Biotechnology Training Program · HANDBOOK
2014-2015

PROGRAM HANDBOOK

JULY 1, 2014 – JUNE 30, 2015

BTP is open to all UVa doctoral students enrolled in basic science degree programs, including students whose mentor may not currently be affiliated with the training program.
**APPLICATION/NOMINATION TO BTP**

- **Application/nomination.** Doctoral students enrolled in basic science degree programs in the School of Medicine, Graduate School of Arts and Sciences, and School of Engineering and Applied Science are eligible for nomination or may self-apply to the Biotechnology Training Program in late April or early May. The exact deadline is announced and posted each Spring semester. Each application/nomination must include:
  - BTP application/nomination form
  - BIMS training grant nomination form
  - Recommendation/nomination letters (3 total, one from mentor/advisor)
  - Current, unofficial copy of undergraduate transcripts
  - Copy of GRE scores

**TRAINEE QUICK GUIDE**

<table>
<thead>
<tr>
<th>BTP Quick Guide of Trainee Benefits and Requirements</th>
<th>During appointment</th>
<th>Post appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial support</td>
<td></td>
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</tr>
<tr>
<td>Stipend (at NIH pre-doc rate)</td>
<td>Y</td>
<td></td>
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<tr>
<td>Tuition</td>
<td>Y</td>
<td></td>
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<tr>
<td>Health insurance</td>
<td>Y</td>
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<tr>
<td>Conference travel</td>
<td>Y</td>
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</tr>
<tr>
<td>Externship expenses</td>
<td>Y</td>
<td>X¹</td>
</tr>
<tr>
<td>Minor mentor</td>
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<td>Y</td>
</tr>
<tr>
<td>Attend journal club/RIP</td>
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<td>Y</td>
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<tr>
<td>Attend BTP seminars</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Attend and present poster at BTP Symposium</td>
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<td>Y</td>
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<tr>
<td>Prepare and submit BTP annual progress report</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Schedule annual meeting with BTP director</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Complete externship</td>
<td>Y</td>
<td>X¹</td>
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¹ Trainees are required to complete the company externship during the period of appointment. In rare cases, there are extenuating circumstances that may prevent completion of the externship within that period. *Funding for externship expenses in these cases is not guaranteed.*
TRAINEE REQUIREMENTS

- **Minor Mentor.** Trainees must select a minor mentor within the first 4 weeks of their appointment. Minor mentors will optimally serve on the thesis committee, have an interview with you annually and provide advice on the selection of minor courses. Such cross-disciplinary supervision greatly enhances the training experience and can open entirely novel avenues of scientific discovery and innovation. Discuss this decision with your major mentor, and make sure that all parties are in agreement. Your minor mentor should be a faculty member outside of your discipline and school, who is also a mentor on the BTP (e.g. engineering trainees should identify a minor mentor from the list of BTP preceptors whose primary appointment is in the Graduate School of Arts and Sciences (typically biology or chemistry) or the School of Medicine (biomedical sciences)).

- In compliance with NIH initiative [NOT-OD-13-093](http://www.nih.gov), trainees appointed to the Biotechnology Training Program (BTP) are required to incorporate use of an Individual Development Plan (IDP) as a key component of their training. The IDP will be introduced at orientation for new trainees. Additional professional development programming is provided throughout the academic year and coordinated with offerings from the Office of Graduate and Postdoctoral Affairs.

- **Course requirements.**
  - **Research Ethics.** All BTP trainees must complete the UVa Research Ethics course (BIMS 7100)
  - **BTP Course Requirements.** Courses should be taken for credit whenever possible; all course requirements (including attendance/participation) must be met, even if taken as audit.
    - The Essential of Translational Science (CELL 8401)
    - Practical Use of Statistics in Biomedical Research (MICR 8380) [OR](http://www.nature.com/nature/biotechnology)
    - Statistics for Engineers and Scientists (APMA 6430)
    - All trainees must also successfully complete degree/program course requirements.

- **BTP Journal Club.** BTP trainees are required to attend and participate in all monthly BTP Journal Club seminars that will run through the academic year beginning in September. All trainees will present research results, or a related *Nature Biotechnology* article on a round robin basis.

- Attend all **BTP seminars**, including actively participating in lunch with the speakers.

- All trainees will be asked to **volunteer for a leadership role** within the BTP for each academic year of the appointment. BTP trainees are expected to continue to be active members of the BTP community by volunteering to serve on larger committees, etc. Responsibilities tied to both leadership and general member volunteer positions should **not**
interfere with courses and bench research. The most time-consuming role, co-chair of the symposium planning committee, is reserved for advanced (post-qualifying) students. In the event that the volunteer role becomes too onerous, the trainee should meet with the BTP Director (Gordon Laurie) as soon as possible to make adjustments to the expectations.

- Symposium planning committee: co-chair (trainee will co-chair with a faculty member)
- Symposium planning committee: general member
- Newsletter editor; event photographer
- Coordinator for the annual company tour
- Coordinator of the new student welcome dinner
- Coordinator for BTP group in United Way Day of Caring (community service)
- Co-coordinators for BTP seminars (external speakers)

- All matriculating BTP trainees are required to attend sessions/talks and present a poster at **BTP Symposia**. BTP Symposia are held every other year (scheduled Fall 2016; theme will be determined in Fall 2014) and are open to the public, though targeted invitations are sent the Graduate School of Arts and Sciences (GSAS) and the School of Engineering and Applied Science (SEAS). Previous Symposia have included:
  - Connecting Cell Behaviors to Manufactured Therapeutics, 2002
  - Real-World Systems Biology: Designing Better Drugs and Improving Tissue Function, 2004
  - From Bench to Bedside, 2009
  - Biotechnologies Solving Contemporary Challenges from Molecular to Human Scales, 2011
  - Biotechnology and BIG Data, 2013

- Prepare and submit **annual progress reports** by the requested deadline each Spring until graduation.

- Complete your dissertation proposal and/or comprehensive exam departmental requirements in a timely manner, meet at least once a year with your thesis committee, and complete your dissertation. We have high expectations for the quality of research. Your dissertation should constitute an original and significant contribution to the field at a level acceptable for publication in a peer reviewed scientific journal of high quality. The publication record of trainees is a critical component of the NIH review and renewal process, so trainees should strive to have at least one first author article published in a peer reviewed journal prior to degree completion.

- On-time submission of all forms and requested information as well as participation in BTP events and activities is required to maintain eligibility for second year funding (first year BTP trainees), and conference travel support (all BTP trainees), and supplemental funding support for externship expenses (all BTP trainees).
**STIPEND, TUITION AND HEALTH INSURANCE**

- During each 12-month period of appointment, BTP trainees are provided with the NIH pre-doctoral stipend, tuition for 3 semesters (typically Summer, Fall, and Spring (for July 1 appointments)), and health/dental insurance support (for a maximum of 2 years). Second year support is dependent on on-time submission of the first year progress report and demonstration of adequate progress.

- **After 2 years of BTP support trainees remain a full BTP members and are expected to continue participating in events and activities accordingly**, although the major mentor takes over stipend, health insurance and tuition costs.

**TRAVEL**

- Presenting posters and talks at scientific meetings is a key component of BTP training. If you would like to be considered for partial reimbursed of travel to a meeting in which you are presenting, please contact Gordon Laurie in advance. BTP policy is to provide a minimum of $300 meeting travel support per student per year, while being funded by the training grant. You must be a presenter (and have submitted the previous year’s Progress Report on time). Support is provided through reimbursement of most allowable expenses (per University policy).

- **NOTE**: When you travel, you must retain your boarding passes and submit them with allowable receipts, per the process for travel reimbursements. All requests for reimbursements that do not have boarding passes (when relevant) WILL NOT be processed.
**BTP EXTERNSHIP**

BTP trainees should initiate plans for a 2 - 3 month (8 – 12 week) company externship within the first six months of appointment. Securing an externship that matches research interests and personal needs can take several months. Externships must begin prior to the end date of the year 2 appointment.

**PROCESS: PHASE 1**

- Register online at [http://myidp.sciencecareers.org](http://myidp.sciencecareers.org)
- Complete the Skills, Interests, and Values assessments of the online IDP and at least review the Working in Career Exploration component. Trainees should use this information to develop a broad list of externship options.
- Determine what scientific options are available and match career goals.
  - Review the list of companies that have hosted BTP trainees previously on the web at [http://faculty.virginia.edu/biotech/Externships.html](http://faculty.virginia.edu/biotech/Externships.html)
  - Review other university and industrial opportunities at [http://bmeplanet.org/](http://bmeplanet.org/)
- Discuss your initial scientific options with your primary mentor. Do you have the skills and experience necessary? Will this experience enhance your dissertation work? Would any of the prospects lead to a career (with that company or elsewhere)?
- Narrow the search geographically.
- Trainees are strongly encouraged to work with their primary mentor, minor mentor, or other committee members to identify possible externship sites. Bobbe Nixon (BME Director of Internships and Corporate Outreach) is an alternative source of possible externship sites. It is not necessary to have a complete list at this point, but you should have some examples of prospects as well as an idea of geographic limitations.
- Narrow the number of options to at least 3, but no more than 6, sites.
- Send this edited list to the BTP Director (Gordon Laurie) for approval. All externships must be pre-approved and it is better to obtain approval prior to contacting the company.

**PROCESS: PHASE 2**

- Rank the 3-6 externship site options in order of preference and initiate contact with each individually. Best practice: contact individual sites in order of preference, one at a time. Communication should be persistent, but not aggressive or harassing (i.e., timely and professional).
- Draft your letter of introduction, proofread it, self-edit, then ask your mentor or other faculty member to edit as needed.
- Recommended items to include in your letter of introduction:
  - Basic research interests and current dissertation project
  - Specific scientific/career goal reason(s) for interest in company
  - Goals for externship experience (refer to self-assessment outcomes form IDP exercise)
  - Required period of externship (8-12 weeks, but can be longer)
- BTP stipend and health insurance coverage can continue through the externship experience (i.e., no cost to the company) [If the externship experience near or at the end of the 2nd year appointment, stipend, etc. may not continue to the end of the externship].
- Once a company expresses interest, communicate options and decisions regularly with your mentor (specifically, do not agree to specific dates without seeking prior approval from your mentor/PI).

**INTERNATIONAL SITES**

- Register your plans with the International Studies Office (http://www.virginia.edu/studyabroad/graduate.html), as the ISO does track students abroad. *Graduate students have a little more flexibility since the purpose of such travel is typically for externships, research, and similar educational requirements, however, you will be required to adhere to the Travel Abroad Warning Policy.*
- Review the policy regarding UVa’s expectation for insurance coverage and contact Aetna to be sure your student policy meets the requirements stated on that page.
  [https://www.virginia.edu/studyabroad/insurance.html](https://www.virginia.edu/studyabroad/insurance.html)

**EVALUATION OF EXPERIENCE**

- Trainees are required to complete the Externship Evaluation Survey for Trainees online.
- Site supervisors are asked to complete the Externship Evaluation Survey for Site Supervisors online.
- Trainees are expected to summarize the externship experience on their annual progress report and give a brief oral presentation (5 min) during the Fall welcome dinner.

**EXTERNSHIP SUPPORT**

- **Stipend:** Available externships are paid or unpaid. Per NIH policy, the BTP stipend is suspended if the externship is paid, regardless of amount. If the externship is unpaid, the BTP stipend continues uninterrupted. No double payment is allowed. If you are unable to secure an externship during the BTP appointment period, your mentor may not be able to pay your stipend, regardless of whether the externship is paid or unpaid. Trainees should make every effort to complete the externship requirement before the end of the BTP appointment. During negotiations with the company, trainees should request company support for salary, travel and/or housing.

- **Travel, Housing, & Other:**
  - There are funds available for partial reimbursement of travel, housing, and miscellaneous expenses. Travel must be economy class and the least expensive, but most logical option (i.e., flying to Boston is less expensive than mileage for driving your personal car, but reimbursement for car rental once in Boston would exceed the cost of mileage for your personal car, so taking your car would be allowable).
  - Housing may be provided by the company, either as executive or other space owned or leased by the company or through an allowance or similar payment made directly to you.
(such payments are considered stipend compensation by NIH and will require suspension of your BTP stipend). You are strongly encouraged to seek housing costs that are approximately $600 per month. Housing is typically reimbursed and cannot be paid up front by the University.

- Miscellaneous expenses include, but are not limited to, baggage fees, cab fare, airport parking).

- Externship expenses vary significantly depending on the locality. You should complete the Externship Funding Request form as soon as the company has agreed to host you. All sources of support must be disclosed to make distribution of BTP funds fair among you and your BTP colleagues. Support is allocated based on the status of the externship (paid or unpaid), amount of mentor support, travel limitations (i.e., airfare is the only feasible option for international experiences – and is typically a considerable expense), and cost of living for the locality, among other variables.

- Please take pictures of your externship when allowed (i.e. outside and environ shots) to include in the BTP newsletter and for a presentation to other BTP trainees upon your return.

- You are required to complete your externship within the first two years of entering the BTP (exceptions must be approved by the BTP Director, Gordon Laurie, in advance).

**OTHER CONSIDERATIONS**

- Intellectual property and non-disclosure agreements should be reviewed by your mentor/PI prior to signing and submitting
- Certification of liability insurance can be secured if requested by the company as a condition of the experience/placement.
- Employment contracts (rare) must be reviewed by your mentor and the BTP program administrator prior to signing and submitting.
COMMITTEES & BOARDS

I. The BTP Executive Committee consists of the BTP Director and selected BTP faculty. BTP faculty will be appointed by the Director of the BTP.
   • Function: to serve as the BTP admissions committee and to review the scholastic and research performance of BTP trainees in May of each year. The executive committee reviews and accepts or denies faculty who wish to join the BTP. Faculty wishing to join the BTP should send their NIH biosketch with funding information and a statement of interest to Gordon Laurie. Federal research funding is a prerequisite for joining the BTP. Senior faculty may be accepted without federal funding by alignment with an established BTP faculty mentor.

II. The Board of Corporate Advisors consists of selected corporate and academic leaders of the Biotechnology community. The Board is appointed by the Executive Committee of the Biotechnology Training Program.
   • Function: to educate BTP trainees about the employment in industrial biotechnology – both pro’s and con’s – and where appropriate serve as student advocates.

III. An individual Thesis Proposal and Research Committee will be formed when the student has chosen a dissertation advisor. The dissertation advisor or ‘major mentor’ becomes the committee chair. The committee is optimally composed of at least two other BTP faculty members and includes the trainee’s minor mentor. Additional University faculty members may be included. The committee will meet at least once a year. It will direct the student’s academic and research program throughout his/her graduate career. This committee will meet with the student to give its advice and consent for entry into the writing phase of the dissertation.
   • Function: to evaluate and guide the student’s ability to formulate a research problem and conduct research in the BTP.

IV. An individual Dissertation Defense Committee will be composed of the Proposal and Research Committee plus as many as two additional members. Optimally, at least three committee members should be faculty members associated with the Biotechnology Training Program. The University requires that the thesis examining committee, with the advisory professor as chair, consist of no fewer than four members of the GSAS faculty, one of whom must be from another department and serves as a representative of the Graduate Committee. (The GSAS faculty are those faculty who are tenured or tenure-track).
   • Function: to provide the final evaluation of the student’s dissertation work, including oral and written performance.
PHD MENTORSHIP REQUIREMENTS

• In order to serve as a preceptor on the Biotechnology Training Program, faculty must be appointed to the Graduate School of Arts and Sciences (GSAS) or to the Graduate Faculty of the School of Engineering and Applied Science.

• Federally funded faculty with tenure or tenure track appointments and membership in GSAS or GFSE are encouraged to request membership as a BTP mentor. Please send your NIH biosketch, funding information and reason of interest to Gordon Laurie (glaurie@virginia.edu). Students in non-BTP mentor labs are welcome to apply for BTP appointment. If accepted, the supervisor becomes a BTP mentor. New mentors not yet federally funded will be linked with a more senior BTP mentor.
FORMS
Trainee name:

Major mentor name:

Minor mentor:

Start date:

Individual Development Plan

In compliance with NIH initiative NOT-OD-13-093, trainees appointed to the Biotechnology Training Program (BTP) are required to incorporate use of an Individual Development Plan (IDP) as a key component of their training. The IDP is an online personal and confidential record of skills and interests assessments as well as a repository for tracking career goals and related professional development. The IDP should be used in coordination with the trainee’s academic degree program requirements and the academic and other program requirements established as elements of the BTP appointment.

New trainees should register with AAAS Science Careers to begin the process of creating an IDP prior to BTP orientation in June 2014. Expectations regarding use of the IDP as an assessment and planning tool directly related to the BTP experience, including planning for and selection of a company externship will be presented and discussed at orientation. Each academic year, the topics of two sessions in the BTP Journal Club Series (one each semester) will be directly related to the IDP and professional development. In addition, trainees should be prepared to discuss one or more aspects of their IDP with the BTP Program Director, relative to the BTP experience, during annual mentoring meetings.

As a trainee of the UVa Biotechnology Training Program (BTP), I understand I am required to adhere to the following:

- Register with AAAS Science Careers to create an Individual Development Plan by June 15, 2014.
- Attend BTP orientation.
- Schedule individual introductory mentoring meeting with BTP Director, Gordon Laurie.
- Schedule annual mentoring and progress reporting meetings with BTP Director until graduation.
- Attend BTP Journal Club Series sessions on the IDP.

Industrial Externship

Trainees appointed to the Biotechnology Training Program are required to complete a 2-3 month industrial externship within 12 months of the appointment start date. Trainees should begin discussions with their major mentor regarding this requirement immediately, in order to coordinate timing and other logistics with degree requirements, the lab schedule, and the major mentor’s expectations regarding satisfactory progress toward dissertation research. The BTP Director must approve the externship site in writing before negotiations with the company are initiated. Additional information regarding the externship is located in the BTP Handbook.

General Training Expectations

- Trainees must choose a minor mentor by July 31, 2014. If your major mentor is in the School of Engineering, Department of Biology, or Department of Chemistry, select a minor mentor from participating BTP mentors in the School of Medicine, or vice versa (see BTP web site for mentor list). Discuss this decision with your major mentor, and make sure that all parties are in agreement. Minor mentors will optimally serve on the thesis committee, have an interview with you annually and provide
advice on the selection of minor courses. Such cross-disciplinary supervision greatly enhances the training experience and can open entirely novel avenues of scientific discovery and innovation.

• All trainees are required to **attend all BTP Journal Club meetings**, present at BTP Journal Club as assigned, **attend and present a poster at the biennial BTP Symposium**, attend scheduled BTP faculty mentor talks, attend the BTP corporate visit/tour, and assume a leadership role on one of the BTP committees (i.e., symposium, seminars, etc.). Attendance at these events is required during the period of appointment and each successive year until graduation.

• All trainees are expected to participate in BTP group social and extracurricular activities during the period of appointment and each successive year until graduation.

• **Research Ethics** (BIMS 7100) is required. The course is offered every Spring semester. If you have not already fulfilled this requirement as part of your degree, you must enroll in this course during the *first* Spring semester of your appointment. [http://www.medicine.virginia.edu/education/phd/gpo/research_ethics](http://www.medicine.virginia.edu/education/phd/gpo/research_ethics)

• You must **also register for and successfully complete**:  
  o Biochemical Engineering (CHE 6447, spring) **AND**  
  o The Essential of Translational Science (CELL 8401) **OR**  
  o Other approved BIMS module **AND**  
  o Practical Use of Statistics in Biomedical Research (TBD, spring) **OR**  
  o Statistics for Engineers and Scientists (APMA 6430, spring)  
  o **PLUS** one additional course from the recommended Biotechnology Training Program course list (online). For trainees housed in Engineering/Chemistry, we require this additional course be from the ‘Biology’ list of choices.  
  o You must also successfully complete all degree/program/departmental course requirements.

As a **trainee** of the UVa Biotechnology Training Program, I have reviewed the requirements and understand that I am required to create and maintain an Individual Development Plan and complete my 2 - 3 month industrial externship* within 12 months of being appointed to the BTP. Further, I understand I must select a minor mentor, take courses that may be in addition to those required by my degree/program/department, and participate fully in all BTP activities during the period of appointment and continuing each successive year until graduation. **Failure to adhere to BTP expectations will result in termination from the program (i.e., funding will cease).**

__________
Trainee signature

As **major mentor** of a trainee of the UVa Biotechnology Training Program (BTP), I will ensure that the 2 - 3 month industrial externship requirement* will be completed within 12 months of the initial appointment, as required.

__________
Major mentor signature

*The BTP executive committee is resolved to strictly enforce this requirement, an educational feature that figures prominently in the BTP training experience. A BTP mentor whose trainee fails to complete this requirement will be dropped from the BTP mentor list for 3 yrs.

Please complete and submit this form to Mary Hall (Jordan Hall 3031; messenger mail Box 800732).

May 1, 2014
Biotechnology Training Program
ANNUAL STUDENT PROGRESS REPORT – Academic Year 2013 – 2014
DUE: July 3, 2014

YEAR OF PhD STUDY:

NAME: PhD DEPT.:

BTP Appointment (numeric, mm/yyyy – mm/yyyy):

to

DISsertation advisor(s), Dept(s):

MINor Mentor, Dept:

My IDP Checklist (see myidp.sciencecareers.org) Yes No Date (mm/yy)

Registered for account
Competed Skills Assessment
Completed Interests Assessment
Completed Values Assessment
Working in Career Exploration component
Working in Set Goals component

DOCTORAL RESEARCH SUMMARY: Summary should be no less than 150, and no more than 250 words.
Dissertation Title, if completed:

PUBLICATIONS: (use PubMed formatting; include PMID/PMCID)
(use PubMed formatting - per example; list most recent first)

INDUSTRIAL EXTERNSHIP:
Company
Location
Contact
Dates Confirmed or projected
Summary of externship project/experience:
Describe benefit toward career goals:

COURSES TAKEN (this graduate program; *BTP required, list in shaded area; include courses or modules taken as “audit”, but do not include topical or non-topical research credits):

<table>
<thead>
<tr>
<th>Course Mnem.</th>
<th>Title</th>
<th>Grade</th>
<th>Semester</th>
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<tbody>
<tr>
<td>*BIMS 7100</td>
<td>Research Ethics</td>
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<td>Sp 2014</td>
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</table>

Sample for handbook
| LAB ROTATIONS ComPLETED OR IN PROGRESS (if applicable): Project Title |
| INSTITUTION/AGENCY |

| HONORS (since entering graduate school): |
| TITLE |
| INSTITUTION/AGENCY |

| EDUCATION: |
| INSTITUTION |

| TEACHING EXPERIENCE: |
| COURSE |
| INSTITUTION |
| TA |
| YEAR |

| DEGREE |
| MAJOR |

| INSTITUTION |
| YEAR |

Sample for handbook
OTHER GRADUATE (OR MSTP) PROGRAMS APPLIED TO AND OUTCOME:
Institution, Department/Program, Outcome (offered/rejected); repeat

POSTDOCTORAL TRAINING APPLIED FOR/CURRENT POSITION:
<table>
<thead>
<tr>
<th>Institution</th>
<th>Sponsor</th>
<th>Research Area</th>
<th>Offer Made</th>
<th>Offer Accepted</th>
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APPLICATION(S) FOR POSTDOCTORAL POSITION/FUNDING:
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<th>OUTCOME</th>
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PRESENTATIONS
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<th>Association/Group</th>
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PH.D. PROGRAM CANDIDACY EXAM/ DISSERTATION PROPOSAL DEFENSE/QUALIFYING EXAM:
(Date of completion)

THESIS COMMITTEE MEMBERS:

DATES OF THESIS COMMITTEE MEETINGS:

ACTUAL or ANTICIPATED THESIS DEFENSE DATE:
Student Name:

Dates of Externship:

Company Name:

This externship is □ unpaid¹.
This externship is □ paid².

Payment details:
Rate: per □ hour □ week □ month
Total amount:

1. Unpaid:
   a. During BTP appointment – BTP stipend will continue without interruption to end of appointment.
   b. After BTP appointment – negotiate continuation of UVa mentor’s wage support with primary mentor.
   c. Combination of a and b – BTP stipend will continue to end of appointment AND negotiate wage support with primary mentor.

2. Paid:
   a. All UVa funding support, regardless of source, will be suspended for the duration of the externship. Exception – if the primary mentor has funding source other than NIH, negotiate supplemental support.

UVa primary mentor is providing the following support:
   stipend/wage supplement from non-NIH funding source
   travel/other expenses

EXPENSES:
Transportation
   Airfare
   Train
   Personal vehicle (mileage)
   Car rental

Lodging
   Type (i.e., apartment, efficiency, etc.)
   Rate

Incidentals (baggage fees, parking at airport, cab fare, etc.) (list description and amount)
Sample for handbook