I. **SELECTION OF STUDENTS FOR TRT PROJECTS**

The Steering Committee will select the students for the projects based on advisors’ recommendation and student’s research plan. Student helpers do not need approval from the Steering Committee, approval by student’s advisor and the faculty PI of the project is sufficient. For the selection of students, the following documentation is needed:

1) Student’s resume  
2) One paragraph write-up on the rationale for match between the student and project  
3) Commitment from the students to the project (include period of time commitment and student’s role in the project).

II. **RESEARCH PLAN**

Students prepare a detailed plan; signed by student, advisor and submit to steering committee.

A) **For projects outlined in the ERC competitive application (Specific Aims 1-3):**

The plan should be 1-2 pages, and contain the following parts:

1) Background, 2) Goals, 3) Outline of activities, 4) Timeline, 5) Resources needed (e.g., supplies, equipment, mileage).

The write-up should show student involvement in all phases of the project, not just technical assistance of the faculty.

B) **For new projects (sub-aims):**

Any member of the ERC faculty can propose a new sub-aim. The Steering Committee reviews and approves the proposals for new sub-aims. In addition to items listed above is section A, proposal should indicate under which existing Specific Aim it belongs or if a new Specific Aim is added. The projects will be evaluated on the following criteria:

- Significance: Relevance to NORA and the long-term goals of the ERC and the TRT strategic plans.
- Approach: suitability for a student project, student involvement.
- Environment: Interdisciplinary interaction (need to have at least two ERC disciplines involved).
- Investigators: Advisor’s track record of outside support and experience in research training and research to practice projects. Quality of the student.
- Outcomes: results, publications, recommendations, students’ presentations and theses

The new proposals should include the above listed sub-headings.

C) **Continued review of already approved project**

At the time of the annual ERC renewal, the PI of each project will submit a progress report and detailed plan for the next year and an updated long-range plan. The plans will be evaluated using the above listed criteria.
III. REQUIREMENTS FOR STUDENTS

In addition to the requirements of their respective graduate programs, the TRT students are required to do the following:

- Present in the annual Pilot Research Project Symposium (poster or oral, depending on the status of the work)
- Participate in the annual Research Capacity Building workshop (once during their studies)
- Present in the annual Students’ Research Findings symposium
- Present their projects in TRT Information sessions and relevant seminars and conferences.

IV. OVERALL TIMELINE

Annual timeline is expected to be the following:

July 1 New ERC budget year begins
Late August Information session to students about TRT opportunities
October 1 Students and advisors submit to Steering Committee proposals for student selection and new projects that will start in spring semester
Mid-October: Initial plan (or results by continuing students) presented in the PRP symposium.
January Advisors submit progress report and budget request for the following budget year submitted to Steering Committee.
February Summary of progress and future plans presented to Internal Advisory Board
March 1 Non-competitive continuation submission to NIOSH
Mid-March Students participate in the Annual Research Capacity Building workshop
Late March Information session to students about TRT opportunities
End of April: Students present results in the annual ERC Students’ Research Findings symposium.
May 1 Students and advisors submit to Steering Committee proposals for student selection and new projects that will start in fall semester
Summer: Summary of progress, future plans of the program and the summary of evaluations presented to the External Advisory Board.

Steering Committee:
Dr. Tiina Reponen, Environmental and Occupational Hygiene, Chairperson
Dr. Amit Bhattacharya, Environmental and Occupational Hygiene
Dr. Jane Christianson, Occupational Health Nursing
Dr. Jay Kim, Occupational Safety and Health Engineering
Dr. Jim Lockey, Occupational Medicine

Coordinator: Cindy Cox

The initial point of contact for all proposal submission and inquiries is Cindy Cox (erccoor@uc.edu)