

CIRM Training Program Appointment form updates

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Choosing a mentor from our pre-approved database

The Trainee appointment forms have been updated to allow Program Directors to report mentor assignments from a pool of pre-approved mentors. Any previously approved mentor from any of our funded training programs can now be utilized by your program without prior approval by CIRM.

When completing a trainee's appointment form, you can now search our database of previously approved mentors and select the desired trainee mentor, even if never used in your program before.

Add Trainee in Budget Year 1				
Name	First	Middle	Last	
Birthdate				
Citizenship	<input type="radio"/> U.S. Citizen <input type="radio"/> U.S. Permanent Resident		<input type="radio"/> Other	
Gender	<input type="radio"/> Female <input type="radio"/> Male		<input type="radio"/> Other Gender <input type="radio"/> Gender Unknown/Not Reported	
Race	<input type="radio"/> American Indian/Alaska Native <input type="radio"/> Asian <input type="radio"/> Native Hawaiian/Other Pacific Islander <input type="radio"/> Black/African American		<input type="radio"/> White <input type="radio"/> More Than One Race <input type="radio"/> Other Race <input type="radio"/> Race Unknown/Not Reported	
Ethnicity	<input type="radio"/> Hispanic/Latino <input type="radio"/> Not Hispanic/Latino		<input type="radio"/> Ethnic Category Unknown/Not Reported	
Education	Name of Institution	Degree Received	Date Received	Major Field of Study Add Row
Trainee Type	<input type="radio"/> Predoctoral Graduate Student <input type="radio"/> Postdoctoral Trainee <input type="radio"/> Clinical Trainee			
Support	<input type="radio"/> Stipends Tuition and Fees (predoctoral only) Health Insurance (postdoc and clinical trainees only) Research and Travel Allowance Estimated Total Support			

Appointment Period(s)	
Add Appointment Period <small>If this Trainee's appointment period is not continuous add enough Appointment Period records so that each record describes a continuous period of time. If this Trainee is changing Mentors within a single appointment period, add a pre-approved mentor or request a new mentor within the existing appointment period below. Please remember to add additional text to the Training Description section describing any changes.</small>	
Appointment Period	From To
Mentor	Search for Mentor Create New Mentor
Trainee Email During This Period	
Trainee Address During This Period	
Training Description	<small>Please provide a short description of the trainee's research project and how it pertains to stem cell research, gene therapy, regenerative medicine-related research, and/or key supportive disciplines. Include information about the lab, mentor and other activities in which the trainee will participate that meet the requirements of the Program Announcement. Do not copy/paste the abstract.</small>

By submitting this form, the PD agrees to comply with the proposed training program, period of support, stipend level, and the terms and conditions incorporated in the Notice of Award.

[Save](#)

[Back to Trainee Cohort](#)

Clicking “Search for Mentor” will open a pop-up window (you may have to scroll down to find it) where you can enter the email address and/or last name of the mentor you are looking for (partial matches work). You can also select “Institution” to see all pre-approved mentors at each institution. Searches for large institutions can take longer to process.

The screenshot shows a web form with a 'Find Mentors' pop-up window. The pop-up window has the following fields:

- Email**: Input field with a search icon and placeholder text "(Enter email fragment)".
- Last Name**: Input field with a search icon and placeholder text "(Enter name fragment)".
- Institution**: Input field with a search icon and a dropdown arrow.
- Find Mentors**: A button at the bottom of the pop-up.

The background form includes the following sections:

- Tuition and Fees (predoctoral only)**: Input field.
- Health Insurance (postdoc and clinical trainees only)**: Input field.
- Research and Travel Allowance**: Input field.
- Estimated Total**: Input field.
- Appointment Period**: Section with a table for "From" and "To" dates.
- Mentor**: Section with a "Search for Mentor" link and a "Create New Mentor" link.
- Training Description**: Section with a text area for "Please provide a short description of the trainee's research, and/or key support program Announcement. Do not copy/paste the a..."

Entering a new mentor into our database for approval by CIRM

If the desired mentor is not in our database, choose “Create New Mentor” and fill in the requested information. The new mentor record will be marked “*Provisional mentor, approval pending.*” On submission of the trainee cohort CIRM will be notified of the new mentor request, and CIRM will either approve the mentor or contact you for more information. A formal Prior Approval Request is no longer required for this action.


Changing a trainee’s mentor during the appointment period

If a trainee needs to change mentors during their appointment period, navigate to the existing trainee appointment and use either the “Search for Mentor” or “Create New Mentor” links as described above to add another mentor record. Please use the Mentor Start and Mentor End dates to indicate the period of mentorship. Please remember to add additional text to the Training Description section describing any changes.

Creating a second non-contiguous appointment period for a trainee

In the rare instance when a trainee must take a leave of absence, a second non-contiguous appointment period can be created with the “Add Appointment Period” link at the top of the Appointment Period(s) section. The total appointment period(s) should not exceed the 12 months of support associated with

the cohort's budget year. In the new appointment record, choose either the "Search for Mentor" or "Create New Mentor" links as described above to add another mentor record, and add a Training Description for the new period.

Appointment Period(s)
Add Appointment Period  <small>If this Trainee's appointment period is not continuous add enough Appointment Period records so that each record describes a continuous period of time. If this Trainee is changing Mentors within a single appointment period, add a pre-approved mentor or request a new mentor within the existing appointment period below. Please remember to add additional text to the Training Description section describing any changes.</small>