NIMH Training Program in Emotion Research  
2020-2021 

Please save this information for future reference! 

2020-2021 Grant Administrator: Jane Lambert 
EmotionT32Grant@bi.wisc.edu 

For ease of review: 
Blue type is specific to pre-doctoral trainees 
Purple type is specific to post-doctoral trainees 

• Congratulations! Welcome to one of the longest-running training program sponsored by NIMH—Year 31! Just in case it hasn’t been said, you are among the best of the best. The Training Program in Emotion Research has many more post-doc applicants and pre-doc nominees every year than are ultimately selected. Being selected to join the program is a high honor that you can add to your CV with pride. 

• Enrollment for Pre-docs: You must be enrolled as a full time student in order to maintain your trainee status. This means that you must enroll EVERY semester, including summer. For fall and spring semesters you must register for a minimum of 8 credits (for non-dissertators). During the summer you must register for a minimum of *2 credits. Dissertators must register for 3 credits every semester. *More than 2 credits may be needed to meet tuition requirements for full time status. 

• Grant Information: The grant number for the “Training Program in Emotion Research” grant for 2020-2021 is T32MH018931-31. You should acknowledge the grant in any publication written as part of your training this year or in publications in future years that arise from your training. This is the grant number you will need to use when you submit your manuscripts to NIH’s Manuscript Submission (NIHMS) system, which you are required to do in order to comply with the NIH Public Access Policy. 

• Grant Acknowledgement: From NIMH: Each publication, press release or other document about research supported by an NIH award must include an acknowledgment of NIH grant support and disclaimer such as “Research reported in this publication was supported by the National Institute of Mental Health of the National Institutes of Health under Award Number T32MH018931. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.” Prior to issuing a press release concerning the outcome of this research, please notify the NIH awarding IC in advance to allow for coordination. 

• Yearly Travel Allowance: Applications for travel funding will be awarded at the Director’s discretion. Application instructions and available travel fund amounts will come shortly. 

Questions: Please contact the Grant Administrator (EmotionT32Grant@bi.wisc.edu). Updated 11/4/2020.
• **Program Requirements:**

  • You are required to attend the **Orientation** meeting held Monday, October 12\textsuperscript{th}, 3:00-4:00 pm on Zoom. In addition to reviewing the changes to training program requirements and expectations, the Orientation is used to schedule monthly “Emotion Group” meetings and to assign trainee leaders to each meeting. If you do not attend the Orientation, an Emotion Group meeting will still be assigned to you, though the date may not be convenient for you. If you cannot attend the Orientation, please email Dr. Davidson and the Grant Administrator ([EmotionT32Grant@bi.wisc.edu] in advance with the date ranges when you expect to be out of town and unable to lead an Emotion Group meeting.

  • You **must** attend **every** monthly “Emotion Group” meeting this academic year. Notify your faculty mentor, Dr. Davidson, and the Grant Administrator via email in advance if you absolutely cannot attend a meeting; include the date and time of the meeting you will miss, and the compelling reason why you cannot attend.

  • You will be required to (co-)lead one of the “Emotion Group” meetings each year that you are in the training program. See the section on “Leading an Emotion Group Meeting” for suggestions and guidelines.

• **Responsible Conduct of Research:**

  • The NIH policy on the responsible conduct in research requires you to attend face-to-face training for at least 8 hours over the course of a semester. Instruction must be undertaken at least once during each career stage and at a frequency no less than once every 4 years. Additionally, this is required during the first year of each trainee’s appointment to this training grant.

  • We will need documentation that acceptable instruction has been completed.

  • The research ethics seminar, Waisman Ethics & Professional Development Seminar series will fulfill this requirement.

    • For additional information on RCR: [https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html)

• In addition, you are required to participate in the annual Wisconsin Symposium on Emotion by acting as a discussant for featured speakers. Preparatory meetings for this will be announced in the spring semester.

  • Pre-docs are required to register for Psych 711 **Affective Neuroscience: WI Symposium on Emotion** seminar led by Dr. Davidson each spring semester.

    • Post-docs are expected to audit the course.

• We are required to submit an annual progress report on the training program to NIMH each spring. This report is extremely important, as it serves as NIMH’s primary method for tracking and evaluating our training program, and deciding if they will continue to fund the program or not. As part of this report, we are required to provide information regarding your research and course work and a list of

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publications you have written while here at the UW, as well as current IRB information and your IDPs (see below for more IDP details). The Grant Administrator will ask you for this information sometime in December 2020/January 21 and your timely response is appreciated.

- In order to receive a stipend, you are required by NIH to fill out and submit an appointment form at the start of each year that you are in the program, and to submit a termination (or continuation) form at the end of each year. These forms are submitted electronically via NIH’s xTrain module within the eRA Commons system. Post-docs are also required to submit a payback agreement form at the start of their first year with the program; this is a paper form rather than electronic. The Grant Administrator will contact you about submission of these forms if necessary.

- NIH policy requires trainees to have “ORCID iDs” (Open Researcher and Contributor Identifiers) to relate publications to grants. When you process your training grant appointment in xTrain, you’ll get an alert asking you to associate an ORCID identifier with your eRA Commons Personal Profile (and if you don’t have an ORCID iD yet, xTrain will give you a link to create one).

- **Individual Development Plan (IDP):**
  - UW-Madison IDP: [https://grad.wisc.edu/professional-development/individual-development-plan/](https://grad.wisc.edu/professional-development/individual-development-plan/)
  - An Individual Development Plan is an essential tool to help you:
    - Assess your current skills and strengths
    - Make a plan for developing skills that will help you met your academic and professional goals
    - Communicate with your advisors and mentors about your evolving goals and related skills.
  - The IDP you create is a document you will want to revisit again and again, to update and define as your goals change and/or come into focus, and to record your progress and accomplishments.
  - According to the National Institutes of Health, all trainees (graduate students and postdoctoral researchers) supported by NIH awards are required to use Individual Development Plans. We will also be reporting on your use of IDPs in the annual progress report due early 2021, so you **must get started on creating/editing your own IDP this fall semester!**
    - Another helpful resource for your IDPs (**though not required**) is [http://myidp.sciencecareers.org/](http://myidp.sciencecareers.org/)

- **Post-Program Requirements:**
  - One section of the annual progress report to NIMH is to report the publications from former trainees. We will ask you to provide a list of your new publications since the last progress report. We will continue to contact you for your new publications for **15 years** after you leave the program.
  - NIMH also requires that we track and report on your academic / professional career for **15 years** after you leave the training program. **Please be sure to update your current (professional or**

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personal) email address with the Grant Administrator ([EmotionT32Grant@bi.wisc.edu](mailto:EmotionT32Grant@bi.wisc.edu)) whenever it changes after you leave the program. We will contact you yearly asking for your current position / title and the institution you are affiliated with, and recent publication list.

- **Website:**
  
  [https://tper.wiscweb.wisc.edu/](https://tper.wiscweb.wisc.edu/)

- List of the 2020-2021 Emotion Group Meetings (date, leader, etc.)

- Info for Current Trainees
  
  - This information sheet
  
  - Program terms for postdocs
  
  - NIH Public Access Policy
  
  - IDP information
Leading an Emotion Group Meeting

All trainees are required to (co-)lead one Emotion Group meeting each year, and to attend all Emotion Group meetings held that year. Trainees are expected to read the article for each meeting in advance, and to participate in the discussion at each meeting.

Meeting Overview

- There are typically 8 Emotion Group meetings each year, and they will be held roughly once per month through May. The meetings are held in the evenings and will be held on Zoom in 2020-2021.
- Emotion Group has a new approach for Fall 2020: The group will read two articles at each meeting to discuss classical theories, issues, and historical debates that still inform questions that are of interest today.
- The leader(s) will select an article by a contemporary affective scientist who has written about classical issues, and an older piece referred to in the contemporary piece.
- The meetings are intentionally and explicitly informal; there are no presentations. The meetings are led — but not dominated — by the trainee(s) leading the meeting. These are wonderful opportunities to sit down with faculty members in a warm, friendly atmosphere and to deeply consider and discuss scientific topics that are of great interest to all. They are also opportunities for faculty and trainees to get together socially, and to get to know each other as individuals.

Leading a Meeting

Trainees will need to do 4 things in order to lead a meeting:

1. **Months in advance** of the meeting:
   - Let Dr. Davidson and the Grant Administrator ([EmotionT32Grant@bi.wisc.edu](mailto:EmotionT32Grant@bi.wisc.edu)) know the topic of the meeting you will lead. Provide a very short, 1 – 10 word description of the general topic of the meeting. Faculty always want to know the topic of a meeting well in advance.

2. **One month in advance of the meeting**, if not sooner:
   - Select two papers to discuss at the meeting: an article by a contemporary affective scientist who has written about classical issues, and an older piece referred to in the contemporary piece. The articles should be brief and should speak to your meeting’s topic.
   - Email a PDF of the articles to Dr. Davidson for his approval.
     - Be sure to cc: The Grant Administrator, [EmotionT32Grant@bi.wisc.edu](mailto:EmotionT32Grant@bi.wisc.edu) AND Dr. Davidson’s Assistant, Susan Jensen, [susan.jensen@wisc.edu](mailto:susan.jensen@wisc.edu)
   - If you haven’t heard back from Dr. Davidson within a few days, politely remind him about your articles.

3. **Two weeks in advance of the meeting**, if not sooner:

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Email PDFs of the approved articles to EmotionT32Grant@bi.wisc.edu. The Grant Administrator will post it to the Emotion Group webpage and will email the meeting notice to the group.

4. **At the meeting:**

- Be prepared with several specific features of the article or points related to your topic that you’d like to discuss. Be ready to give a brief overview of the article for people who have not had a chance to (fully) read it before the meeting.

- Lead, but do not dominate, the discussion. If the conversation lags, bring up another article feature or point to discuss.

- Most importantly, relax. This is a casual conversation in a friendly environment. You aren’t expected—or wanted—to perform or to give a presentation.

- Meeting leaders are *not* expected to bring *anything* to their meeting beyond the readings and their camaraderie. They've already found a topic for the discussion and provided thought-provoking reading; their job (aside from discussion) is done.

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