



# **U.S. Food and Drug Administration Traineeship External Application Applicant User Guide**

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## Document Conventions

This document provides the detailed procedures for using the Traineeship features. A high-level description of the feature is provided, as well as step-by-step details for using the application.

The following conventions are used in this document:

- **Bold text** is used to dictate forms, view, screens, section titles, or headers. For example: Review the information in the **Pending Review** table.
- ***Italicized bold*** text is used to indicate buttons and icons. For example: ***Select*** OK.
- *Italicized* text is used to indicate the name of selection options, fields, and other labels in the application. For example: Enter your login credential in the *User ID* field.
- The ">" symbol is used to denote tabs or options that you should select. For example, the sentence, "Select the Edit option under Action" is written as, "Select **Action > Edit.**"

# 1 Introduction

The U.S. Food and Drug Administration's (FDA) Traineeship (TSHP) application is an end-to-end application management process to handle application submissions and the management of all aspects of the TSHP program. The TSHP application is owned by the FDA Office of the Commissioner, Office of the Chief Scientist, Office of Scientific Professional Development (OSPD).

This user guide is for the external public-facing application where interested parties can search for TSHP assignments and apply to them.

## 1.1 Before you Begin

Please gather the following items before applying to the FDA TSHP. Late and/or incomplete applications will not be considered.

### 1.1.1 Review Assignments

- Search the available assignments that are open to apply to and select those that may interest you.
- Please give attention to the eligibility requirements for each assignment.

### 1.1.2 Gather Application Materials

- Electronic copy of your Resume/CV in PDF format only
- Two references and their contact information
- Personal statement which outlines both your educational and professional experience, as well as what has driven you to apply to FDA's Traineeship Program
  - Address what you would bring to FDA and how you believe this Traineeship will help you reach your short and long-term career goals. Please limit your statement to 3,000 characters. Applicants will be able to submit different personal statements for each assignment that they apply to so that the personal statements can be tailored by the applicants for the assignments.
- Electronic copy of your transcripts in PDF format
  - Unofficial transcripts are acceptable only if your official transcripts are unavailable at the time of your application submission. **Considered applicants will be required to submit their official transcripts before they can be offered a start date.** Only one file can be uploaded per application so either submit a transcript for the most relevant degree or combine all transcripts into one file. Official transcripts can be Emailed to the program from academic institutions to the [FDA Traineeship Program Group](#). If your academic

institution does not send official transcripts via Email, you must notify the [FDA Traineeship Program Group](#) to obtain the address your official transcripts should be mailed to.

- If you are a student, (in addition to your official transcript) you must send a letter on official letterhead from the academic institution stating that you are a current, enrolled student.
- If your academic institution does not send official transcripts via Email, applicants must notify the [FDA Traineeship Program Group](#) to obtain the address to mail your official transcripts.

### 1.1.3 Gather Citizenship Documents

- Green Card number, expiration date, and a scanned image of the card that can be uploaded, if you are not a U.S. Citizen
- Non-U.S. citizen applicants must have resided in the U.S. for three of the last five years at the time that their applications are submitted.

### 1.1.4 Additional Notes

- Do not include your Social Security Number on any of your application materials.
- Files over 50MB cannot be uploaded into the application.
- The program is not responsible for technical issues unrelated to the application database that may result in a late or incomplete application.
- The application will reset if you leave the screen idle for 30 minutes.
- Applicants will be able to save, exit, and return to their application/applicant online profile. Applicants will be able to review their applications to each assignment before submission and will be able to view records of all the applications that they have submitted.
- When an applicant submits a complete application, the system will provide a confirmation number and send application submission confirmation Emails. Applicants should retain the confirmation numbers and application submission confirmation Emails (one per assignment application).
- If you do not receive a confirmation within one day of submission, please Email the [FDA Traineeship Program Group](#) with questions or concerns.

## 1.2 Using the Application

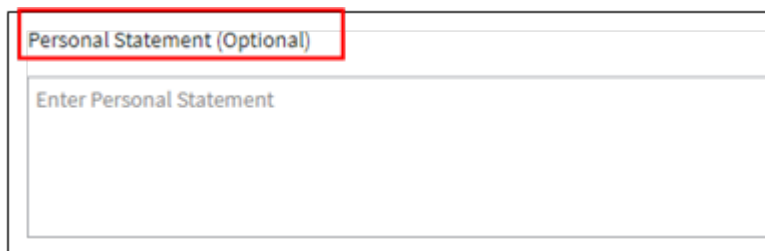
For optimal performance of the Traineeship application, it is recommended that the application be accessed on a Chrome browser. If Chrome is not the default browser, it is recommended that users right-click on any clickable links to copy the URL, then paste the URL into the Chrome browser.

### 1.3 General Features

There are several general features to be aware of as you navigate through the application:

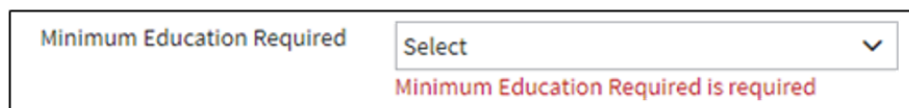
- Read-only fields will not allow updates.
- Editable fields will allow new or updated text.
- Required or Optional Fields: Optional fields are labeled “[Field Name] (Optional)”. If the field label does not contain “(Optional)”, then the field is required.

Figure 1.1: Personal Statement



- Validation
  - Editable fields that are required (i.e., data which must be entered or selected) upon submission of a form or request, will display as red text under the field as a visual indication that there is field level validation. The text will read “[Field Name] is required.”

Figure 1.2: Minimum Education Dropdown



- Once data is entered in the required fields, the validation message is no longer displayed. This is a visual indication that the field level validation has been satisfied.
- All tables have a Search feature. As data is entered in the *Search* field, the items in the table are filtered to match the Search data.



Figure 1.3: Search Field

Applications							Search
Status	Assignment Title	Duration	Location	Application Deadline	Date Submitted	Action	
Onboarding	Regulatory Affairs Specialist	09/14/2020 - 08/31/2021	White Oak Building 2, SILVER SPRING, MD	09/11/2020	09/07/2020		
Submitted	Samantha 9/17 Test	09/21/2020 - 09/25/2020	Alabama State University	09/23/2020	09/17/2020		

- Character Counter – In large text fields, a character count is displayed to show you how many characters have been entered and the character limit for the field.

Figure 1.4: Character Limit for Personal Statement

Personal Statement (Optional)

Showing character count

---

2977/3000 Characters remaining.

## 2 Home Page

The Traineeship application can be accessed via the [website](#). When accessing the website, a standard FDA security warning is displayed (Figure 2.1). Selecting **Reject** closes the warning; the user is redirected to the logout page. Selecting **Accept** closes the dialog and redirects the user to the Traineeship Home page.

Figure 2.1: FDA Security Warning

The screenshot shows the 'Traineeship Program' dashboard. At the top, there are navigation tabs: Home, Assignment Requests, Assignments, Applications, Applicant/Trainee Review, Trainees, Mentors, Search, and Admin Controls. The dashboard features four summary cards: 'Open Assignment Requests' (0), 'Open Assignments Posted' (3), 'Applications Submitted' (8), and 'Trainees' (3). A 'Security Warning' dialog box is open in the foreground, displaying the following text:

**FDA security warning**

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
  - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

At the bottom of the dialog box, there are two buttons: 'Accept' and 'Reject'.

### 2.1 Menus

Once logged into the Traineeship Program application, the user will have menu options, or tabs, across the top (Figure 2.2). The tabs will only be available to the user when logged in.

Figure 2.2: Home Page

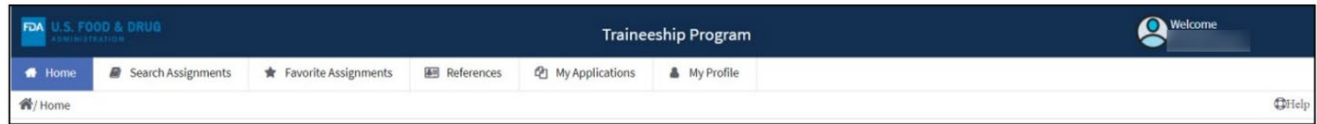


Table 1: Menu options available to logged in applicants

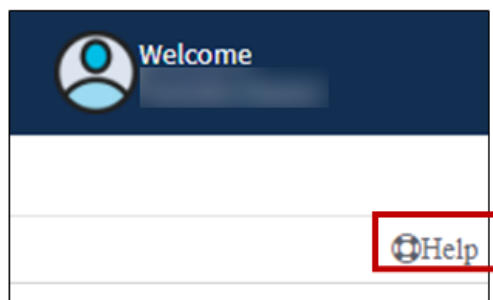
Search Assignments	Favorite Assignments	References	My Applications	My Profile
Search and filter posted Assignments	Search and Filter  View favorited Assignments	Created Reference Profiles to be added to applications  View and edit created Reference Profiles	Applications saved or submitted  If considered for a Traineeship Assignment, applicants can respond from this tab.	Add details about the Applicant  Information in My Profile defaults to any applications created.

Table 1 describes the information and actions available in each menu option when an Applicant is logged into the Traineeship Program website.

## 2.2 Help

This user guide can be accessed from every screen in the Traineeship application. Select the **Help** icon (Figure 2.3), located on the right side under the “Welcome” text, and the user guide will open as a PDF in a new browser tab.

Figure 2.3: View Help Guide

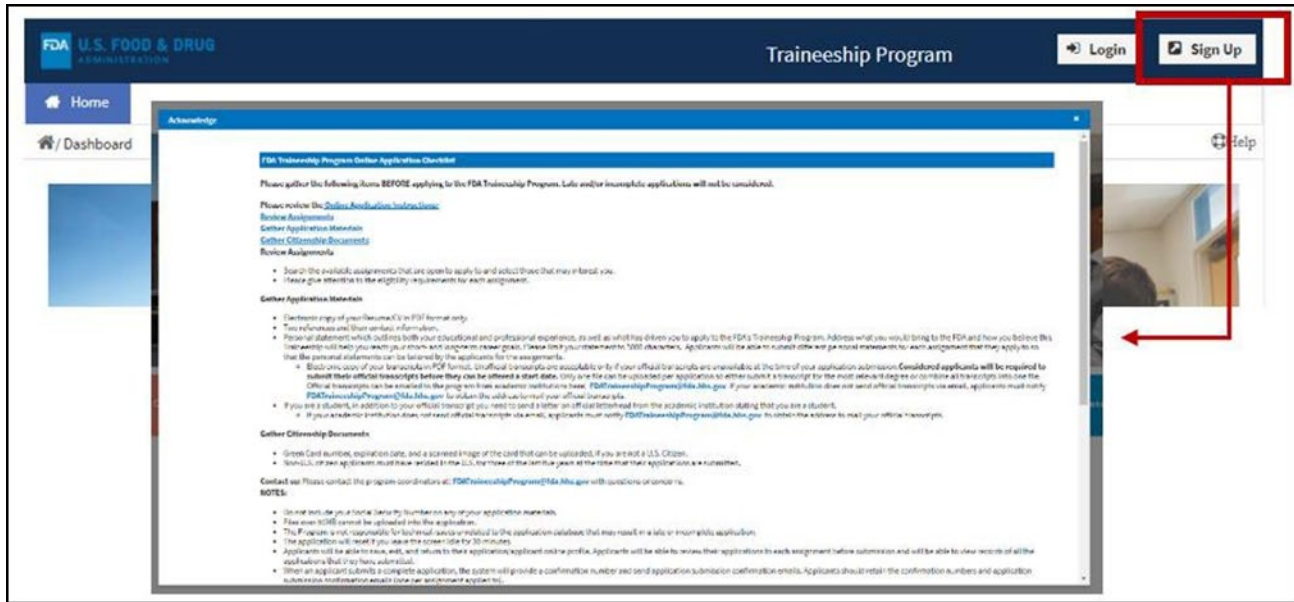


## 3 User Account

### 3.1 Create an Account

1. To create an account, select the **Sign Up** button in the top right corner of the Home page. This will display the “FDA Traineeship Program Online Application Checklist.”

Figure 3.1: Application Checklist Displayed after Selecting Sign Up



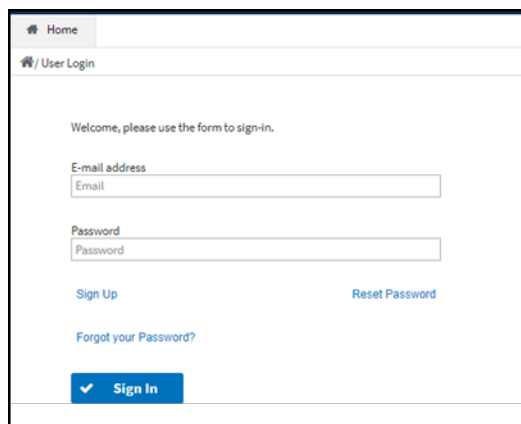
1. After reading through the application checklist, select the checkbox next to “I have read and understand the FDA’s Traineeship Program Online Application Checklist.” Then, click the **OK** button.
2. Clicking **Cancel** will close the **Acknowledge** overlay.
3. After clicking **OK**, the **Create New Account** page will display.

Figure 3.2: Create New Account

- a. Enter *First and Last Name*
- b. Enter *Email address* – The Email address must be individually owned.
- c. Confirm *Email address*

- d. Enter a *Password* – The password must meet the following criteria:
- e. Be at least 15 characters
  - i. Include at least one upper and lowercase letters
  - ii. Include at least one special character using \$ @ ! % ? or &
  - iii. Include at least one number
  - iv. Passwords must be changed every 60 days to meet FDA security requirements.
- f. Confirm the *Password*.
- g. Select **Create**. If successful, the **User Login page** will display.

**Figure 3.3: User Login Page**



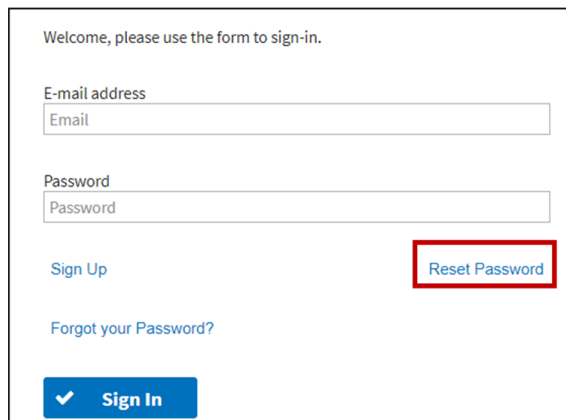
The screenshot shows a web browser window with a navigation bar containing a 'Home' link. Below the navigation bar is a breadcrumb trail showing the current page as '/ User Login'. The main content area contains a welcome message: 'Welcome, please use the form to sign-in.' Below this message are two input fields: 'E-mail address' with a placeholder 'Email' and 'Password' with a placeholder 'Password'. To the right of the 'Password' field is a blue link labeled 'Reset Password'. Below the input fields are two links: 'Sign Up' and 'Forgot your Password?'. At the bottom of the form is a blue button with a white checkmark icon and the text 'Sign In'.

- h. Enter an *Email* address.
- i. Enter a *Password*.
- j. Select **Sign In**.

## 3.2 Reset Password

1. To reset your password at login, select the **Sign In** button.

**Figure 3.4: Select Reset Password on User Login Page**



Welcome, please use the form to sign-in.

E-mail address  
Email

Password  
Password

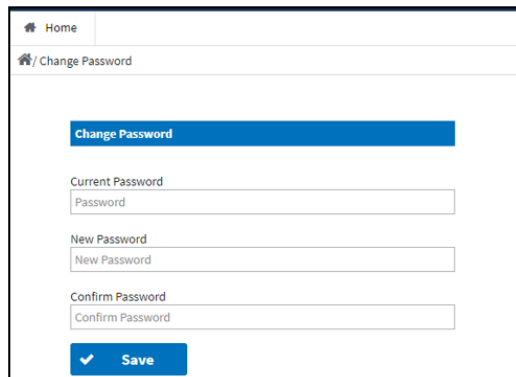
[Sign Up](#) [Reset Password](#)

[Forgot your Password?](#)

[Sign In](#)

2. Enter your Email address.
3. Select the **Reset Password** button.
4. When the **Change Password** page displays, enter the following:
  - a. *Current Password*
  - b. *New Password*
    - i. Passwords must meet the following criteria:
      1. Be at least 15 characters
      2. Include at least one upper and lowercase letters
      3. Include at least one special character using \$ @ ! % ? or &
      4. Include at least one number
      5. Password cannot be the same as one of your previous 6 passwords
5. Confirm *Password* – Re-enter the New Password.
6. Click **Save**.

**Figure 3.5: Change Password**



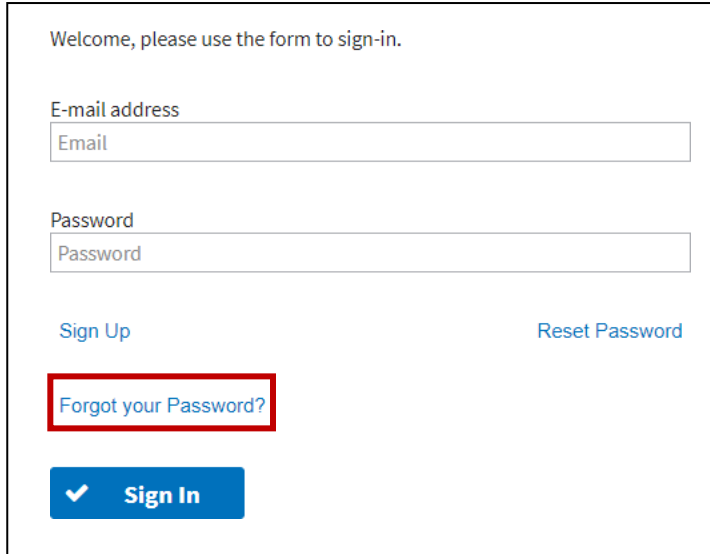
The screenshot shows a web interface for changing a password. At the top left, there is a 'Home' link. Below it, the page title is 'Change Password'. A blue header bar contains the text 'Change Password'. The form consists of three input fields: 'Current Password' (with a placeholder 'Password'), 'New Password' (with a placeholder 'New Password'), and 'Confirm Password' (with a placeholder 'Confirm Password'). At the bottom of the form is a blue button with a checkmark icon and the text 'Save'.

7. If you are already logged in, you can reset your password by selecting the **Welcome [Applicant Name]** in the right corner and selecting **Change Password**. Then follow the same steps above.

### 3.3 Forgot Password

1. To reset a forgotten password, start by selecting the **Login** button from the Home page.

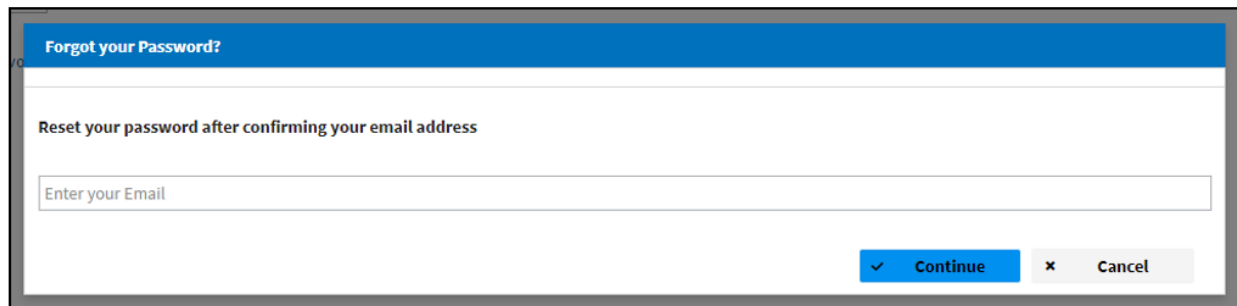
**Figure 3.6: Forgot your Password? Link**



The screenshot shows a user login page. At the top, it says 'Welcome, please use the form to sign-in.' Below this are two input fields: 'E-mail address' (with a placeholder 'Email') and 'Password' (with a placeholder 'Password'). There are two links: 'Sign Up' on the left and 'Reset Password' on the right. A red box highlights the link 'Forgot your Password?' located below the 'Sign Up' link. At the bottom of the form is a blue button with a checkmark icon and the text 'Sign In'.

2. On the User Login page, select the **Forgot your Password?** button.

Figure 3.7: Forgot your Password? Pop-up

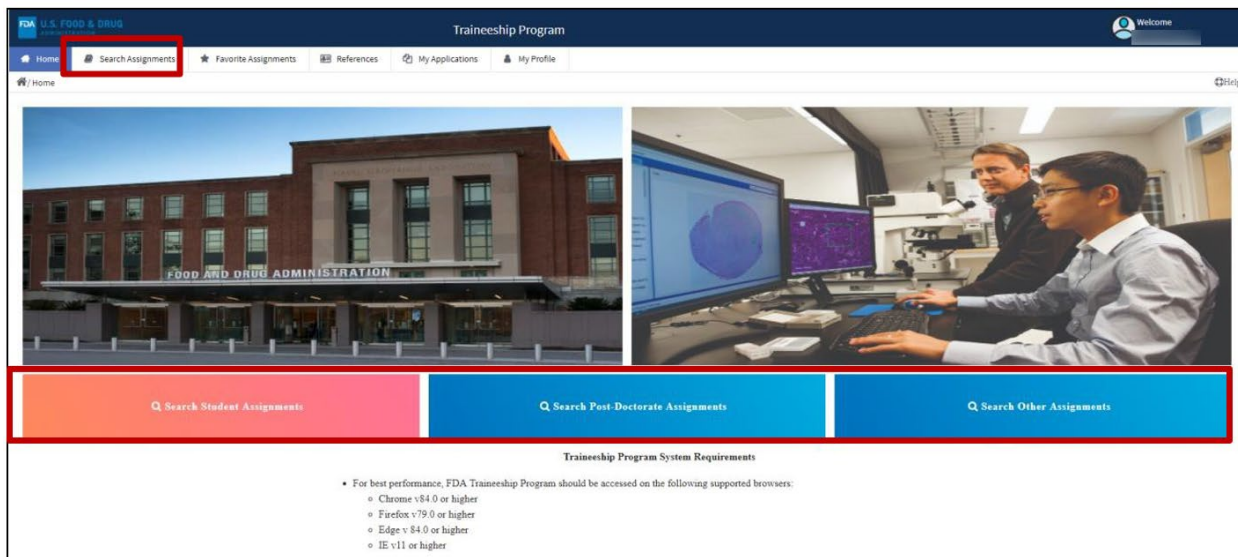


3. In the ***Forgot your Password?*** pop-up, enter the Email address associated with your Traineeship user account.
  - a. If the Email address entered is not associated with an account, an error will be displayed.
4. In the Email, a link is sent to the account Email address. Use the link to create a new password. Note: This link expires after 15 minutes.
  - a. Passwords must meet the following criteria:
    - i. Be at least 15 characters
    - ii. Include at least one upper and lowercase letters
    - iii. Include at least one special character using \$ @ ! % ? or &
    - iv. Include at least one number
    - v. Password cannot be the same as one of your previous 6 passwords
5. Select **Save**.

## 4 Search for Assignments

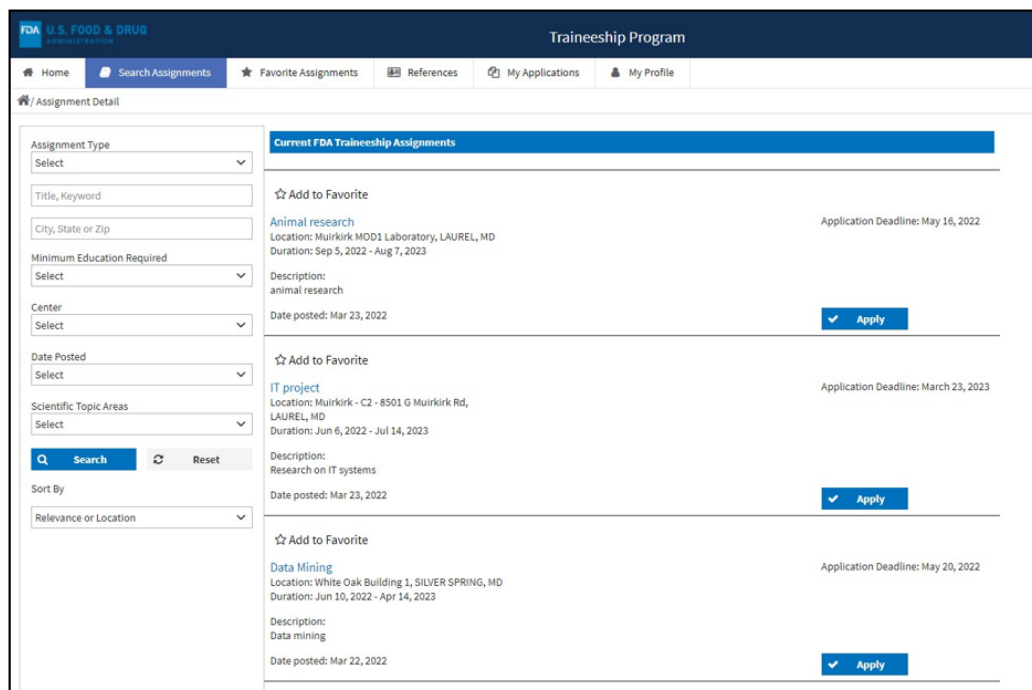
There are two ways to begin a search for assignments – using the links on the Home page and the **Search Assignments** tab.

Figure 4.1: Home Page links or Tab Option



1. To use the buttons on the Home page, select one of the **Search** tiles from the Home page – **Search Student Assignments**, **Search Post-Doc Assignments**, or **Search Other Assignments**.
2. Use the *Search Assignments* menu option to search and filter assignments.

Figure 4.2: Search Criteria Return Assignments in List View



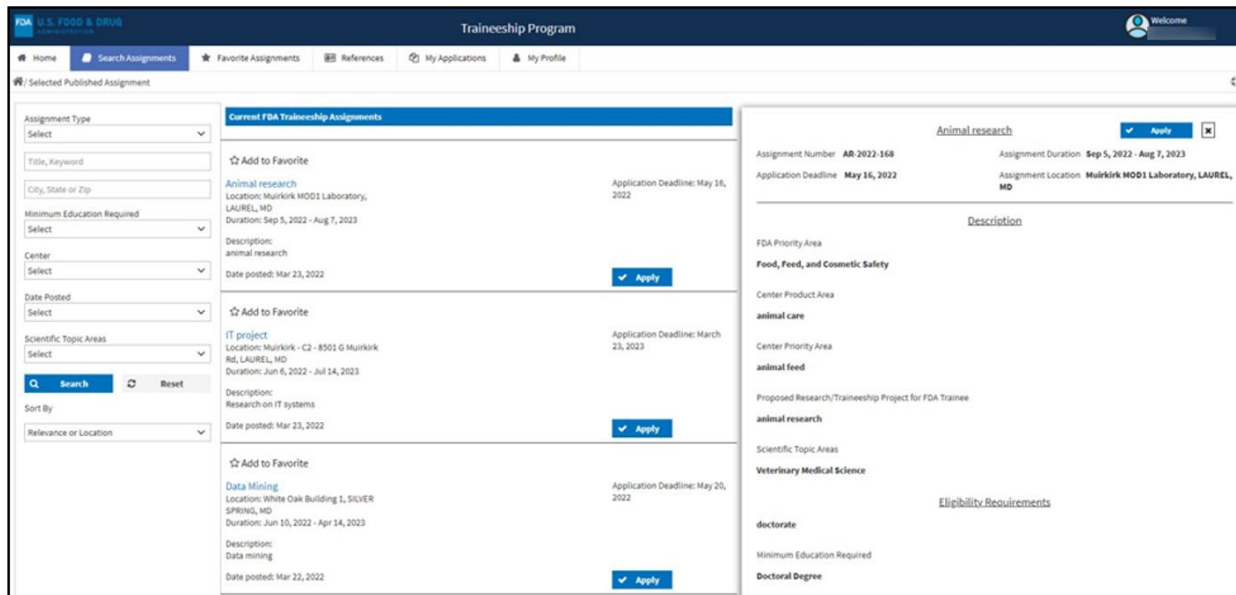
3. Use the criteria on the left-hand side to narrow the search results that display in the



center column. Use the **Search** button to execute the search or click **Reset** to clear the criteria entered.

4. Selecting **Assignment Title** will display the **Assignment Details** to the right of the listed assignments.

Figure 4.3: Assignment Details



5. To begin an application, click **Apply** in either the details view or in the listed view in the center column.
6. To mark an assignment as a Favorite, select the **star icon** next to **Add to Favorite** listed above each **Assignment** title. All the assignments selected as Favorites will be grouped under the **Favorite Assignments** menu option.

## 5 Set up Your Profile

### 5.1 Create an Applicant Profile

Setting up an **Applicant Profile** will save time applying to assignments as the information entered in the **Applicant Profile** will default onto any application created.

To save your **Applicant Profile**, only **Name** and **Email** are required. All other fields are optional.

1. To create an **Applicant Profile**, select **My Profile** on the top menu. A prompt will display, asking "Do you want to create an Applicant Profile?" Select **Yes** to continue to the **Applicant Profile**, or **No** to remain on the page.

**Figure 5.1: Enter Citizenship and Personal Information in Applicant Profile**

Applicant Profile

---

**Citizenship Information**

Citizenship Status Country of Birth

---

**Personal Information**

First Name (Required) MI Last Name (Required)

Primary Phone Other Phone

Email (Required) Are you a veteran of the U.S. Armed Forces?

In the **Citizenship Information** section, enter the following field:

1. *Citizenship Status*
  - a. If *Non-Citizen National* or *Permanent Resident* are selected, enter information in response to the question *Have you resided in the US 3 of the last 5 years?*
  - b. If *Permanent Resident* is selected, also enter:
    - i. *Green Card #*
    - ii. *Green Card Expiration Date*
    - iii. *Country of Birth*

Note: Permanent Residents will also be required to upload a PDF image of their Green Card to all applications.

In the **Personal Information** section, enter information corresponding to the following fields:

1. *First Name (Required)* – Defaults to the *First Name* entered when the account was created; editable
2. *MI*
3. *Last Name (Required)* – Defaults to the *Last Name* entered when the account was created; editable
4. *Primary Phone*
5. *Other Phone*
6. *Email (Required)* – Defaults to the *Email address* entered when the account was created; editable. **This is the Email address that will be sent any Email communications from the FDA TSHP.**

7. *Are you a Veteran of the US Armed Forces?*

**Figure 5.2: Enter Address in Applicant Profile**

Address	
<input type="checkbox"/> International Address	
Address 1 Enter Address 1	Address 2 Enter Address 2
City Enter City	State Select <span style="float: right;">▼</span>
County Enter County	Zip Code Enter Zip Code

1. In the **Address** section, enter information corresponding to the following fields:

a. For a domestic address:

- i. *Address 1*
- ii. *Address 2*
- iii. *City*
- iv. *State* – Select from the list.
- v. *County*
- vi. *Zip code*

b. For an international address:

- i. Check the *International Address* checkbox
- ii. *Country* – Select from the list.
- iii. *Address 1*
- iv. *Address 2*
- v. *City*
- vi. *Province* – If entering an address for Canada, select from list.
- vii. *Postal Code*

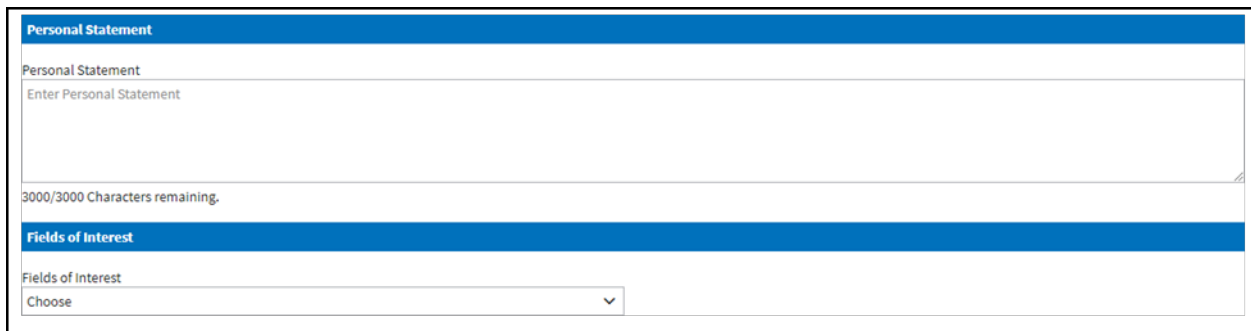
**Figure 5.3: Enter Education in Application Profile**

Education	
Education Type	Select
Degree	Select
Degree Completed	Experience after Qualifying Degree
Degree Completed	Select
Completed Outside U.S.	Field of Study
Select	Enter Field of Study
Cumulative GPA	
Enter Cumulative GPA in X.XX	

In the **Education** section, enter responses for the following fields:

1. *Education Type* – Select from a dropdown list.
  - a. If “Certificate in Appropriate Program with Minimum 30 Credit Hours” is selected, enter the Certificate Program in the corresponding text field that appears.
2. *Degree* – Select from the list.
  - a. If “Other” is selected, enter *Degree Information* in the text field that displays.
3. *Degree Completed* – Enter month and year.
4. *Experience after Qualifying Degree* – Select from the list.
5. *Completed Outside US* – select **Yes** or **No**
  - a. If **Yes** is selected, a text field will display to enter the *International Institution*.
  - b. If **No** is selected, a field will display for *US Educational Institution*. This is a type-and-select field; enter part of the institution name and it will refine the list/options. Select from the list of options.
6. *Field of Study*
7. *Cumulative GPA* – Enter in 9.99 format.

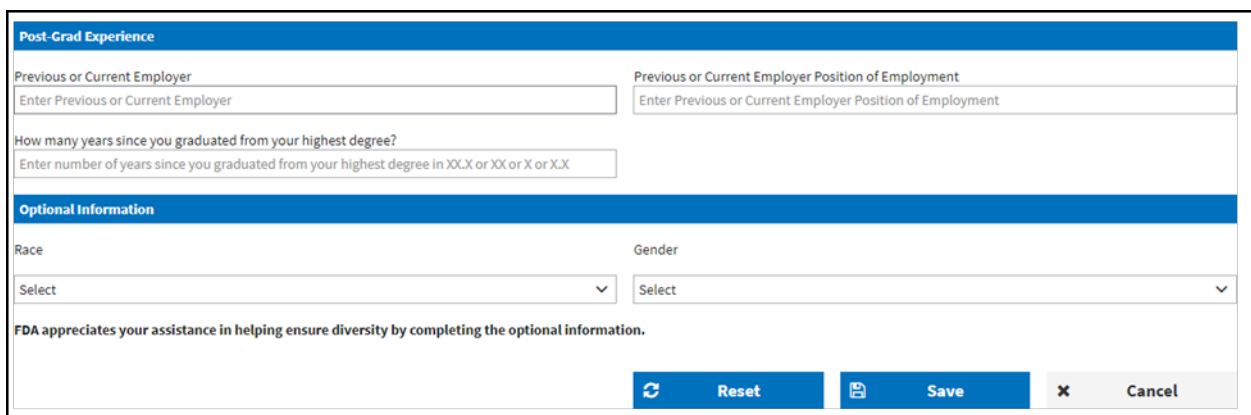
**Figure 5.4: Enter Personal Statement and Fields of Interest in Applicant Profile**



The screenshot shows two sections of a form. The top section, titled 'Personal Statement', contains a text area with the placeholder text 'Enter Personal Statement' and a character count '3000/3000 Characters remaining.'. The bottom section, titled 'Fields of Interest', contains a dropdown menu with the text 'Choose' and a downward arrow.

8. In the **Personal Statement** section, enter a *Personal Statement*.
9. In the **Fields of Interest** section, select one or more *Fields of Interest* from the list. It is a multi-select list; select all that apply.

**Figure 5.5: Enter Post-Grad Experience and Optional Information in Applicant Profile**



The screenshot shows two sections of a form. The top section, titled 'Post-Grad Experience', contains three input fields: 'Previous or Current Employer' (with placeholder 'Enter Previous or Current Employer'), 'Previous or Current Employer Position of Employment' (with placeholder 'Enter Previous or Current Employer Position of Employment'), and 'How many years since you graduated from your highest degree?' (with placeholder 'Enter number of years since you graduated from your highest degree in XX.X or XX or X or X.X'). The bottom section, titled 'Optional Information', contains two dropdown menus: 'Race' (with placeholder 'Select') and 'Gender' (with placeholder 'Select'). Below these is a message: 'FDA appreciates your assistance in helping ensure diversity by completing the optional information.' At the bottom right are three buttons: 'Reset', 'Save', and 'Cancel'.

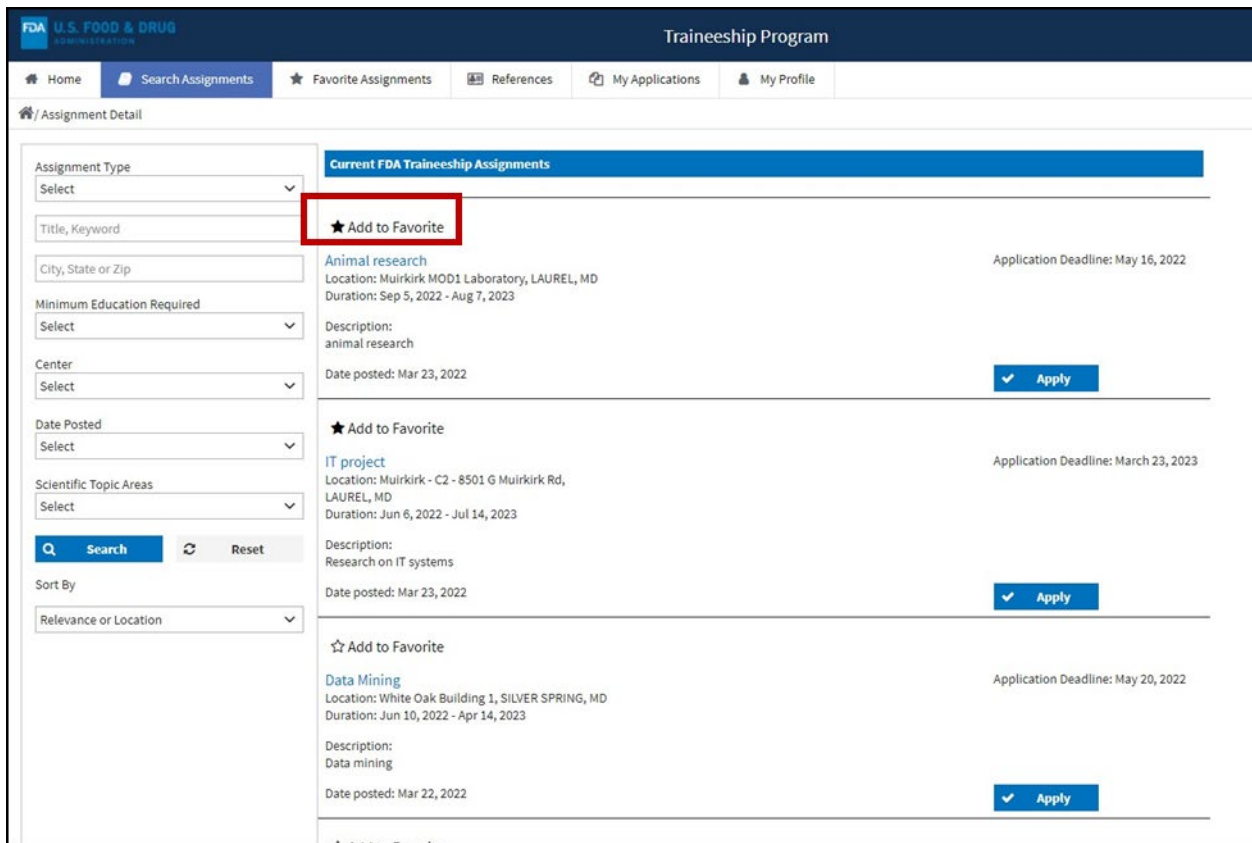
1. In the **Post-Grad Experience** section, enter information for the following fields:
  - a. *Previous or Current Employer*
  - b. *Previous or Current Employer Position of Employment*
  - c. *Years since graduated from highest degree?* – Note: This must be a number.
2. In the **Optional Information** section, enter information for the following fields:
  - a. *Race* – Select from the list.
  - b. *Gender* – Select from the list.
3. Once all of your information is entered, click **Save**. To clear all information entered and start over, click **Reset**.

## 5.2 Favorite Assignments

**Favorite Assignments** can be used to view all the assignments marked as “Favorites” under the **Search Assignments** menu option.

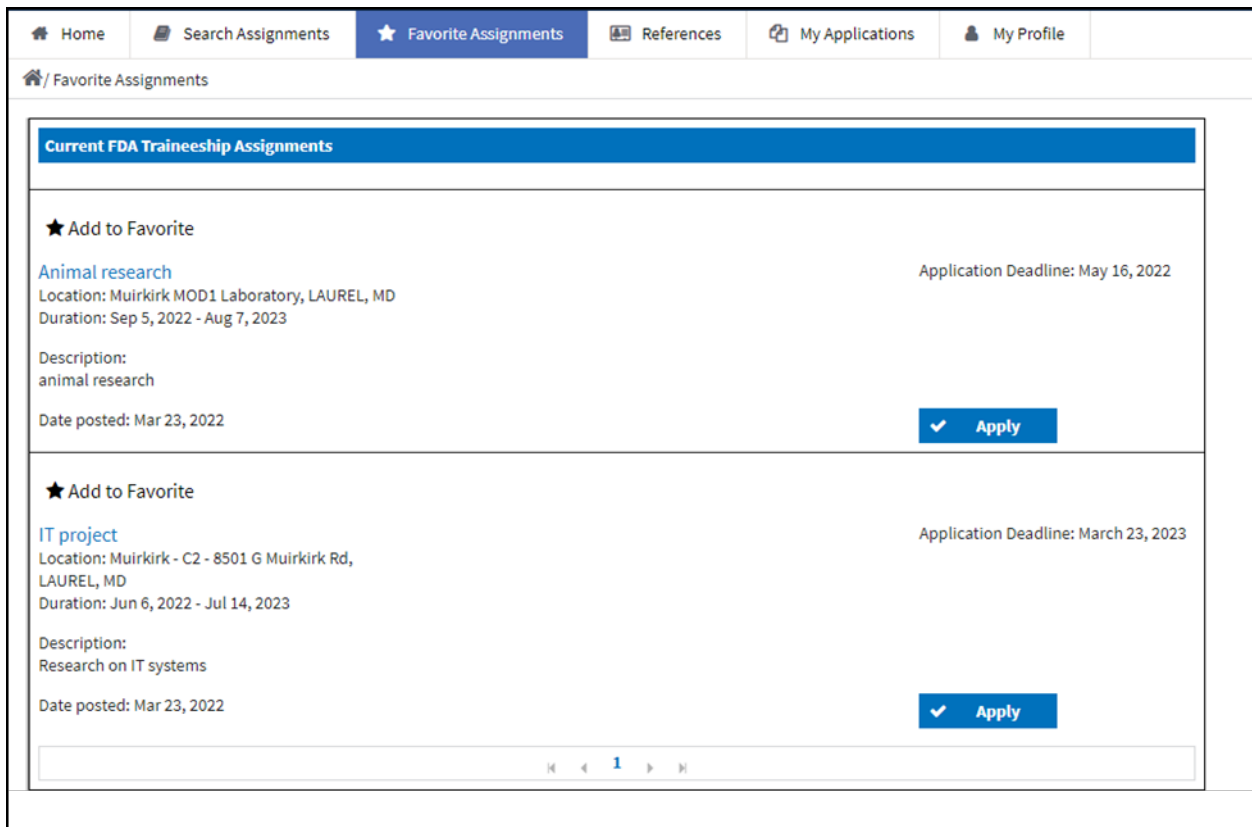
To select an assignment as a “Favorite,” select the **star icon** next to the **Add to Favorite** text above the **Assignment** title.

**Figure 5.6: Selecting an Assignment as Favorite**



1. To view the selected assignment, select the *Favorite Assignment* menu option.

**Figure 5.7: View Favorite Assignments Page**

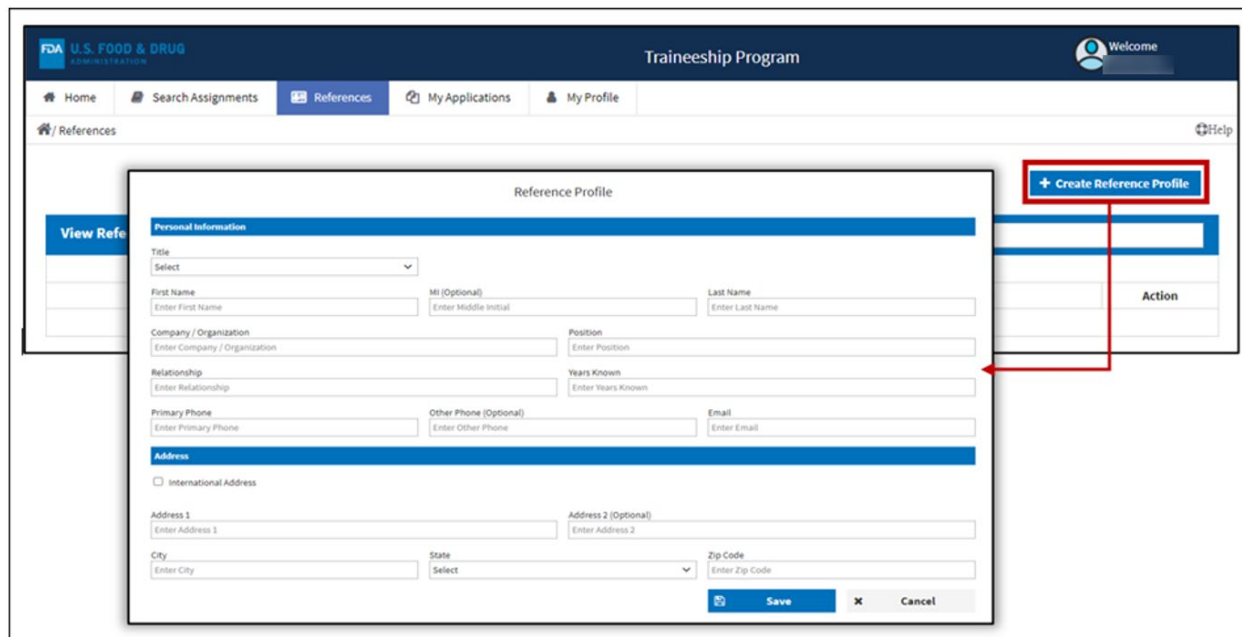


### 5.3 Create Reference Profiles

**Create Reference Profiles** can be used on applications using the **References** menu option. There is no limit to the number of Reference Profiles that can be saved, and you can select from this list when creating your applications.

1. To create a Reference Profile, select the **+Create Reference Profile** button.

Figure 5.8: Create Reference Profile Button



2. In the **Personal Information** section, enter information corresponding to the following fields:
  - a. *Title* – Select from the dropdown.
  - b. *First Name*
  - c. *MI (Middle Initial)* – Optional
  - d. *Last Name*
  - e. *Company/Organization*
  - f. *Position*
  - g. *Relationship*
  - h. *Years Known* – Note: Must be a number
  - i. *Primary Phone*
  - j. *Other Phone* – Optional
  - k. *Email*



3. In the **Address** section, enter information corresponding to the following fields:
  - a. For a domestic address:
    - i. *Address 1*
    - ii. *Address 2*
      1. *City*
      2. *State* – Select from the list.
      3. *County*
      4. *Zip code*
  - b. For an international address:
    - i. Check the *International Address* checkbox.
    - ii. *Country* – Select from the list.
    - iii. *Address 1*
    - iv. *Address 2*
    - v. *City*
    - vi. *Province* – If entering an address for Canada, select from the list.
    - vii. *Postal Code*
4. Once all required information is entered, click **Save**.
5. Click **Cancel** to discard the profile and return to the **References** page.

## 6 Apply for an Assignment

1. Begin an application by selecting **Apply** on the search page for the selected assignment. See Section 4, Search for Assignments in this user guide for more details.
2. Selecting **Apply** will open an application for the assignment. The application has several sections in collapsible section headers. Select the headers of each section to expose or hide the section. The **Assignment Details** will display in the **Assignment Information** section and will open by default.
3. Select **Save** to save the application to return to and complete at a later time.

### 6.1 Data Entry

Any information entered in **My Profile** will be default in the application and can be edited.

**Figure 6.1: Citizenship Information**

Assignment Application

▼ Assignment Information

Assignment Title	Assignment Number
<b>Test Email</b>	<b>AR-2024-276</b>
Assignment Duration	Application Deadline
<b>Mar 22, 2024 - Apr 30, 2024</b>	<b>Mar 22, 2025</b>
Assignment Location	
<b>Border Station - Brownsville, TX, BROWNSVILLE , TX</b>	

▼ Citizenship Information

Citizenship Status	Country of Birth
<input style="width: 95%; border: 1px solid #ccc;" type="text" value="U.S. Citizen"/>	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="UNITED STATES"/>

1. In the **Citizenship Information** section, enter information for the following fields:

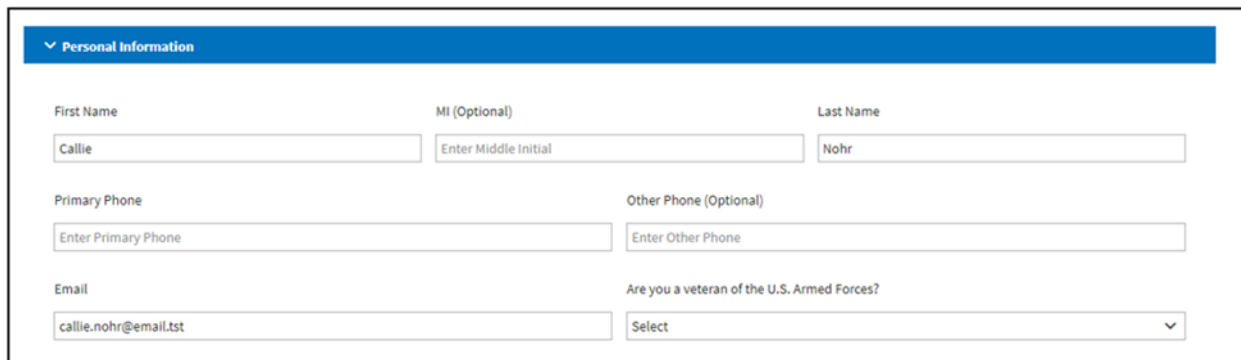
a. *Citizenship Status*

- i. If *Non-Citizen National* or *Permanent Resident* is selected, answer the question: *Have you resided in the US 3 of the last 5 years?*
- ii. If *Permanent Resident* is selected, also enter:
  - 1. *Green Card #*
  - 2. *Green Card Expiration Date*

Note: Permanent Residents will also be required to upload a PDF image of their Green Card to all applications.

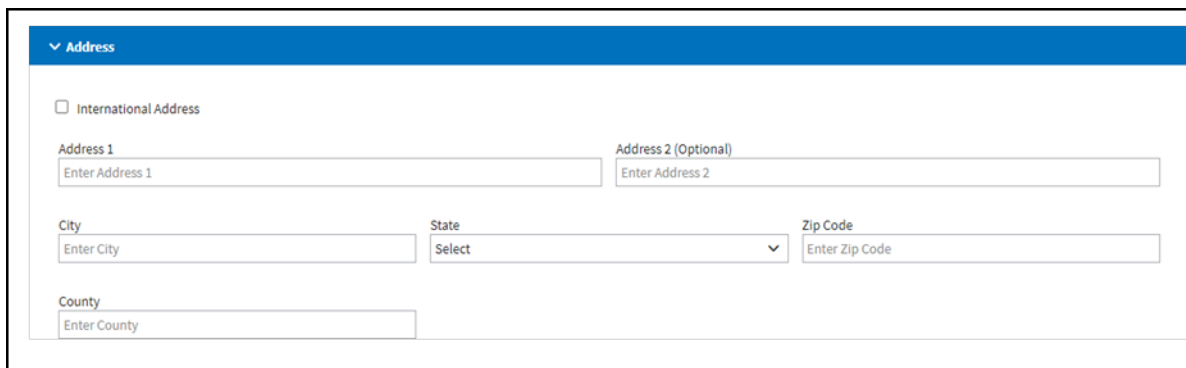
b. *Country of Birth*

**Figure 6.2: Personal Information**



2. In the **Personal Information** section, enter information corresponding to the following fields:
  - a. *First Name* – Defaults to the *First Name* entered when the account was created; this is editable.
  - b. *MI*
  - c. *Last Name* – Defaults to the Last Name entered when the account was created; this is editable
  - d. *Primary Phone*
  - e. *Other Phone*
  - f. *Email* – Defaults to the Email address entered when the account was created; this is editable.
    - i. Any Email communications from the FDA TSHP will be sent to this Email address.
  - g. *Are you a veteran of the U.S. Armed Forces?*

**Figure 6.3: Address Information**



3. In the **Address** section, enter information corresponding to the following fields:

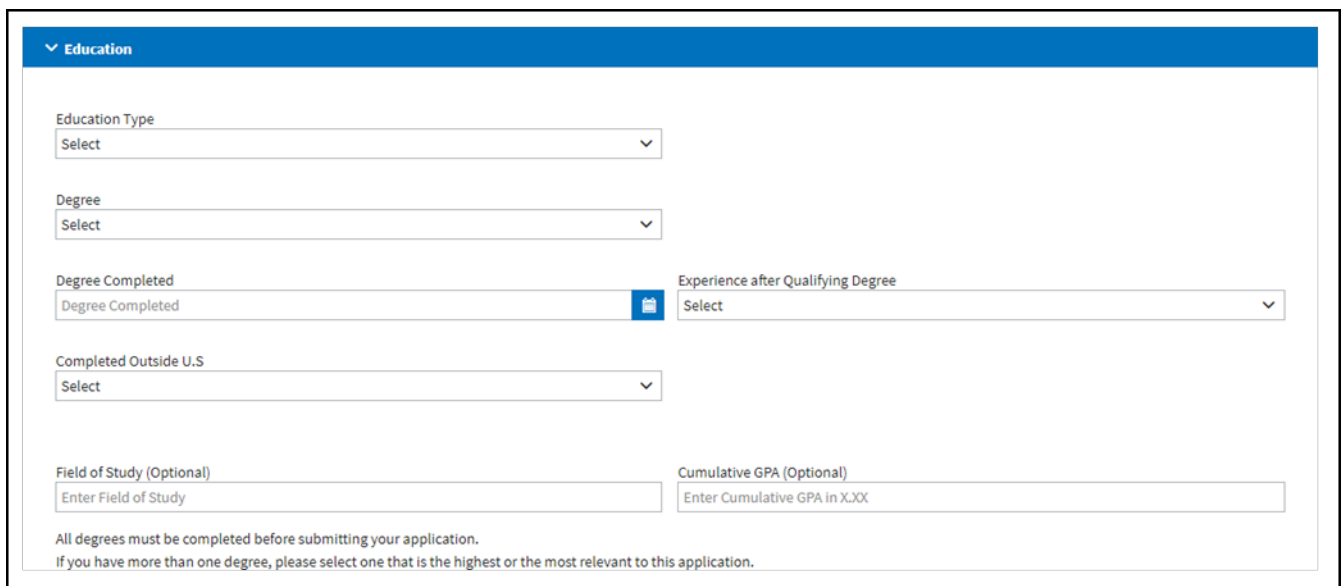
a. For a domestic address:

- i. *Address 1*
- ii. *Address 2*
- iii. *City*
- iv. *State* – Select from the list.
- v. *County*
- vi. *Zip code*

b. For an international address:

- i. Check the *International Address* checkbox.
- ii. *Country* – Select from the list.
- iii. *Address 1*
- iv. *Address 2*
- v. *City*
- vi. *Province* – If entering an address for Canada, select from the list.
- vii. *Postal Code*

**Figure 6.4: Education Information**



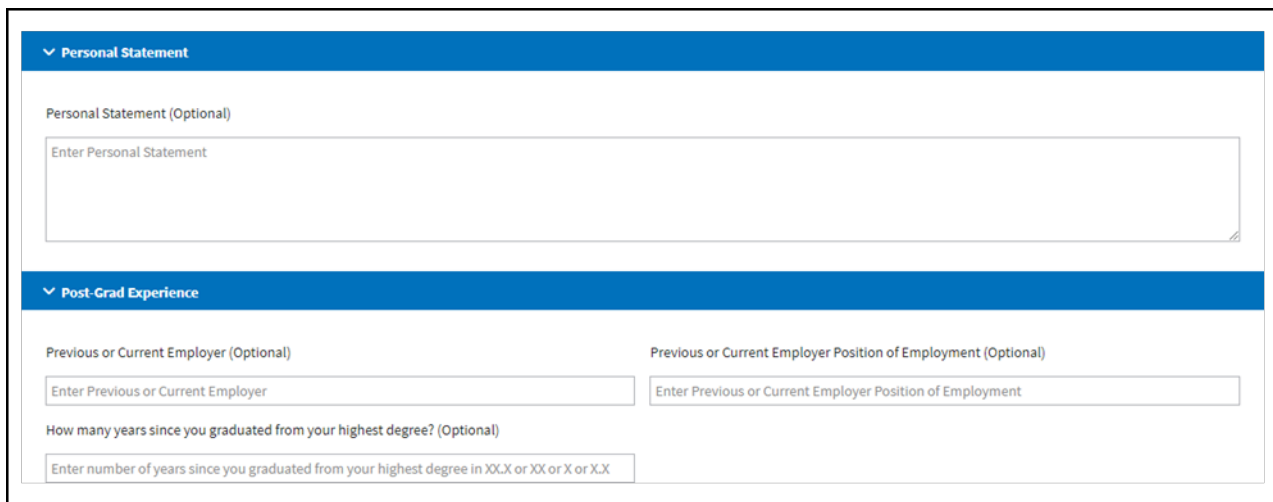
The screenshot shows a form titled "Education" with a blue header. The form contains several fields:

- Education Type:** A dropdown menu with "Select" as the current value.
- Degree:** A dropdown menu with "Select" as the current value.
- Degree Completed:** A dropdown menu with "Degree Completed" as the current value and a calendar icon to its right.
- Experience after Qualifying Degree:** A dropdown menu with "Select" as the current value.
- Completed Outside U.S.:** A dropdown menu with "Select" as the current value.
- Field of Study (Optional):** A text input field with the placeholder "Enter Field of Study".
- Cumulative GPA (Optional):** A text input field with the placeholder "Enter Cumulative GPA in X.XX".

At the bottom of the form, there is a note: "All degrees must be completed before submitting your application. If you have more than one degree, please select one that is the highest or the most relevant to this application."

4. In the **Education** section, enter information corresponding to the following fields:
  - a. *Education Type* – Select from the list.
    - i. If *Certificate in Appropriate Program with Minimum 30 Credit Hours* is selected, enter the *Certificate Program* in the text field that displays.
  - b. *Degree* – Select from the list.
    - i. If *Other* is selected, enter your *Degree Information* in the text field that displays.
  - c. *Degree Completed* – Enter the month and year.
  - d. *Experience after Qualifying Degree* – Select from the list.
  - e. *Completed Outside US?* – Click **Yes** or **No**.
    - i. If you click **Yes**, a text field will display to enter the *International Institution*.
    - ii. If you click **No**, a field will display for *U.S. Educational Institution*. This is a type-and-select field, so enter part of the institution name and it will refine the list. Select from the list.
  - f. *Field of Study*
  - g. *Cumulative GPA* – Enter in 9.99 format.

**Figure 6.5: Personal Statement and Post-Grad Experience**



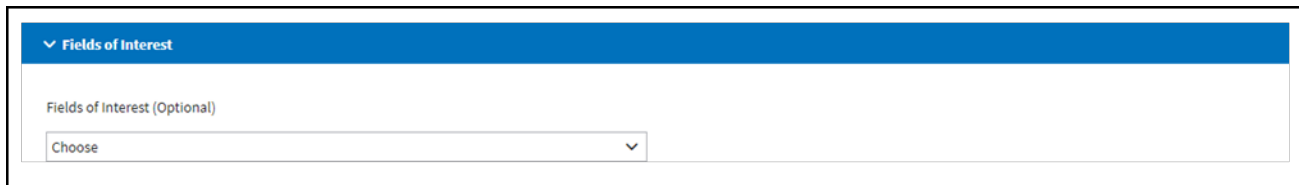
The screenshot shows a web form with two main sections:

- Personal Statement (Optional):** A large text area with the placeholder text "Enter Personal Statement".
- Post-Grad Experience:**
  - Previous or Current Employer (Optional):** A text input field with the placeholder "Enter Previous or Current Employer".
  - Previous or Current Employer Position of Employment (Optional):** A text input field with the placeholder "Enter Previous or Current Employer Position of Employment".
  - How many years since you graduated from your highest degree? (Optional):** A text input field with the placeholder "Enter number of years since you graduated from your highest degree in XX.X or XX or X or X.X".

5. In the **Personal Statement** section, enter a Personal Statement.

6. In the **Post-Grad Experience** section, enter information for the following fields:
  - a. *Previous or Current Employer*
  - b. *Previous or Current Employer Position of Employment*
  - c. *Years since graduated from highest degree?(Optional)* – This must be a number.

**Figure 6.6: Fields of Interest**

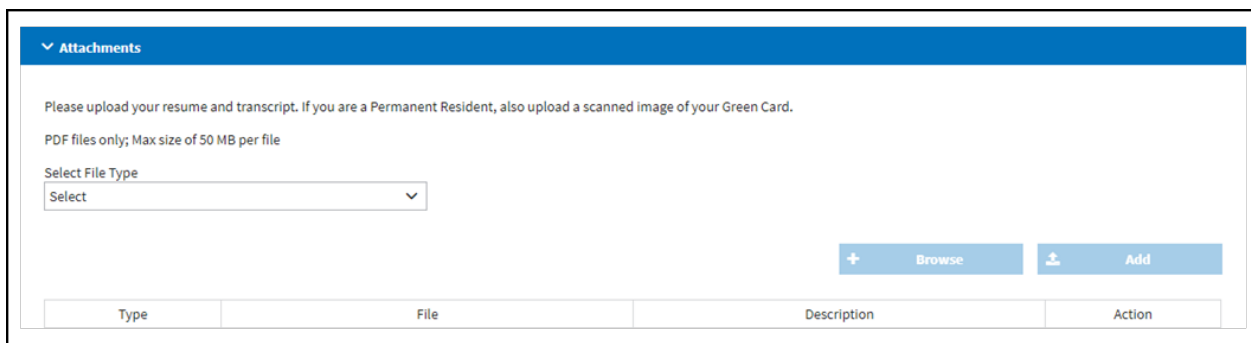


7. In the **Fields of Interest** section, select one or more *Fields of Interest* from the list. It is a multi-select list; select all that apply.

## 6.2 Attachments

1. In the **Attachments** section, upload the required resume and transcript. If you are a Permanent Resident, upload a scanned image of your Green Card as well. You may also upload other files if appropriate. Only PDF files are accepted. Note: Files cannot be larger than 50MB.

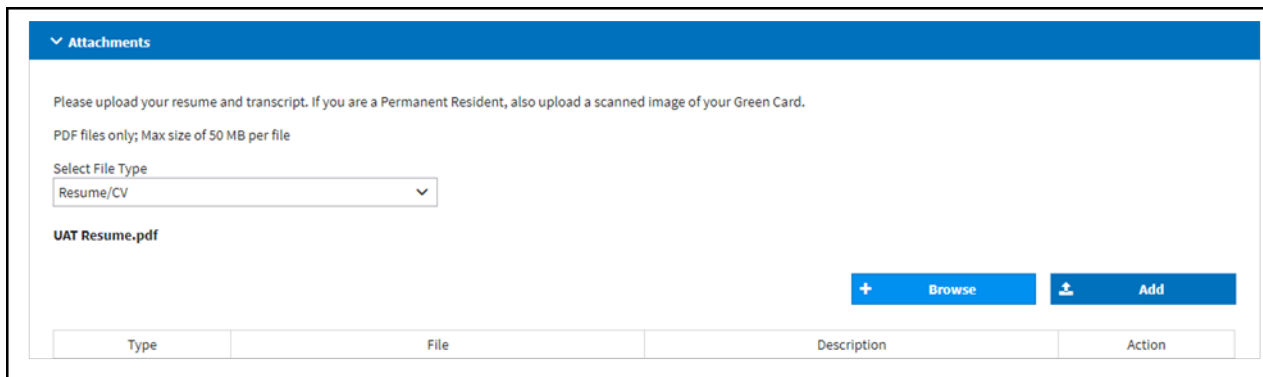
**Figure 6.7: Application Attachments Section**



To upload a file:

1. Select *File Type* from the dropdown.
  - a. If you select “Other,” a *Description* field is added to describe the file you are uploading.
2. Click **Browse**.
3. Browse to find your file and select **Open**. (This option may differ by operating systems.)

**Figure 6.8: File uploaded and available to be added to application**



Attachments

Please upload your resume and transcript. If you are a Permanent Resident, also upload a scanned image of your Green Card.

PDF files only; Max size of 50 MB per file

Select File Type  
Resume/CV

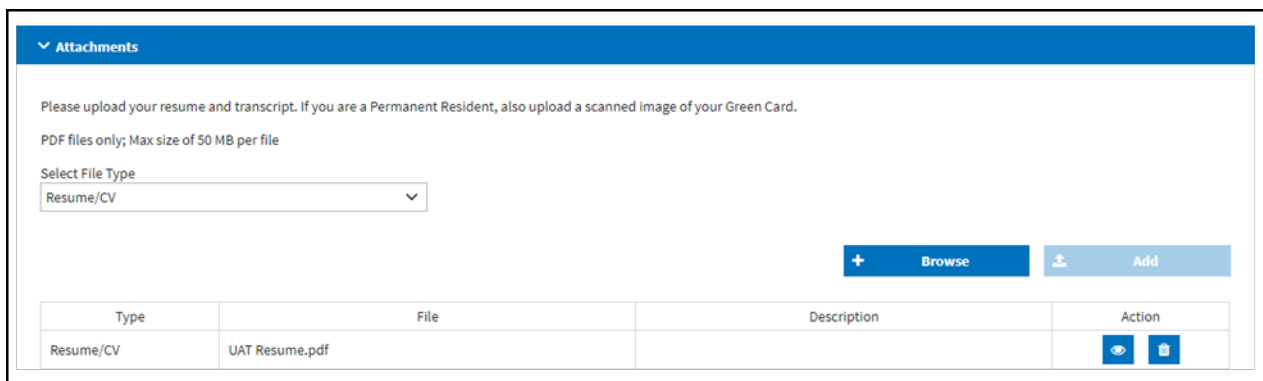
UAT Resume.pdf

+ Browse    + Add

Type	File	Description	Action
------	------	-------------	--------

4. Once file is uploaded, and the file name is displayed under the *Select File Type* dropdown, select **Add** to add it to the application.
  - a. To replace the file, click **Browse** and select another file.

**Figure 6.9: File Attached to Application**





Attachments

Please upload your resume and transcript. If you are a Permanent Resident, also upload a scanned image of your Green Card.

PDF files only; Max size of 50 MB per file

Select File Type  
Resume/CV

+ Browse    + Add

Type	File	Description	Action
Resume/CV	UAT Resume.pdf		 

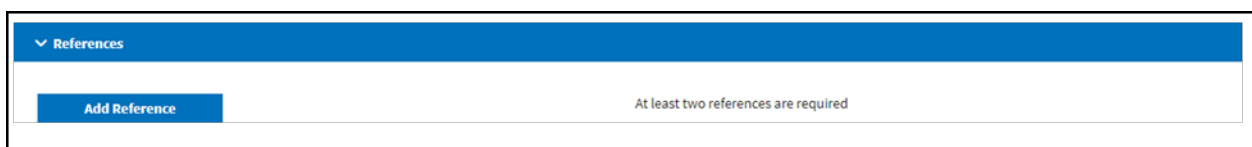
5. Once file is added to the table, options are available to view the file (**eye icon**) or delete the file (**trash icon**).

## 6.3 References

At least two references are required for each application; no more than three are allowed.

If no Reference Profiles were created prior to this, there will only be an **Add Reference** button.

**Figure 6.10: References Section**



References

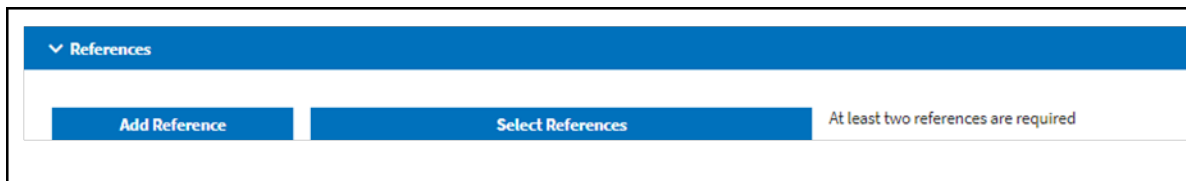
**Add Reference**      At least two references are required

1. Click **Add Reference**.
2. When the **Reference** fields are displayed, enter the following information:
  - a. *Title* – Select from the dropdown.
  - b. *First Name*
  - c. *MI (Middle Initial)* – Optional
  - d. *Last Name*
  - e. *Company/Organization*
  - f. *Position*
  - g. *Relationship*
  - h. *Years Known* – This must be a number.
  - i. *Primary Phone*
  - j. *Other Phone*
  - k. *Email*
  - l. *Address 1*
  - m. *Address 2*
  - n. *City*
  - o. *State* – Select from the list.
  - p. *County*
  - q. *Zip code*
3. If you select *International Address*, enter the following:
  - a. *Country* – Select from the list.
  - b. *Province* – Optional
  - c. *Postal Code* – Optional

If Reference Profiles were created, an additional button will be available to **Select References**.

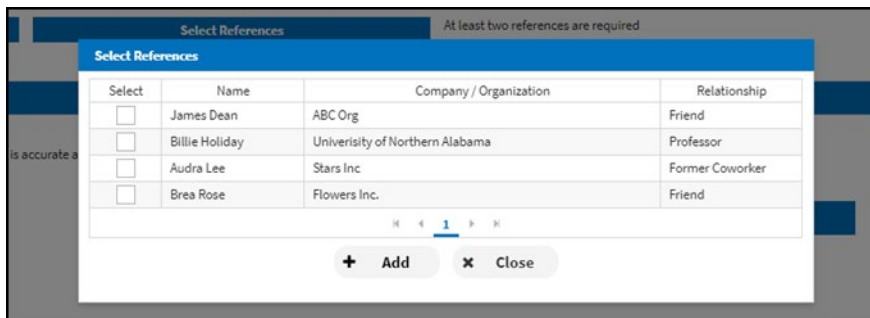


Figure 6.11: Application References Section



1. Select the **References** button.

Figure 6.12: Select Reference Profiles to Add to Application



2. Check the box in the **Select** column next to the **Reference Profile(s)** you want to add to your application and select **Add**.
4. Once satisfied, click **Close**.
5. Review the **References** added and make any edits, as necessary.

## 6.4 Optional Information

Information in this section is not required to submit your application. To complete the information in this section, enter the following:

1. *Race* – Select from the list.
2. *Gender* – Select from the list.
3. *How did you hear about the FDA’s Traineeship Program?* – Select from the list.

## 6.5 Submit

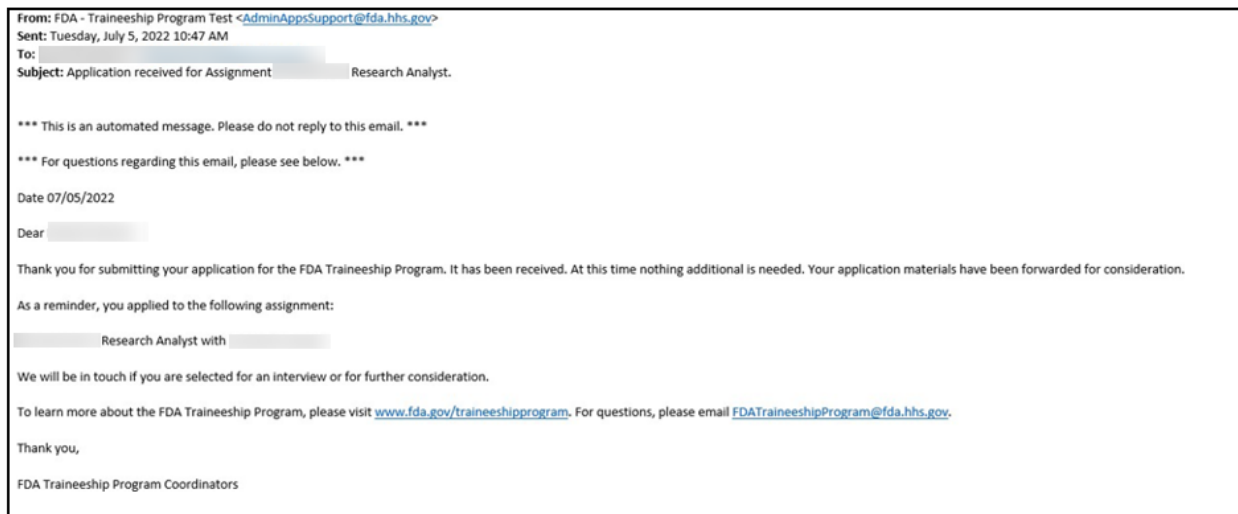
1. Once satisfied with your application, select the box next to “I verify that all the information is accurate and truthful.” Then, click **Submit Application**.

If you receive a success message, you will also receive a confirmation Email within 24 hours confirming the receipt of your application.

If there are missing or invalid values in your application, you will see an error message.

When you submit the assignment, the “**Application Received for Assignment #*{AssignmentNumber}* #*{AssignmentTitle}***” notification is sent within 24 hrs. Note: If you do not receive a confirmation Email within 24 hours, contact the Traineeship Program at [FDA Traineeship Program Group](#).

Figure 6.13: Application Received for Assignment Notification



## 7 Track Your Applications

In the **Applications** tab, find all of the applications that have been saved or submitted. The **Status** of your application will be listed in the first column.

1. Select the column headers to sort and use the *Search* field to search any of the fields in the table.
2. Select the *gear icon* in the **Action** column to see what actions are available for the application in that row.

Figure 7.1: Track Applications View

Status	Assignment Title	Duration	Location	Application Deadline	Date Submitted	Action
Submitted	BHM Assignment#1	02/21/2022 - 04/28/2022	SILVER SPRING, MD	02/28/2022	02/17/2022	[Gear Icon]
New	ZHM Assignment #4	02/28/2022 - 05/31/2022	Pacific Regional Lab-NR - Seattle, BOTHELL, WA	02/17/2022		[Gear Icon]
Submitted	BHM Assignment#1	02/21/2022 - 04/28/2022	SILVER SPRING, MD	02/28/2022	02/23/2022	[Gear Icon]
Submitted	ZHM Assignment #4	02/28/2022 - 05/31/2022	Pacific Regional Lab-NR - Seattle, BOTHELL, WA	02/17/2022	02/18/2022	[Gear Icon]

### 7.1 Application Statuses

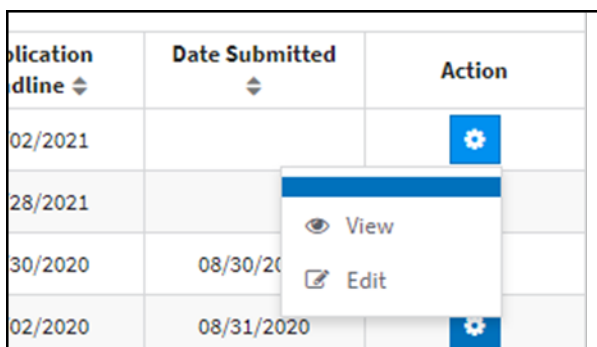
The **Application Status** will indicate where your application is in the review process. The status also determines what actions are available to you.

### 7.1.1 “New” Applications

Applications in “New” status are applications you have saved but have not yet submitted to the FDA TSHP.

1. Under the **Actions** column, select the **gear icon** to be able to click **Edit** and complete your application.

Figure 7.2: View or Edit a New Application



Application Timeline	Date Submitted	Action
02/2021		
28/2021		View Edit
30/2020	08/30/20	
02/2020	08/31/2020	

2. Select **View** to review the application in a view-only format. This option is available to applications in all statuses.

### 7.1.2 “Submitted” Applications

Applications in “Submitted” status have been successfully submitted by the applicant and are currently being reviewed by FDA, as well as a mentor. A *Date Submitted* is recorded in the table.

1. Click **View** to review the application in a view-only format.

### 7.1.3 “Considered” Applications

The “Considered” status indicates that the applicant is under consideration for the assignment. In this status, you will have the option to *Respond* in **Actions**. See the Respond to FDA Consideration section for details.

When you accept the assignment, the “Traineeship: Application Under Consideration” notification is sent to the applicant within 24 hrs.

**Figure 7.3: Traineeship: Application Under Consideration Notification**

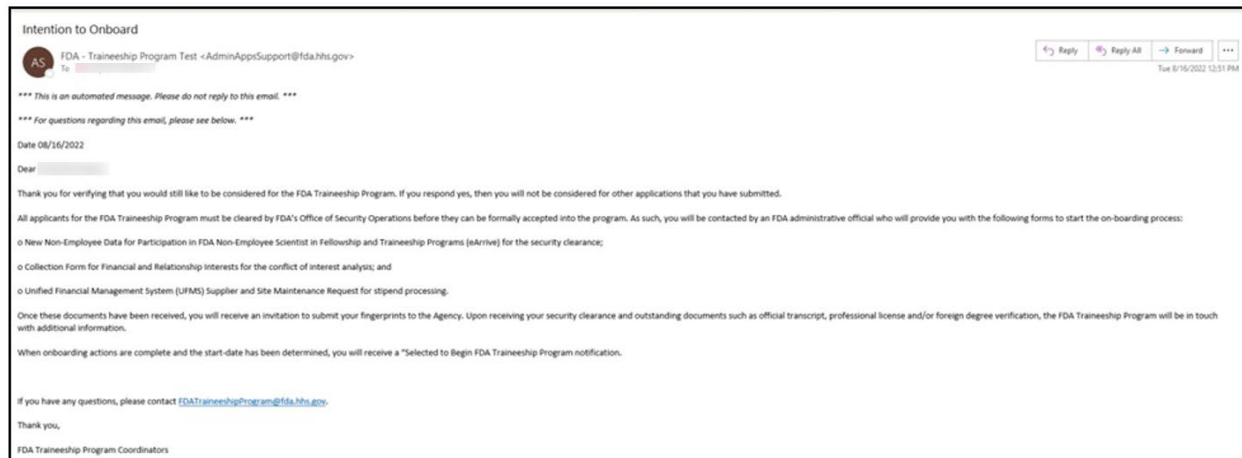


## 7.1.4 “Onboarding” Applications

The “Onboarding” status results from selecting **Yes** in response to requests for consideration and, indicates that onboarding is the next step to becoming an FDA Trainee.

When the applicant responds **Yes** to the consideration notification, the “*Intention to Onboard*” notification is sent to the applicant.

**Figure 7.4: Intention to Onboard Notification**

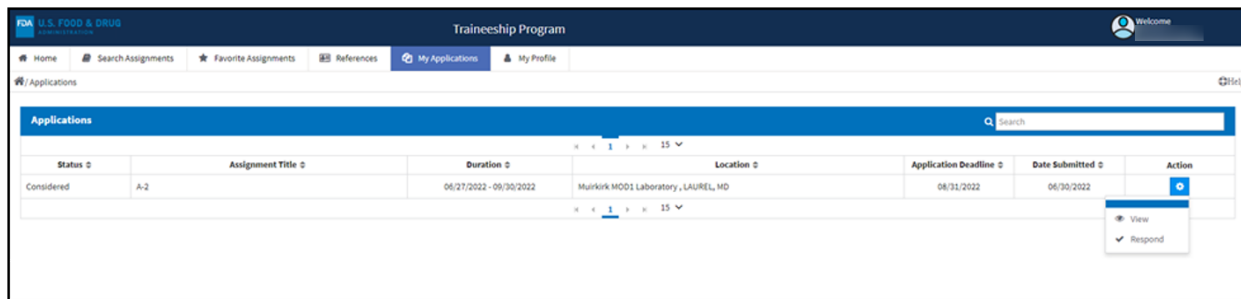


## 7.2 Respond to FDA Consideration

If you are being considered for an assignment, an Email notification will be sent to you.

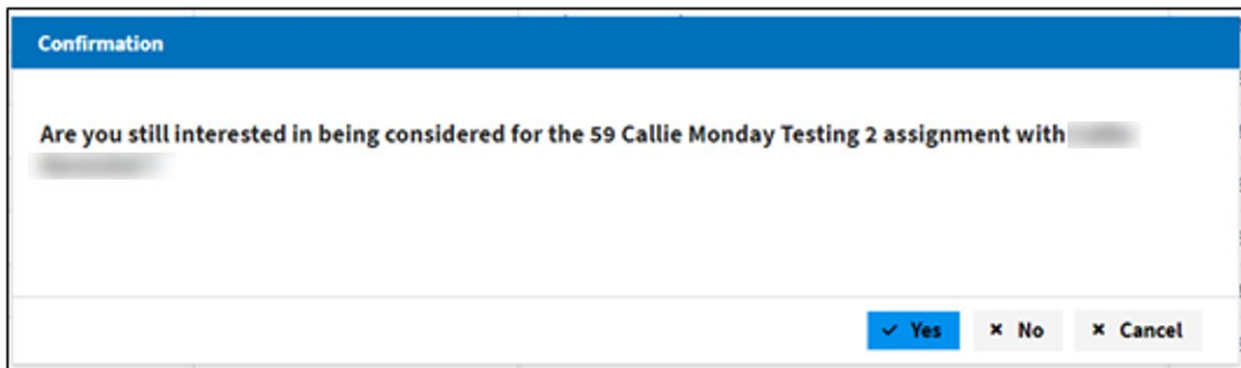
1. To accept or decline further consideration, follow the link in the Email, or open the Traineeship Program site and open the **My Applications** tab. There will be an application listed with the status “Considered”.

Figure 7.5: User Respond Option



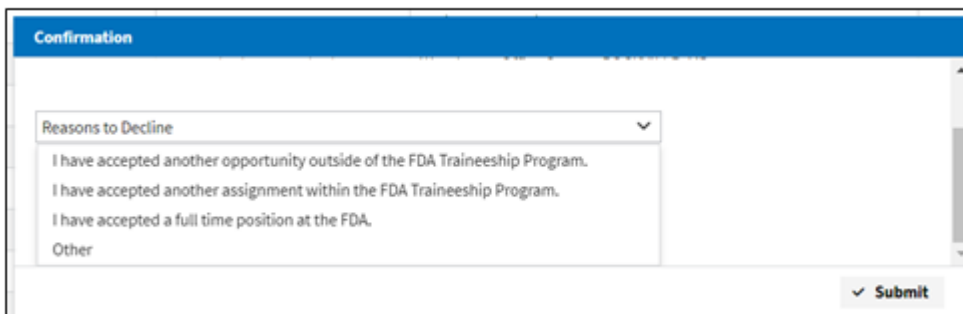
- For a “Considered” application, select the **Action gear icon** > **Respond** in the **Action** column.

Figure 7.6: Select Yes to Accept Consideration



- When the pop-up displays, click **Yes** or **No**. You can also click **Cancel** to close the window and respond later.
  - If **Yes** is selected, all other applications submitted are no longer considered.
  - If **No** is selected, you must also enter a reason for your decline and click **Submit**.

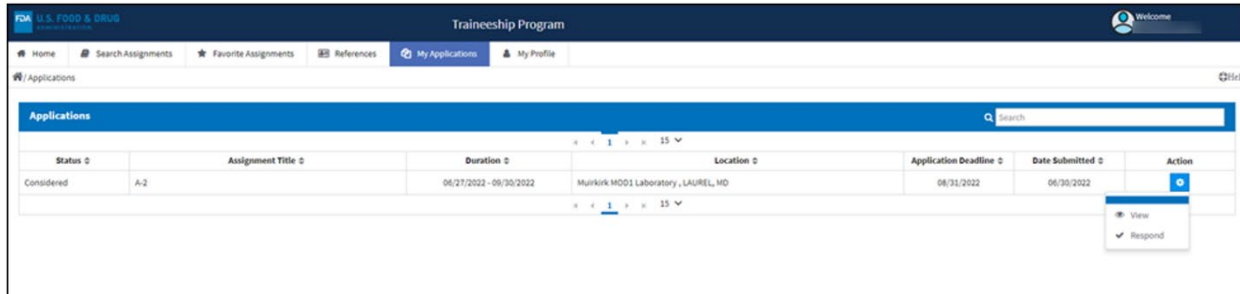
Figure 7.7: Select a Decline Reason



## 7.3 View Application

1. Select **View** to review the application in a view-only format.

Figure 7.8: View Button



2. The **Application** page will display with the details of the application.

Figure 7.9: Application Page

Form Approved OMB No 0910-XXXX, Month XX, 20XX See PRA Statement at End of Form

### Application

Application Number [REDACTED]

---

#### Assignment Information

Assignment Title  
**A-2**

Assignment Number [REDACTED]      Assignment Duration  
**06/27/2022 - 09/30/2022**

Application Deadline  
**08/31/2022**      Assignment Location  
**Muirkirk MOD1 Laboratory, LAUREL, MD**

---

#### Personal Information

First Name [REDACTED]      MI [REDACTED]      Last Name [REDACTED]

Primary Phone [REDACTED]      Email [REDACTED]      Other Phone [REDACTED]

Are you a veteran of the U.S. Armed Forces?  
**No**

---

#### Citizenship Information

Citizenship Status  
**U.S. Citizen**      Country of Birth  
**UNITED STATES**

---

#### Address

Address 1  
**15478 Black St**      Address 2 [REDACTED]

## 8 Troubleshooting

### 8.1 Contact FDA Traineeship Program Coordinators

The following issues can be directed to FDA for resolution(s):

- Traineeship website access / password issues
- Questions entering citizenship information
- Application not able to submit

Contact the TSHP Coordinators by emailing the [FDA Traineeship Group](#) regarding any questions or issues.

## 9 Appendix A. Version History

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of and Reason for Change
0.1	Mackson Consulting	9/16/2020			Initial draft for review
1.0	Mackson Consulting	9/21/2020			Initial version for release; incorporated OSPD review comments
2.0	Mackson Consulting	8/11/2022			Updated screenshots and steps to incorporate TSHP 2.0 & 3.0 release changes
3.0	Mackson Consulting	6/29/2023			Updated user guide to add the Security Banner per FDA guidelines.
4.0	Mackson Consulting	3/27/2024			Updated screenshots and changes