

Trainee Requirements* 2024-2025

- **Attend the Heartland Center Fall Forum**
 - August 21, 2024

- **Enroll in the Occupational Health (OEH:5620) course**

- **Attend all Heartland Center-sponsored seminars (OEH:5010)**
 - September 17 – Gerald Edgar: *Classroom vs. Shop Floor*
 - October 8 – Peggy Peterson: *Introduction to OSHA*
 - October 29 – Christopher Iverson: *Cannabis in the Workplace*

- **Participate in Workplace Field Experience Tours**
 - Must attend at least two tours. One construction, one general industry.
 - Watch the Heartland Center newsletter and your email for more information from Tammi Goerdt (tammi-goerdt@uiowa.edu)

- **Attend the Occupational Health and Safety Student Research Conference**
 - Spring 2025, date TBD
 - Trainees are required to participate via a short presentation or poster session

- **Develop and maintain an Individual Development Plan (IDP)**
 - Discuss this with your advisor during your first semester
 - More information listed under the “Trainee Info” tab on the Heartland Center website (heartlanderc.org)

Lack of participation in required events may influence your stipend amount

Funding Information

2024-2025

Tuition and Fees Support:

1. Tuition support is applied directly to your University Bill (U-Bill):
 - Check with Mindy if a credit has not been applied and the due date is 3-5 days away
2. Fees not covered by the Heartland Center training grant:
 - **One-time university fee** (\$250) for UI students. Covers transcripts, degree applications, diploma. This charge will be added to your U-Bill during your first semester of enrollment.
 - **Thesis Fee** (\$155), if applicable. This charge will be added to your U-Bill during the semester in which you are graduating.
 - **Summer Tuition** and **Online/Distance Education Courses** are not automatically included as part of trainee tuition support.
 - Requests for support must be initiated by your advisor and sent to the Director of your ERC program.
 - Requests must be made during the semester prior to needing tuition support and will not be honored after tuition costs have been incurred.

Stipend Support:

1. Stipends are paid on the first of every month
2. New trainee stipends will begin on **October 1**
3. Stipends continue monthly through the duration of your time in the ERC
 - Stipend payments pause during the summer for students who have an internship

Appointment Process:

1. Federal Government Appointment
 - Complete “xTRAIN” appointment form via the NIH portal: “eRA Commons”
 - Required for ALL trainees receiving stipend and/or tuition support
2. University of Iowa Appointment
 - UI internal documents used to set up stipend appointments only
 - UI data collection form (to be filled out)
 - UI offer letter
 - Direct deposit form