

Update to CIRM Training Award Appointment Forms – November 2023

We are writing to alert you to some new features in our Trainee Appointment forms. The demographic section of the appointment form has been updated to include new fields, including:

- sub-tables for Asian and Native Hawaiian/Other Pacific Islander (not shown in screenshot below) that pop up when those radio buttons are selected.
- A new “Other Key Demographics” section that includes fields such as socio-economic disadvantage, veteran, disability, etc.
- Enhancements to the “Education” section to better accommodate SPARK trainees
- Enhancements to the “Trainee Type” section to accommodate all CIRM Training programs.
- We have removed the “support” section for individual trainees. Please refer to your notice of award for any per-trainee budget limits.

Add Trainee in Budget Year 3					
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"/> Nonbinary <input type="radio"/> 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"/> Hispanic or Latino <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		
Other Key Demographics	<input type="checkbox"/> Socioeconomically Disadvantaged (using NIH definition) <input type="checkbox"/> Military Veteran <input type="checkbox"/> Over 30 years old		<input type="checkbox"/> Disability <input type="checkbox"/> First Generation College Student		
Education	Name of Institution (For SPARK, Name of High School)	Institution/High School Zip Code	Degree Received	Major Field of Study	Date Received Add Row
Trainee Type	<input type="radio"/> High School <input type="radio"/> Undergrad <input type="radio"/> Post-baccalaureate student <input type="radio"/> Masters Student <input type="radio"/> Predoctoral Graduate Student <input type="radio"/> Postdoctoral Trainee <input type="radio"/> Clinical Trainee				

If your program is not currently capturing the demographic granularity that is requested on these forms, please consider how that could potentially be incorporated into your future processes.

Re-appointment of Continuing (Multi-Year) Trainees

For CIRM Scholar and COMPASS programs (EDUC4 and EDUC5), where trainees are re-appointed for 12 months at a time in multiple years, we are also introducing the ability to copy an appointment form from one year to the next.

Please be aware that when creating a new appointment form from one year to the next, certain fields may not carry-over and will have to be filled out again prior to submission of the new appointment form.

When you copy a form to extend a trainee’s appointment for another year, please be sure to make any relevant updates to the new form, including:

- Updating the name of appointment period. Ensure the appropriate button is selected (e.g. Year 2 continuing, Year 2 final, Year 3 continuing, etc.)
- Adding a new summary of the training to take place in the new appointment period
- Changes to mentor. If the mentor for the new appointment period is different than that from the previous period, please replace the mentor by overwriting with the new name. If the mentor has not changed, only dates may need be updated.
- Edits to the summary of training from the previous year to reflect what occurred in the concluded period. Provide a new description to the training that will take
- If applicable, update to assurances (IACUC, SCRO, IRB)

Edit Trainee Cohort	
Cohort Status	Unsubmitted
Budget Year of Support	3 ▾

[Save](#)

For new trainees that have not been previously appointed in this program: Use the Add Trainee Link to add trainees to the cohort and fill in appointment data for each.

For trainees that are being reappointed for a new term, use the Extend Trainees from Prior Budget Year link to clone and update each trainee form. You will need to edit the Appointment Year Type and modify the pre-populated portions of the cloned form to reflect the new appointment period, to provide a summary of progress and outcomes from the previous year, and if applicable, to remove and replace a previous mentor.

When you are done adding new appointments, click the "Submit Cohort" button to notify CIRM that new appointments have been made. As you need to make additional appointments, contact your CIRM Grants Administer to unlock your cohort so that you can provision these appointments, then resubmit each time. Appointment forms should be submitted to CIRM within 30 days of the appointment start date.

[Add Trainee](#)

[Extend Trainees from Prior Budget Year](#)



Trainees in Cohort
none

For information on completing the Mentor portion of the appointment forms, please see last year’s [appointment form update memo](#). Other key information about our training programs can be [found here](#).