

# BETA CELL BIOLOGY CONSORTIUM

## Training Travel Awards



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### A. BACKGROUND

The Coordinating Center (CC) of the Beta Cell Biology Consortium (BCBC) is funded as a U-01 project and is charged with managing the distribution of these funds in a manner that supports activities that are of value to both the BCBC and general research community. The principal investigator (PI) of the BCBC CC has the authority and freedom to designate funds to support BCBC activities provided 1) he is in agreement with the overall purpose, 2) the budget for the program has been adequately justified, and 3) sufficient funds exist. Since the BCBC CC U-01 is a cooperative research agreement, the PI of the BCBC CC normally notifies the NIDDK Project Scientist prior to initiating new Funding Programs.

### B. RATIONALE

The mission of the Beta Cell Biology Consortium (BCBC) is to bring a team-based approach to the acquisition of new knowledge and the production of novel resources necessary to develop cell-based therapies for insulin delivery. In order to further the scientific goals of the BCBC, it is often necessary for laboratories to send trainees/trainers to other laboratories to learn/teach new scientific techniques and technologies.

To facilitate the sharing of knowledge and the spirit of collaboration, the BCBC CC will support the travel of trainees/trainers between BCBC laboratories by awarding short term training travel awards. In general, the training taking place should directly benefit BCBC funded projects, complement existing research activities, and provide knowledge/techniques not available in the laboratory receiving the training. Applications should be for training within a lab setting only. Attending conferences/meetings is not an appropriate use of this program.

### C. REQUIREMENTS

The total cost for a training travel award will typically not exceed \$1,500 for domestic travel and \$2,500 for international travel and in most cases will be less. The time spent training in a laboratory will typically be no more than 1 week, and will often be less.

Every trainee/trainer must be officially affiliated with a BCBC Investigator or Co-Investigator (BCBC I/C). The BCBC I/C will be responsible for ensuring that the trainee/trainer maintains the BCBC Confidentiality standards as laid out in the BCBC Policies and Guidelines. If training travel involves a non-BCBC entity, such as a company

or non-BCBC laboratory, the BCBC I/C will also be expected to manage the relationship with the non-BCBC entity.

Training travel involving international travel is allowed but will require additional justification, and the award might not cover the entire cost of the trip. The CC accepts no responsibility for visa requirements or tax consequences regarding travel reimbursement. These items should be resolved ahead of time between the traveler and the institution(s) involved. All trainees/trainers who are not US citizens or Permanent Residents traveling to institutions within the U.S. must register with the Vanderbilt International Services and International Tax (VISIT) office by filling out the Business Visitor Questionnaire (BVQ) located at the following URL: <http://www.vanderbilt.edu/visit/eneews/questionnaire.php>. Failure to fill out the BVQ and submit to the VISIT office and the CC may delay or prevent reimbursement.

#### **D. ELIGIBILITY AND RELATED GUIDELINES**

Trainees/trainers working directly under the supervision of a BCBC I/C are eligible to receive travel awards. Training travel awards are contingent upon the PI of the trainee/trainer being in “Good Standing” within the BCBC, as defined in the BCBC Policies and Guidelines. “Good Standing” requires the BCBC I/C to be current with their U-01 project deliverables and requires the sharing of all BCBC-generated resources (reagents, data and protocols) with other BCBC investigators by depositing and annotating the resources into the databases at <http://www.betacell.org>.

#### **E. TRAINING TRAVEL AWARD APPLICATION PROCESS**

Training travel must be both focused and short-term in nature. Broad training programs that are longer term in nature are not intended for this program.

Upon identifying a laboratory committed to offering or receiving training in a new technique or technology, the applicant will fill out the training plan summary along with the estimated budget and justification. This application, along with a letter of support from the host PI, must be submitted to the CC by the applicant for discussion at the next CC Administrative meeting. If a training request involves foreign travel, or the budget/timeline exceeds the guidelines, the request will be brought to the attention of the Executive Committee (EC) for review.

The following items must be submitted to the CC before a training request will be considered. A template and detailed instructions will be provided via <http://www.betacell.org/research/training/>.

- **Training Summary and Justification** – Briefly describe (i) the technology/technique; (ii) the trainer’s expertise; (iii) the laboratory location where the training will occur; (iv) the expected dates/duration of the training; (v) a short justification of how the project will contribute to the mission of the BCBC and why training is unavailable locally.
- **Travel Budget** – This page should detail the anticipated costs for the training period (airfare, hotel, meals, etc.) as well as a justification of each expense illustrating how each item was estimated.
- **Letter of Support from Host PI** – The host PI must provide a letter indicating their willingness to accept the trainee/trainer into their lab for the training purpose outlined in the application.

## **F. REVIEW AND FUNDING PROCEDURE**

The CC will review training requests within two weeks of receiving the appropriate documents. Applicants will be notified within one week following the CC review. Applicants should allow sufficient time for the review process to take place before scheduling their training.

All awards will be on an expense reimbursement basis. Any funds budgeted but not expensed will revert back to the CC. First class or Business class travel is prohibited. Alcohol and entertainment expenses will not be reimbursed nor will any expenses that are in conflict with the Vanderbilt Travel Policy, which can be found at the following web address: <http://www.vanderbilt.edu/procurement/travel/forms/VU%20Travel%20Policy.pdf>. Any expenses submitted for reimbursement that exceed the approved budget will require a justification for the increased expense.

After consideration of a training travel proposal, the CC may 1) recommend funding of the training travel, 2) request changes in the overall duration and/or budget of the training travel, or 3) decline or defer approval of the training travel.

Once all documents are reviewed by the CC, the applicant will receive notification of the decision via email. Upon receiving acceptance, the applicant may begin incurring expenses related to the training.

The BCBC CC will not issue any advance payments for training travel. Award recipients accept responsibility for payment of all expenses and will submit original receipts to the CC for reimbursement after travel has been completed. All reimbursements will be made in U.S. dollars.