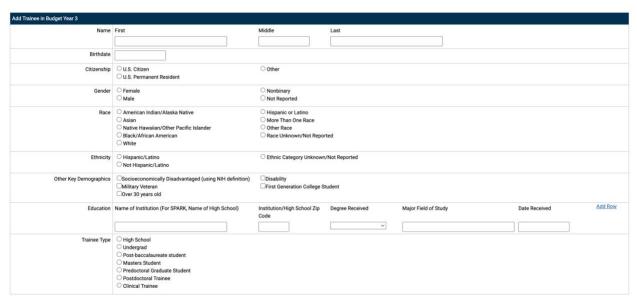
Update to CIRM Training Award Appointment Forms – November 2023

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 socioeconomic 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.



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.

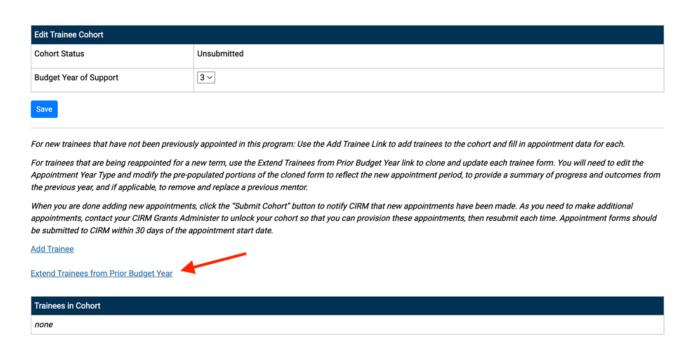
Re-appointment of Continuing (Multi-Year) Trainees

For CIRM Scholar and COMPASS programs (EDUC4 and EDUC5), where trainees are reappointed 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)



For information on completing the Mentor portion of the appointment forms, please see last year's <u>appointment form update memo</u>. Other key information about our training programs can be <u>found here</u>.