the proposed award. Note that the Research Training Project Strategy will be detailed in a separate section described below. Estimate the percentage of time to be devoted to each activity. The percentage should total 100 for each year.*    + Provide a timeline detailing the proposed research training, professional development, and clinical activities for the duration of the fellowship award. It is effective to present this information in a table.   + For F30 applicants, it can be useful for the timeline to span the entire training period (e.g., medical and graduate studies. * *Explain how the training activities will develop the areas defined in the self-assessment section and help to meet the fellowship goals.* * *Provide specific examples of how the proposed research training will facilitate the transition to the next career stage.* * *Describe why the Sponsor(s), collaborators, and research training environment are appropriate for the proposed research training plan. Candidates should expand upon, but not duplicate, information found in the Facilities and Other Resources section or in the Sponsor(s) section describing the Research Training Environment.*    + *The research training is expected to broaden the candidate's perspective, opportunities, and networks. Therefore, postdoctoral candidates requesting training at their doctorate organization and senior fellowship candidates requesting training at their current organization must explain why further training at that organization would be valuable.*   + *If proposing a research training experience at a foreign institution, describe how the foreign institution and sponsor offer special opportunities for training that are not currently available in the United States. Key factors in the selection of a foreign institution should be described. The need for and level of proficiency in reading, speaking, and comprehending the foreign language should be addressed.* * *Note, detailed timelines of research activities involving animals, human subjects, or clinical trials are requested in other sections of the fellowship application and should not be included here. The timeline you provide here should be distinct from the Study Timeline in the PHS Human Subjects and Clinical Trials Information form.*   Sections to consider including:   * Research   + Describe technical skills to be acquired (i.e., specific techniques and who will provide training). * Coursework   + Discuss training in scientific writing and presentation   + Discuss training in responsible conduct of research (RCR) * Professional Development   + Describe plans for writing manuscripts and grants   + Describe plans for local presentations (laboratory meetings, departmental/interest group seminars)   + Describe plans for presentating at national/international meetings   + Describe plans for mentor-facilitated networking at conferences   + Describe plans for meetings with collaborators and other scientists visiting the institution * Clinical activities   + Describe plans for clinical shadowing/clerkships   + Describe plans for volunteer experiences * Interactions with mentors, co-mentors, and mentoring committee   + Describe the individual(s) who will provide mentoring   + Describe the length/frequency of meetings   + Describe the focus of meetings:     - Science: hypotheses, experimental design, data analysis/interpretation     - Laboratory management: finance, human relations     - Work/life balance, clinic/research balance     - Career development: future career plans * Research environment   + Describe the laboratory in which the research will be performed and personnel who will contribute to training (roles and expertise)   + Describe the laboratory meetings, seminars, journal clubs, regional meetings you expect to participate in * Teaching and mentoring activities   + Describe expectations for formal teaching assistantships   + Describe opportunities for mentoring undergraduates in the laboratory  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Activities planned under the award** (*Example)* | | | | | | **Specific Aims** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | | **Specific Aim 1** |  |  |  |  | | **Specific Aim 2** |  |  |  |  | | **Scientist / Physician-Scientist / Independent-Investigator Training** | | | | | | **Courses** |  |  |  |  | | **Manuscript preparation** |  |  |  |  | | **Presentations at national/local meetings** |  |  |  |  | | **Teaching and mentoring** |  |  |  |  | | **Clinical exposure/experience** |  |  |  |  |   **.** |