xTrain in eRA Commons

CWG Presentation – 01/07/2007

Overview of Presentation

- Scope of the First Release of xTrain
- Process for Trainee Appointment
- Process for Appointment Termination
- User Interface Maps
- User Interface Walk-through

Scope of the First Release of xTrain

- Trainee Appointment Process - Ability for PD (Program Director) to designate the New Trainee Appointment. This functionality will include an ability for the PD to identify a person in eRA Database (or request to create a new person), fill out the 2271 Form, route the Form to Trainee for completion/corrections, route the form to NIH staff for Acknowledgement/Approval.

- Trainee Termination process – Ability for PD to initiate the Termination process and Route to Trainee for Completion. Ability to Route the Termination request to Business Official (BO) of the Institution. Ability for the BO to Route to NIH Staff. Ability for NIH to approve/reject termination.

- Add a new role “Business Official” that can be granted by SO to people within the Institution. Note that in order for SO to act as Business Official as well, SO will grant the role to him/herself just like to any other person.

Scope of the First Release of xTrain (Cont.)

- Registration for new eRA Commons Accounts – to support Appointment and Termination processes, system must provide Registration for new eRA Commons account capabilities to Trainees. This process will support both New Appointees, as well as existing appointees without eRA Commons user accounts who are being Terminated and do need accounts to complete the Termination process.

- Support Fellowship Termination process – which is the same as for Training Appointments with the exception of cases where Fellowship end-date has changed. If that's the case, the Notice of Grant Award needs to be regenerated prior to the termination notice being approved.

- Support T15 NLM Appointment and Termination process. The process for NLM is exactly the same as for Training Grants, except that there is never a Payback. However, because there are differences in stipend levels with NLM and NRSA Training Appointments, the system will automatically use the appropriate stipend levels for NRSA and NLM, to avoid confusion.

Scope of the First Release of xTrain (Cont.)

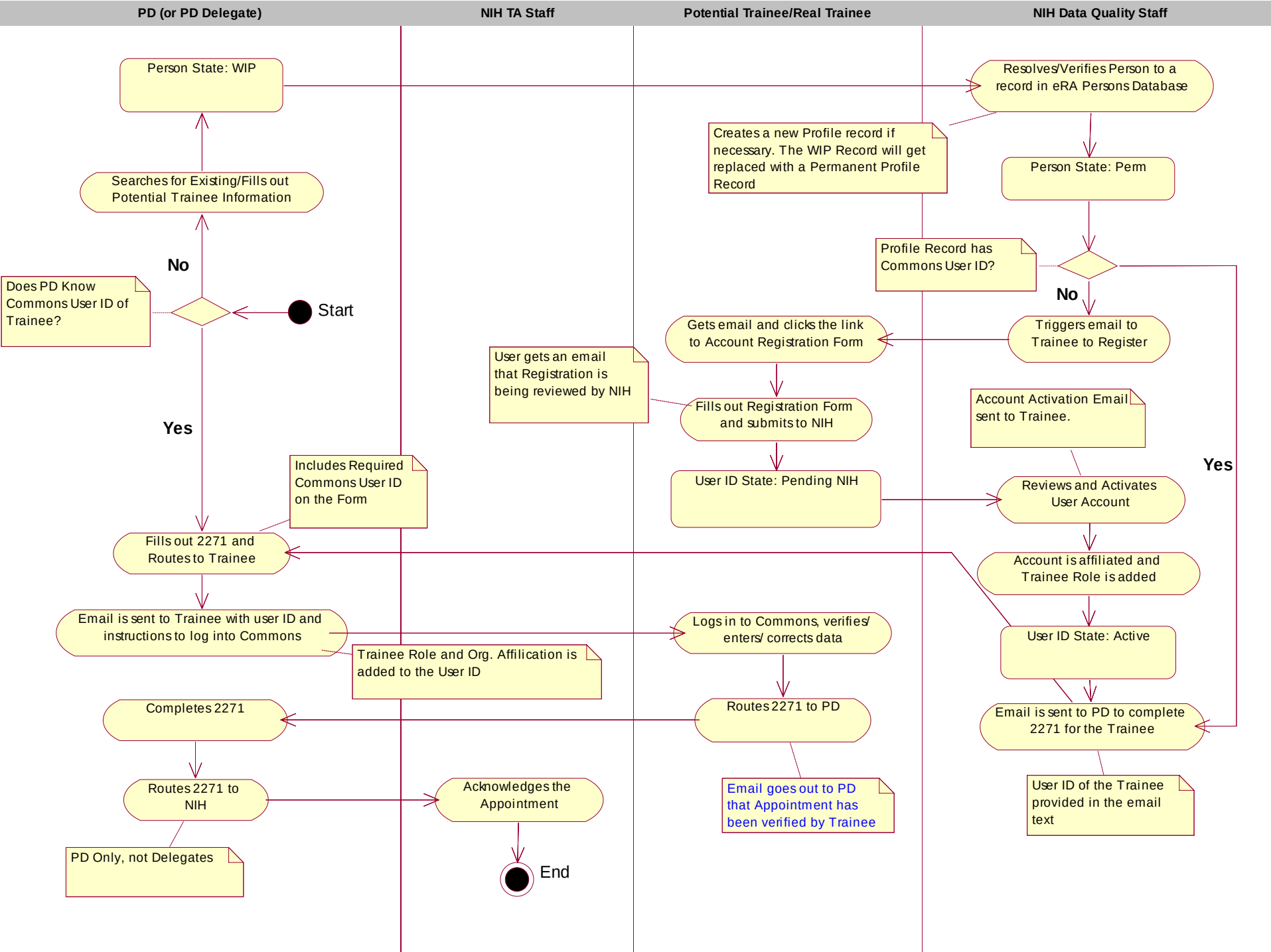
- Ability for Business Official to access, review, route the Termination Notices to NIH.
- Ability for SO to have Read-only access to Appointment/Termination information for any training grant within the Institution.
- Ability of the users with ASST role to be able to initiate Appointment/Termination forms on behalf of PDs. The ASST can potentially be assisting more than one PD, thus the list of Projects for the ASST (upon initial navigation to xTrain) will show projects of all PDs who granted ASST user xTrain authority in Commons.
- Ability to grant “xTrain” authority by PD to other users within Commons (similar to Submit eSnap).

Scope of the First Release of xTrain (Cont.)

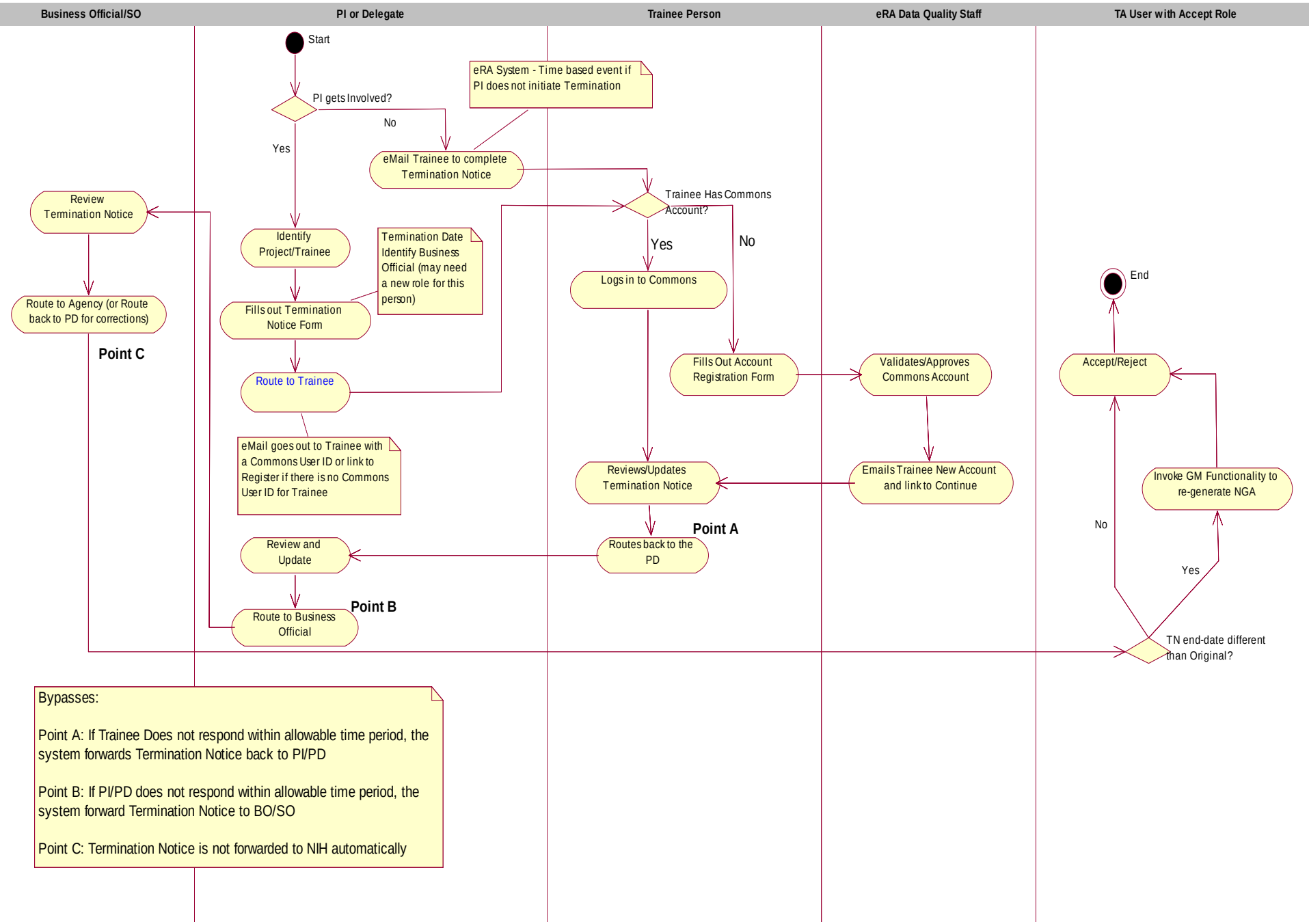
Appointment, Payback, and Termination Forms for Post-Doc trainees require a signature to be on file with NIH, in order to confirm both the appointment and the agreement to fulfill their payback obligations either through qualifying service or financial payback. An alternative to the actual signature is Digital Signature. However, it is not clear at this time how exactly will the Digital Signature be implemented at eRA, what level of security we must require, and how expensive will this be to the end-user community. Thus, newly developed system must support the proposed electronic process for forms that do not require hard signature, as well as the alternative flow for those users, who require signing and mailing the actual forms to NIH.

This will work by allowing the user who must submit signed forms to NH to follow the complete electronic process, and then have an instruction at the end of the process (when user clicks the Route to NIH button) to print and mail forms to NIH. For all post-doctoral trainees beginning their first 12 months of post-doctoral support, the system will need to print both the completed appointment form and the payback agreement for signature and subsequent mailing to the NIH.

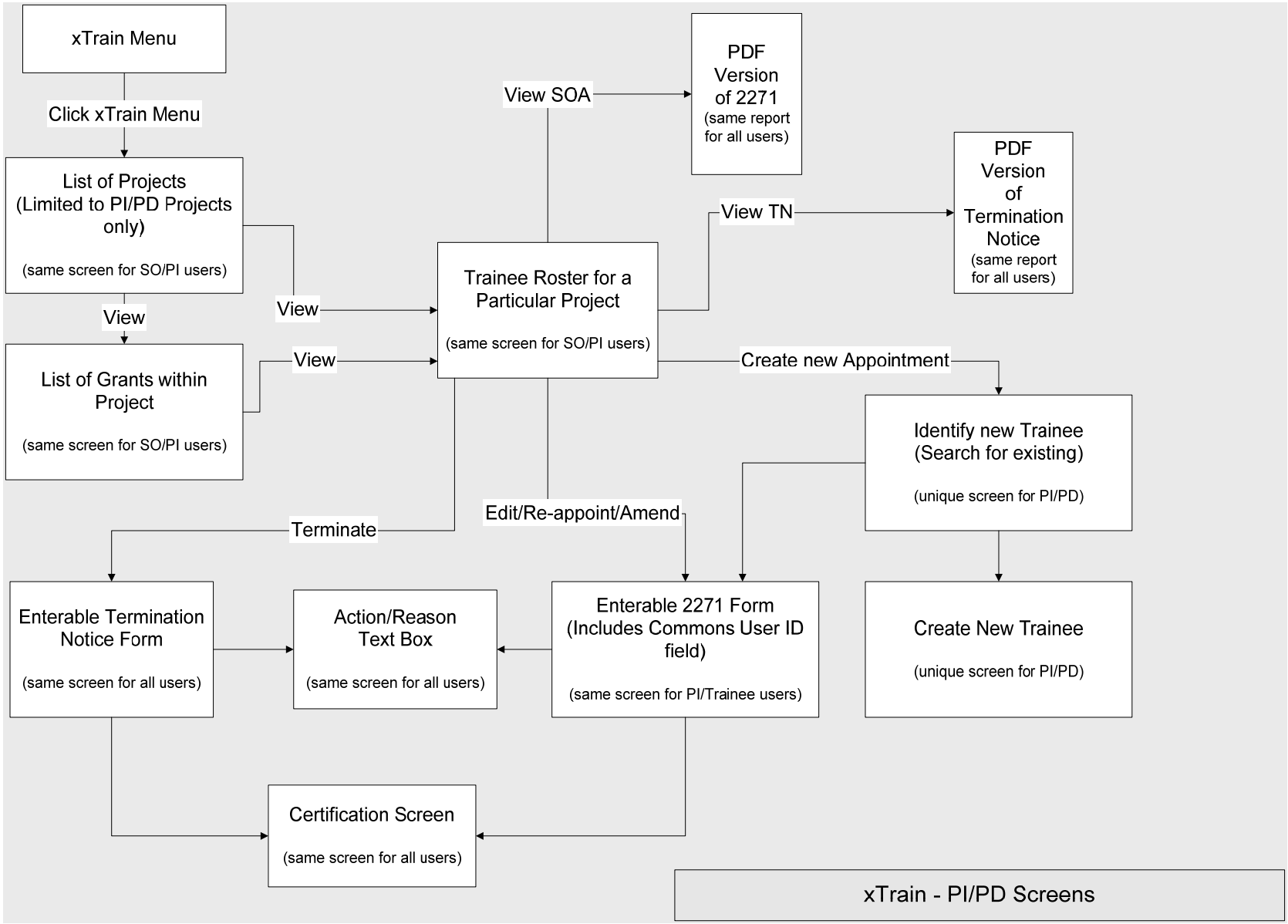
Process for Trainee Appointment


PD (or PD Delegate)
NIH TA Staff
Potential Trainee/Real Trainee
NIH Data Quality Staff
Person State: WIP
Resolves/Verifies Person to a record in eRA Persons Database
Creates a new Profile record if necessary. The WIP Record will get replaced with a Permanent Profile Record
Person State: Perm
Searches for Existing/Fills out Potential Trainee Information
Profile Record has Commons User ID?
No
Does PD Know Commons User ID of Trainee?
Start
Gets email and clicks the link to Account Registration Form
Triggers email to Trainee to Register
User gets an email that Registration is being reviewed by NIH
Fills out Registration Form and submits to NIH
Account Activation Email sent to Trainee.
Yes
Yes
Includes Required Commons User ID on the Form
User ID State: Pending NIH
Reviews and Activates User Account
Fills out 2271 and Routes to Trainee
Account is affiliated and Trainee Role is added
Email is sent to Trainee with user ID and instructions to log into Commons
Logs in to Commons, verifies/ enters/ corrects data
User ID State: Active
Trainee Role and Org. Affilication is added to the User ID
Completes 2271
Routes 2271 to PD
Email is sent to PD to complete 2271 for the Trainee
Routes 2271 to NIH
Acknowledges the Appointment
Email goes out to PD that Appointment has been verified by Trainee
User ID of the Trainee provided in the email text
PD Only, not Delegates
End

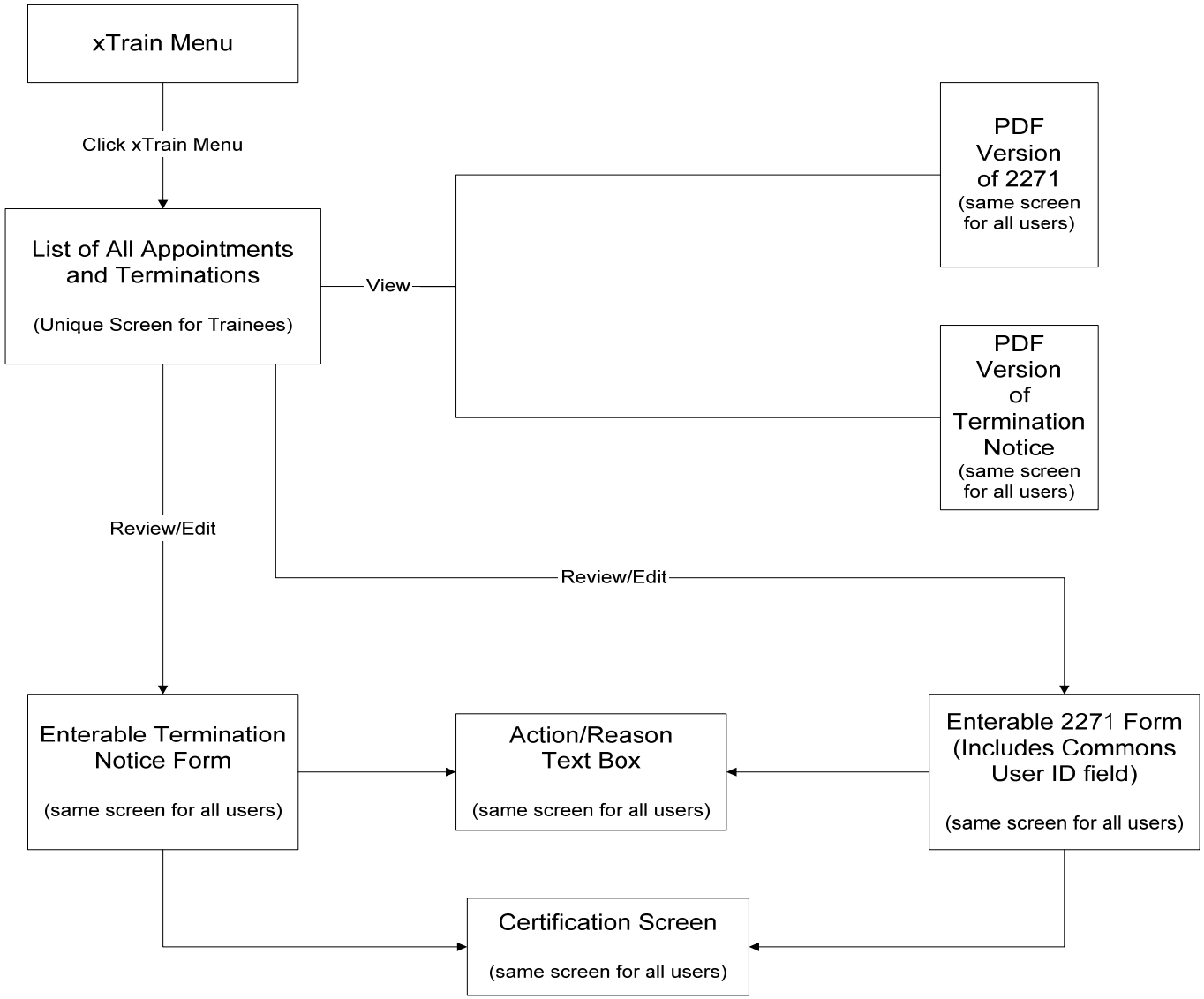
Process for Appointment Termination


Business Official/SO
PI or Delegate
Trainee Person
eRA Data Quality Staff
TA User with Accept Role
Start
PI gets Involved?
No
Yes
eRA System - Time based event if PI does not initiate Termination
eMail Trainee to complete Termination Notice
Trainee Has Commons Account?
Yes
No
Review Termination Notice
Identify Project/Trainee
Termination Date
Identify Business Official (may need a new role for this person)
Logs in to Commons
End
Route to Agency (or Route back to PD for corrections)
Fills out Termination Notice Form
Fills Out Account Registration Form
Validates/Approves Commons Account
Accept/Reject
Point C
Route to Trainee
eMail goes out to Trainee with a Commons User ID or link to Register if there is no Commons User ID for Trainee
Reviews/Updates Termination Notice
Emails Trainee New Account and link to Continue
Invoke GM Functionality to re-generate NGA
Point A
Routes back to the PD
Review and Update
No
Yes
Point B
Route to Business Official
TN end-date different than Original?
Bypasses:
Point A: If Trainee Does not respond within allowable time period, the system forwards Termination Notice back to PI/PD
Point B: If PI/PD does not respond within allowable time period, the system forward Termination Notice to BO/SO
Point C: Termination Notice is not forwarded to NIH automatically

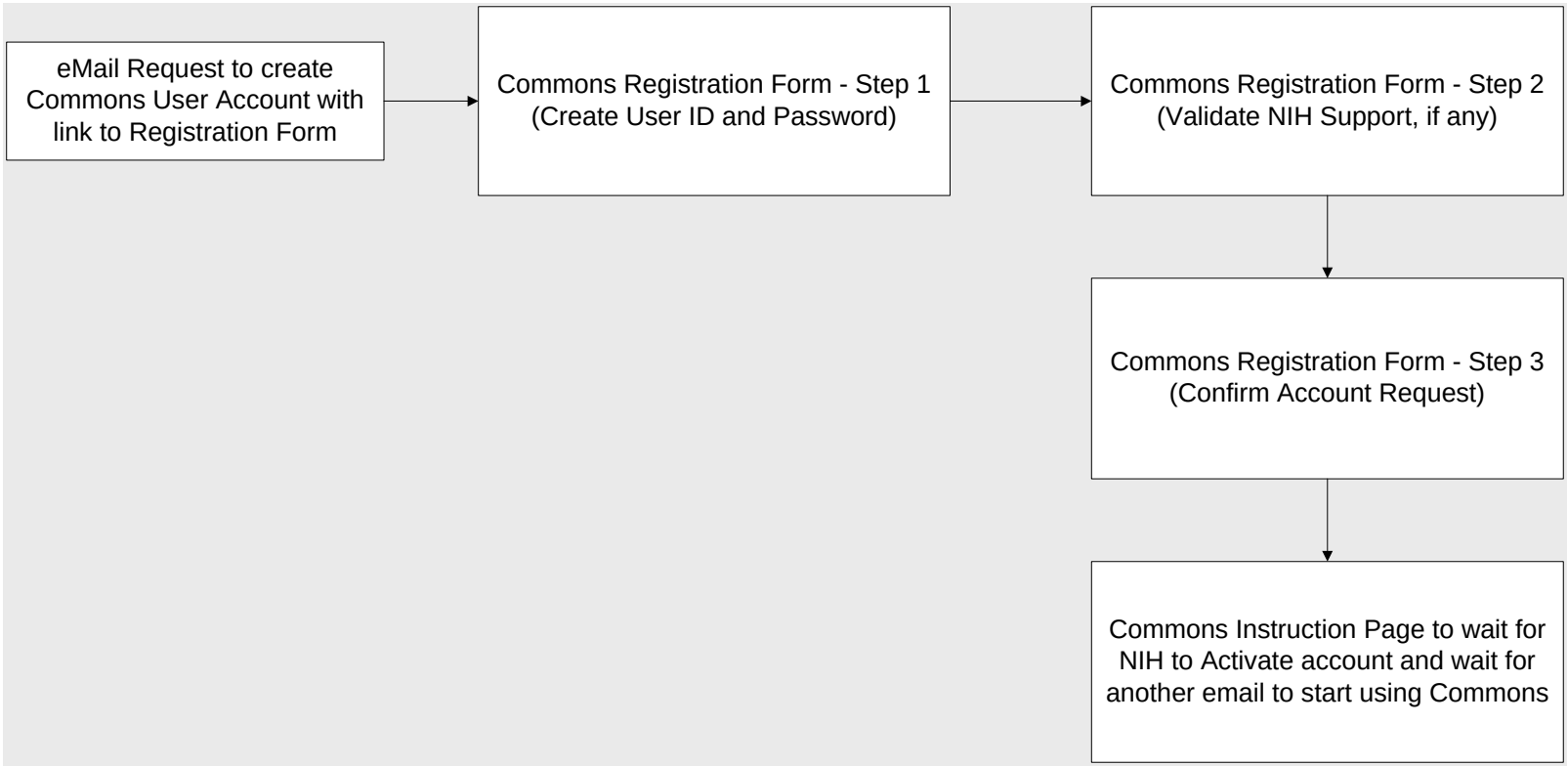
User Interface Map – For PD



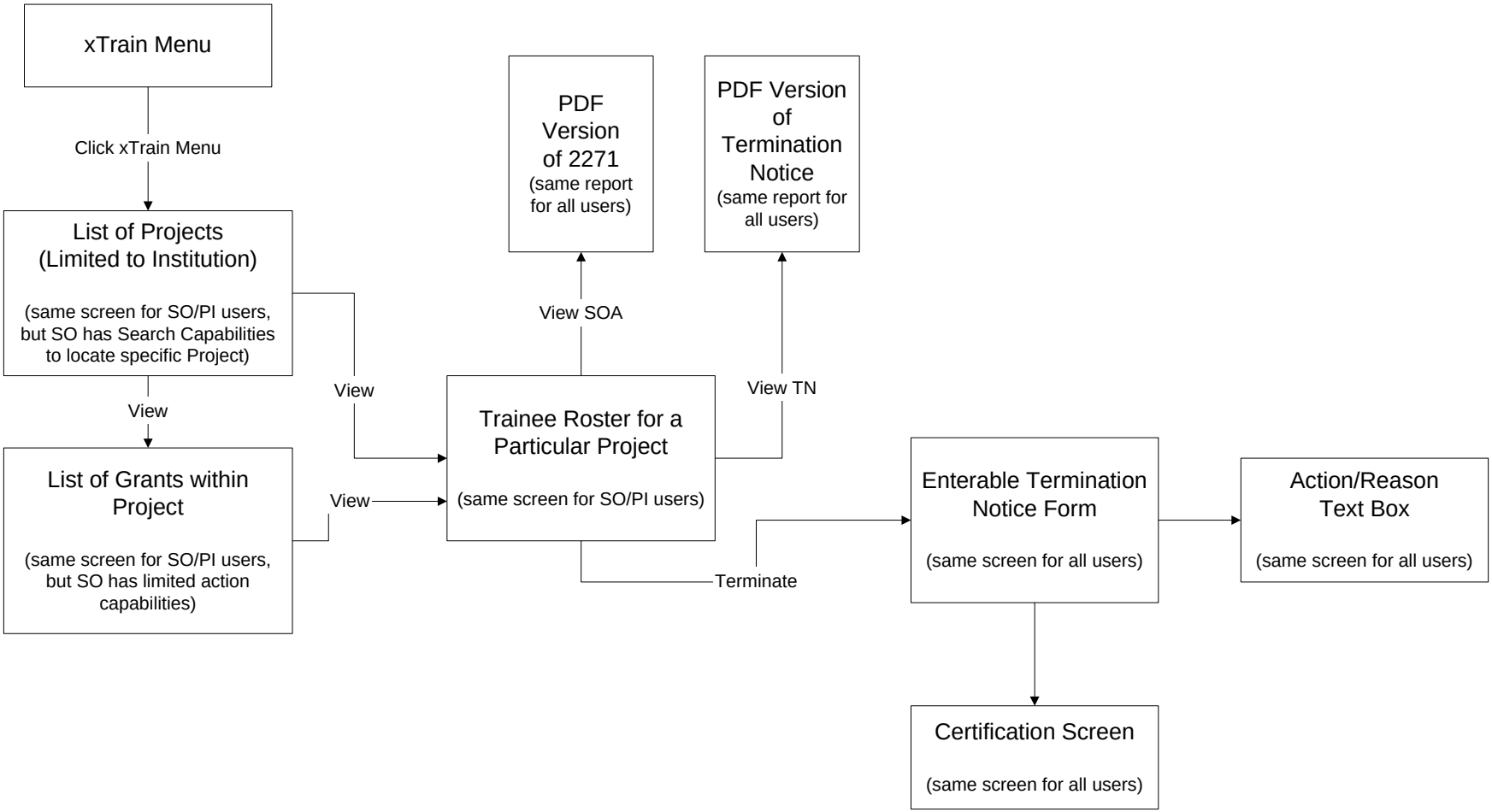
User Interface Map – Trainee with Commons User ID



User Interface Map – Trainee without User ID

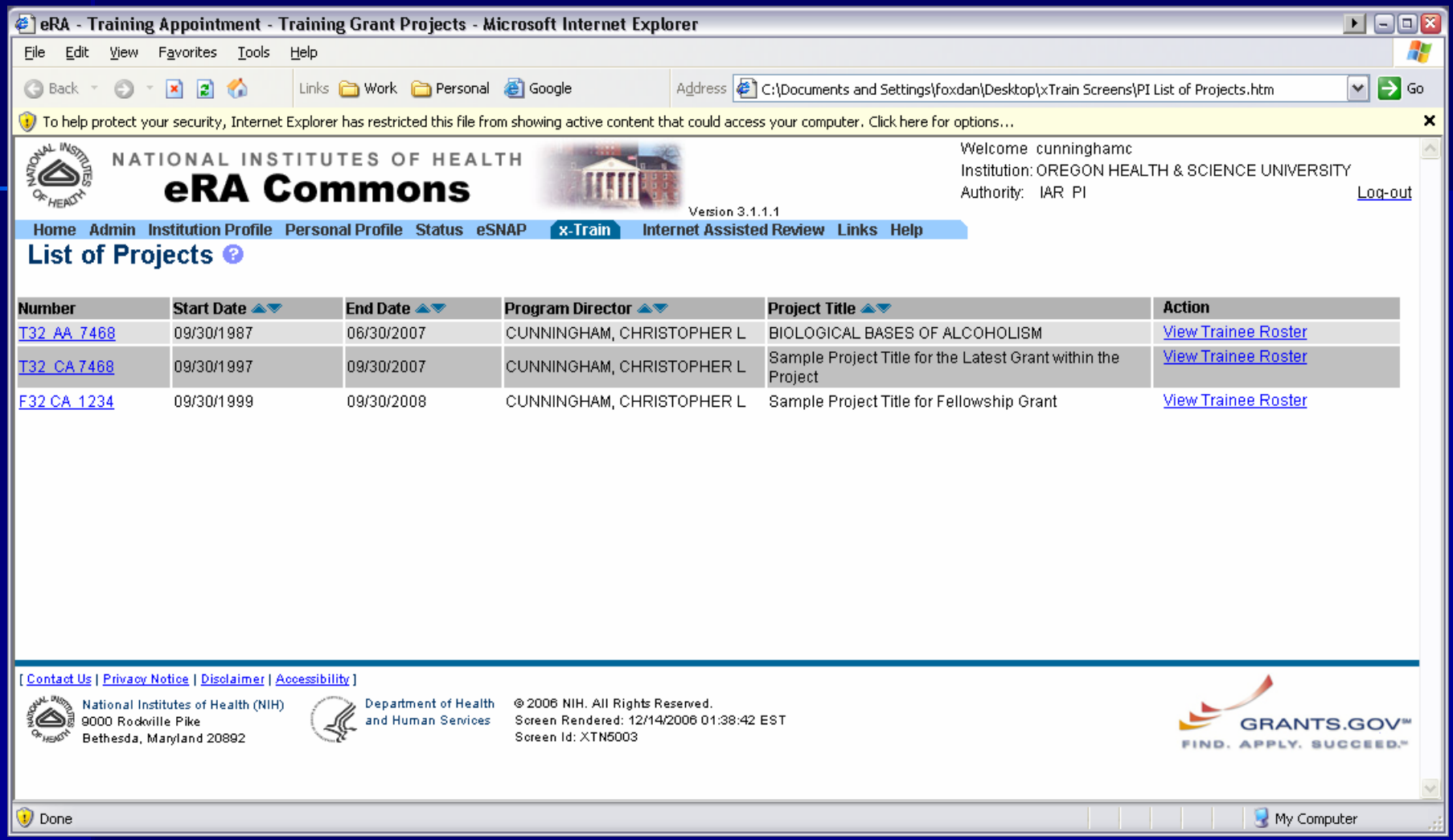


User Interface Map – For SO/BO



Screens

- List of Projects – PI
- List of Projects – SO/BO
- List of Grants within Project
- Trainee Roster
- Identify Trainee
- Create New Trainee Profile
- 2271 Form
- Termination Notice Form
- Trainee Appointments and Terminations
- Trainee Account Registration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Welcome cunninghamc
Institution: OREGON HEALTH & SCIENCE UNIVERSITY
Authority: IAR PI
Log-out
Home Admin Institution Profile Personal Profile Status eSNAP x-Train Internet Assisted Review Links Help
List of Projects
Number | Start Date | End Date | Program Director | Project Title | Action
T32 AA 7468 | 09/30/1987 | 06/30/2007 | CUNNINGHAM, CHRISTOPHER L | BIOLOGICAL BASES OF ALCOHOLISM | View Trainee Roster
T32 CA 7468 | 09/30/1997 | 09/30/2007 | CUNNINGHAM, CHRISTOPHER L | Sample Project Title for the Latest Grant within the Project | View Trainee Roster
F32 CA 1234 | 09/30/1999 | 09/30/2008 | CUNNINGHAM, CHRISTOPHER L | Sample Project Title for Fellowship Grant | View Trainee Roster
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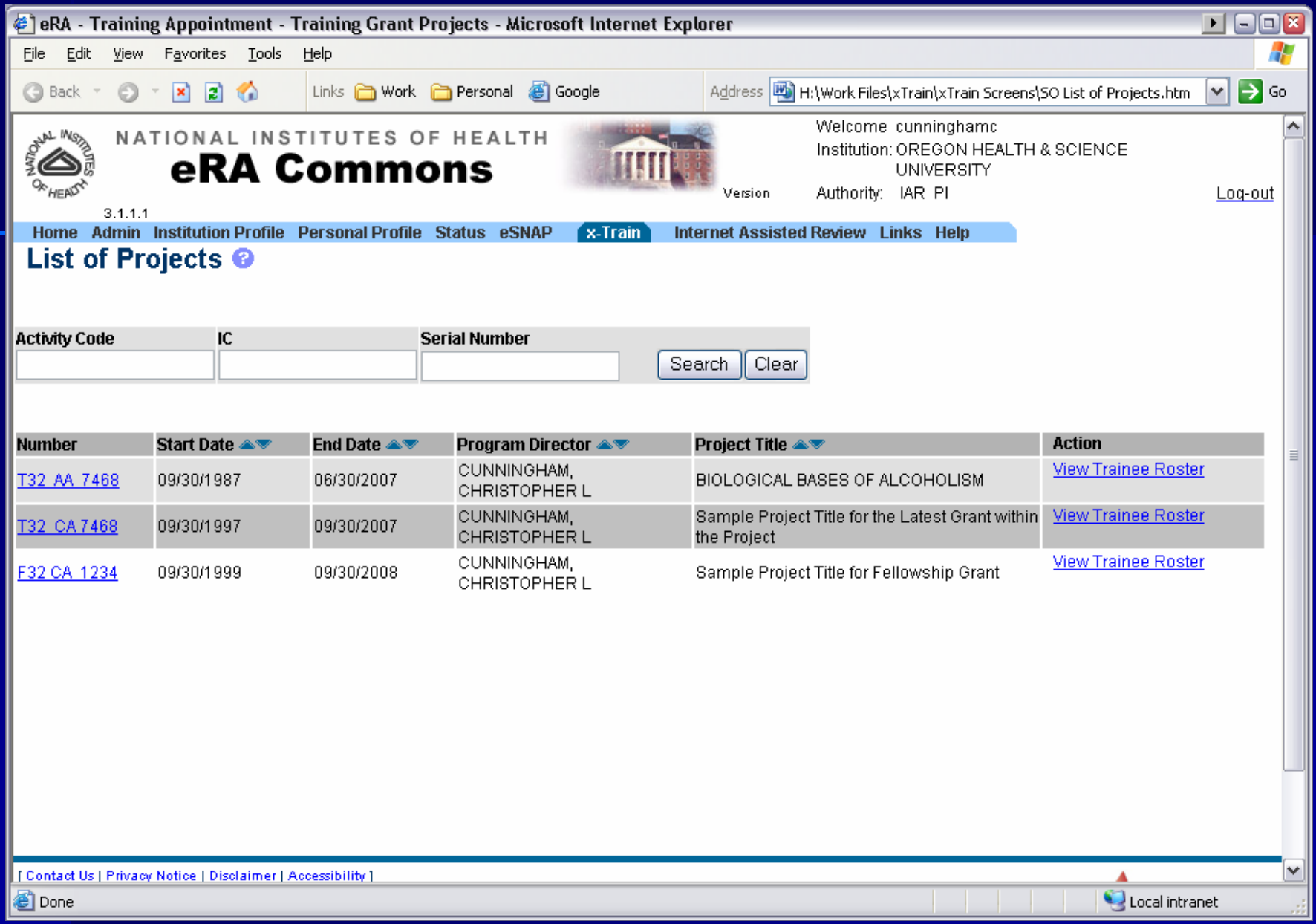
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List of Projects
Activity Code
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Serial Number
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Number
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End Date
Program Director
Project Title
Action
T32 AA 7468
09/30/1987
06/30/2007
CUNNINGHAM, CHRISTOPHER L
BIOLOGICAL BASES OF ALCOHOLISM
View Trainee Roster
T32 CA 7468
09/30/1997
09/30/2007
CUNNINGHAM, CHRISTOPHER L
Sample Project Title for the Latest Grant within the Project
View Trainee Roster
F32 CA 1234
09/30/1999
09/30/2008
CUNNINGHAM, CHRISTOPHER L
Sample Project Title for Fellowship Grant
View Trainee Roster
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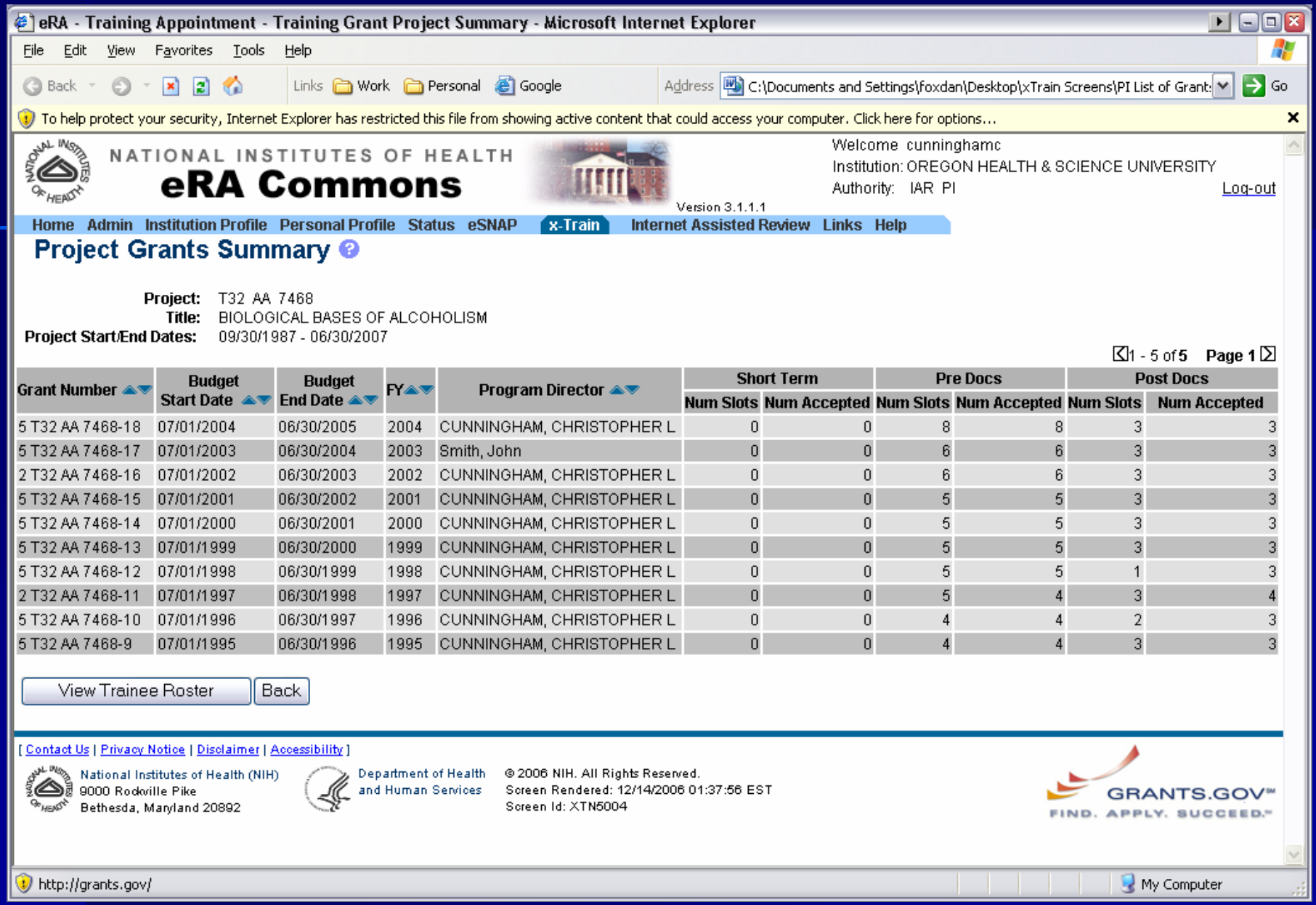
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Project Grants Summary
Project: T32 AA 7468
Title: BIOLOGICAL BASES OF ALCOHOLISM
Project Start/End Dates: 09/30/1987 - 06/30/2007
1 - 5 of 5 Page 1
Grant Number | Budget Start Date | Budget End Date | FY | Program Director | Short Term | Pre Docs | Post Docs
Num Slots | Num Accepted | Num Slots | Num Accepted | Num Slots | Num Accepted
5 T32 AA 7468-18 07/01/2004 06/30/2005 2004 CUNNINGHAM, CHRISTOPHER L 0 0 8 8 3 3
5 T32 AA 7468-17 07/01/2003 06/30/2004 2003 Smith, John 0 0 6 6 3 3
2 T32 AA 7468-16 07/01/2002 06/30/2003 2002 CUNNINGHAM, CHRISTOPHER L 0 0 6 6 3 3
5 T32 AA 7468-15 07/01/2001 06/30/2002 2001 CUNNINGHAM, CHRISTOPHER L 0 0 5 5 3 3
5 T32 AA 7468-14 07/01/2000 06/30/2001 2000 CUNNINGHAM, CHRISTOPHER L 0 0 5 5 3 3
5 T32 AA 7468-13 07/01/1999 06/30/2000 1999 CUNNINGHAM, CHRISTOPHER L 0 0 5 5 3 3
5 T32 AA 7468-12 07/01/1998 06/30/1999 1998 CUNNINGHAM, CHRISTOPHER L 0 0 5 5 1 3
2 T32 AA 7468-11 07/01/1997 06/30/1998 1997 CUNNINGHAM, CHRISTOPHER L 0 0 5 4 3 4
5 T32 AA 7468-10 07/01/1996 06/30/1997 1996 CUNNINGHAM, CHRISTOPHER L 0 0 4 4 2 3
5 T32 AA 7468-9 07/01/1995 06/30/1996 1995 CUNNINGHAM, CHRISTOPHER L 0 0 4 4 3 3
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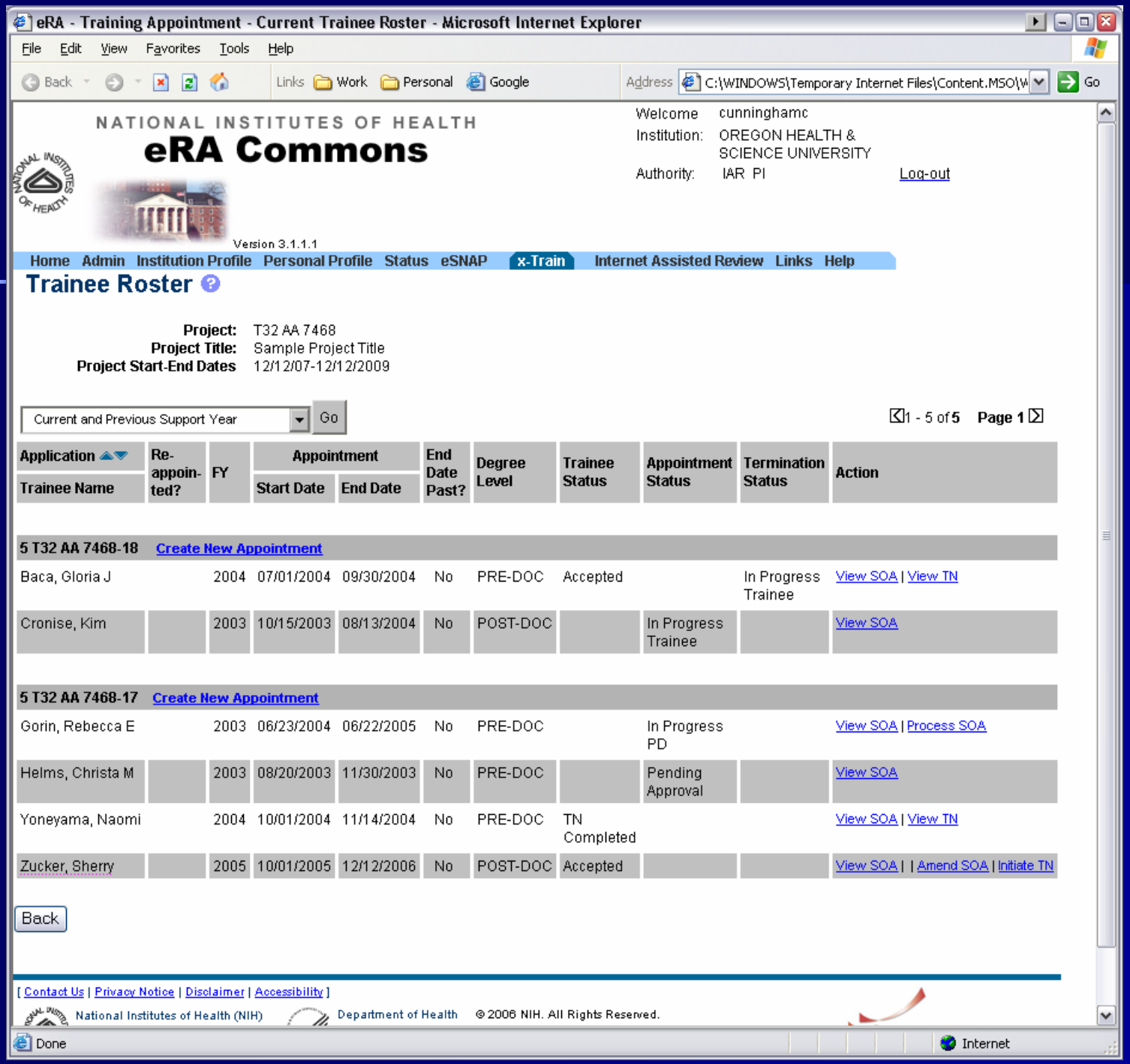
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Trainee Roster
Project: T32 AA 7468
Project Title: Sample Project Title
Project Start-End Dates 12/12/07-12/12/2009
Current and Previous Support Year Go
1 - 5 of 5 Page 1
Application Trainee Name
Re-appoin-ted?
FY
Appointment Start Date
Appointment End Date
End Date Past?
Degree Level
Trainee Status
Appointment Status
Termination Status
Action
5 T32 AA 7468-18 Create New Appointment
Baca, Gloria J 2004 07/01/2004 09/30/2004 No PRE-DOC Accepted In Progress Trainee View SOA | View TN
Cronise, Kim 2003 10/15/2003 08/13/2004 No POST-DOC In Progress Trainee View SOA
5 T32 AA 7468-17 Create New Appointment
Gorin, Rebecca E 2003 06/23/2004 06/22/2005 No PRE-DOC In Progress PD View SOA | Process SOA
Helms, Christa M 2003 08/20/2003 11/30/2003 No PRE-DOC Pending Approval View SOA
Yoneyama, Naomi 2004 10/01/2004 11/14/2004 No PRE-DOC TN Completed View SOA | View TN
Zucker, Sherry 2005 10/01/2005 12/12/2006 No POST-DOC Accepted View SOA | | Amend SOA | Initiate TN
Back
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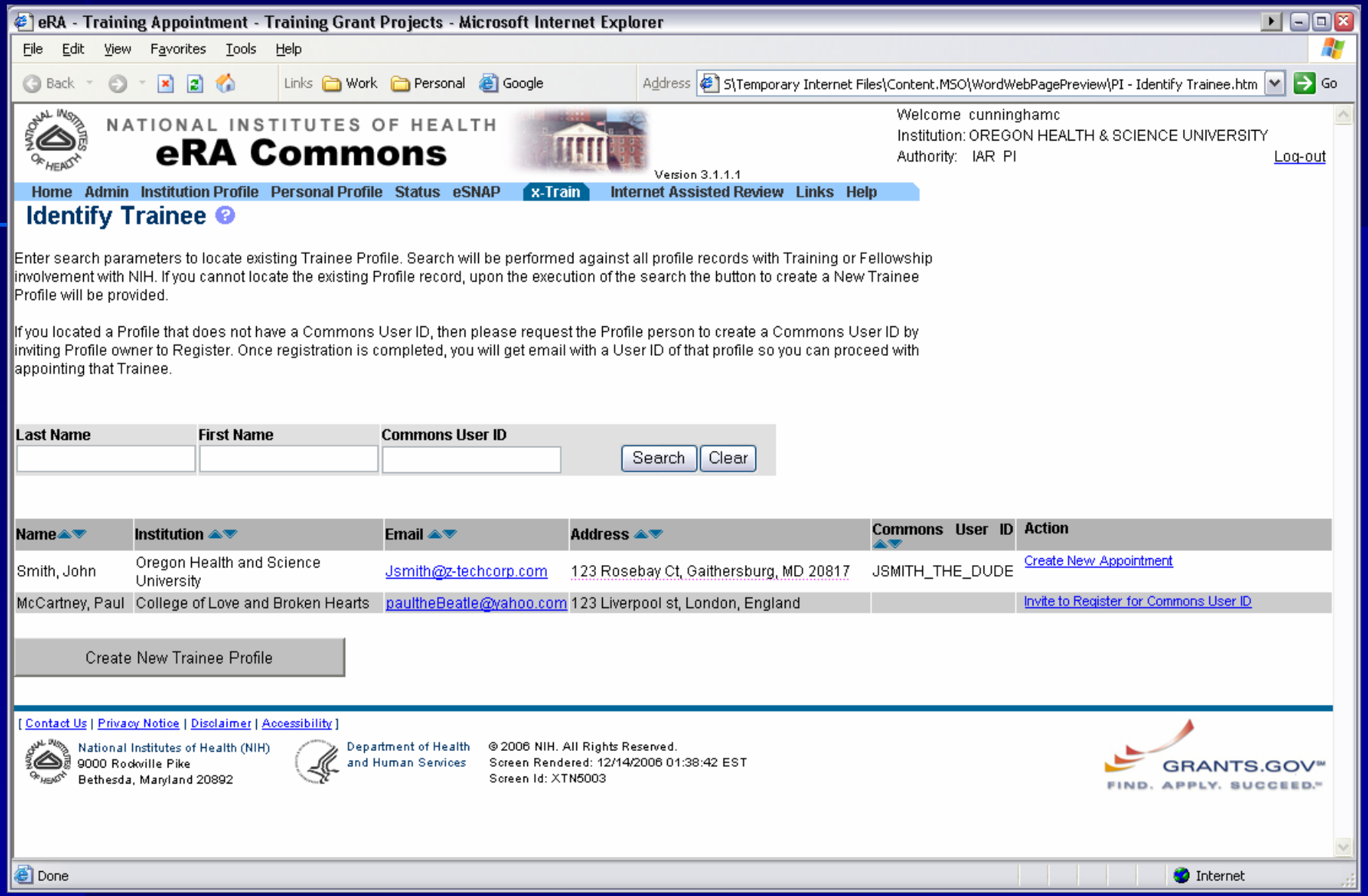
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Identify Trainee
Enter search parameters to locate existing Trainee Profile. Search will be performed against all profile records with Training or Fellowship involvement with NIH. If you cannot locate the existing Profile record, upon the execution of the search the button to create a New Trainee Profile will be provided.
If you located a Profile that does not have a Commons User ID, then please request the Profile person to create a Commons User ID by inviting Profile owner to Register. Once registration is completed, you will get email with a User ID of that profile so you can proceed with appointing that Trainee.
Last Name
First Name
Commons User ID
Search
Clear
Name
Institution
Email
Address
Commons User ID
Action
Smith, John
Oregon Health and Science University
Jsmith@z-techcorp.com
123 Rosebay Ct, Gaithersburg, MD 20817
JSMITH_THE_DUDE
Create New Appointment
McCartney, Paul
College of Love and Broken Hearts
paultheBeatle@yahoo.com
123 Liverpool st, London, England
Invite to Register for Commons User ID
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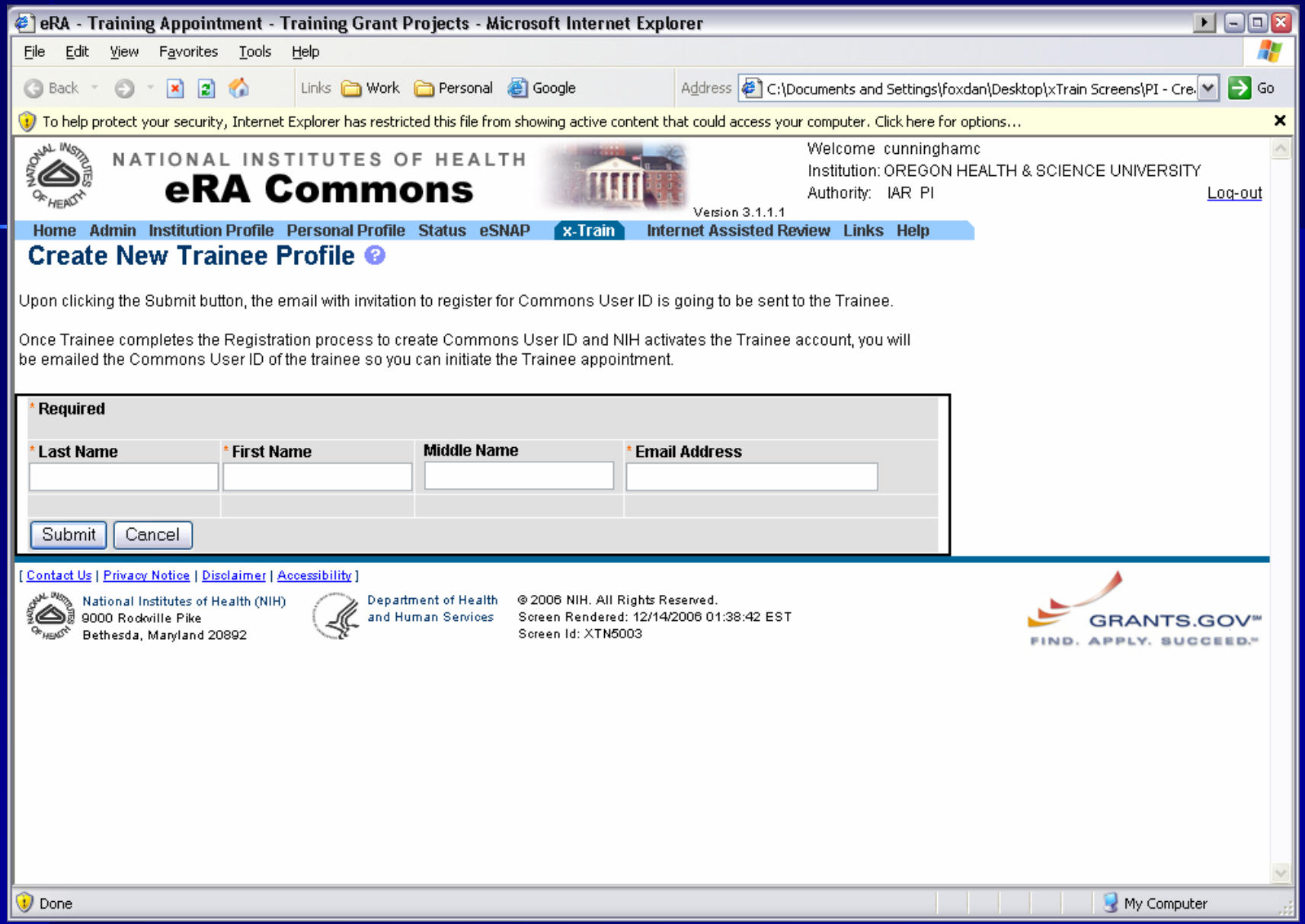
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Create New Trainee Profile
Upon clicking the Submit button, the email with invitation to register for Commons User ID is going to be sent to the Trainee.
Once Trainee completes the Registration process to create Commons User ID and NIH activates the Trainee account, you will be emailed the Commons User ID of the trainee so you can initiate the Trainee appointment.
* Required
* Last Name
* First Name
Middle Name
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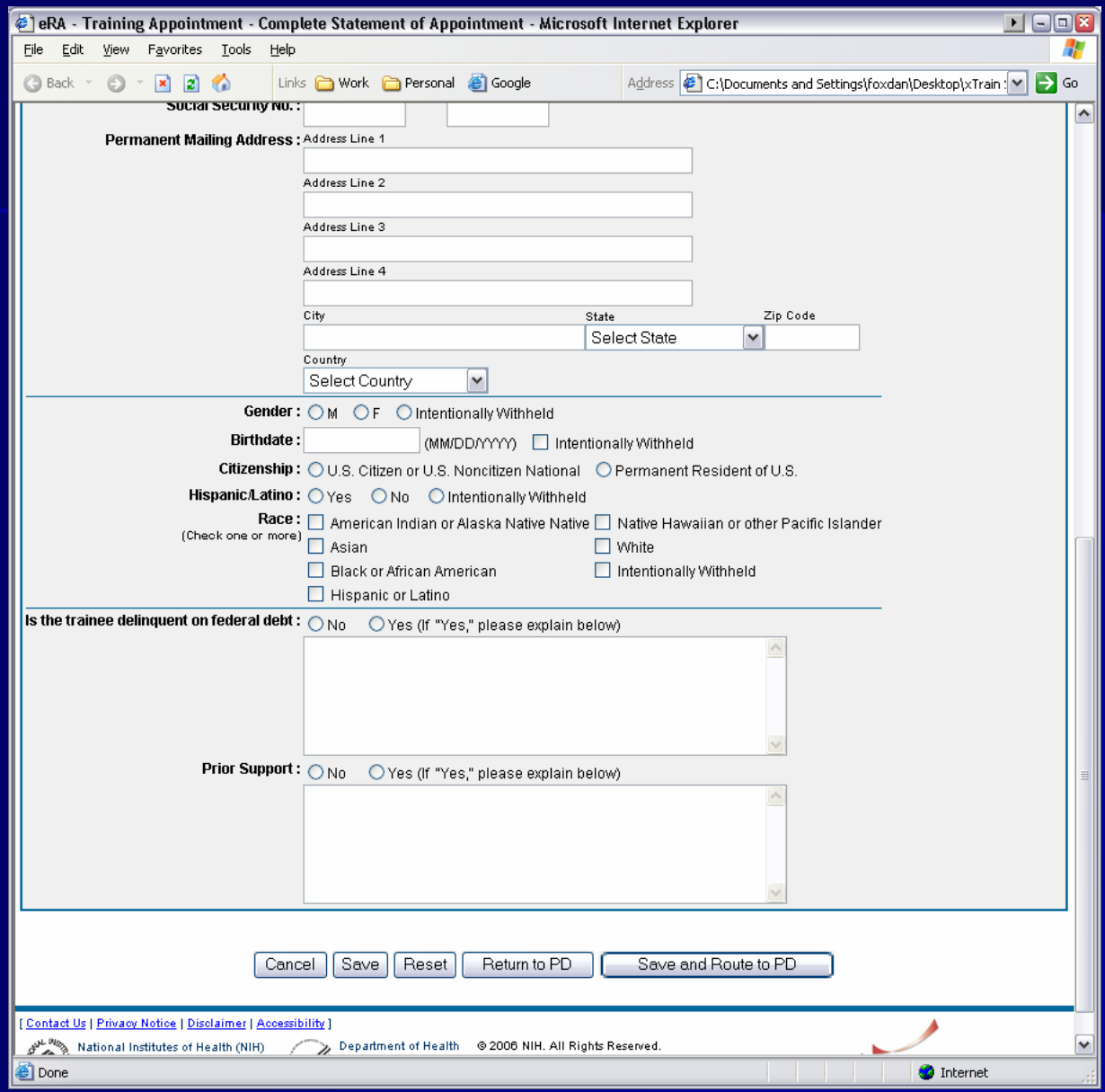
2271 – Still work in progress – Final screenshot TBD



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Termination Notice - Ruth L. Kirschstein National Research Service Award

Project Number: T32 CA 101690
Termination Status: In Progress PD
Project Title: TRAINING PROGRAM IN CANCER CELL BIOLOGY
Institution: Sample Institution Title
PD Name: MAGUN, BRUCE E.

* indicates required fields | **PHS 416-7 (Rev. 10/05)** Approved Through 10/31/08

Trainee Personal Information

Last Name, First Name, MI Edit Person Information/Degrees (This link available only to Trainee)
SSN: XXX-XX-1234

Address Line 1
Address Line 2
Address Line 3

City, State ZIP

* **Email:** lastName@mit.edu

Degree(s) Earned	Completion Date(s)

Termination Date and Business Official/Signing Official submitting the Termination Notice to NIH

*Termination Date

* Business Official: Last Name, First Name

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Termination Date and Business Official/Signing Official submitting the Termination Notice to NIH

*Termination Date

* Business Official: Last Name, First Name

Total Kirschstein - NRSA Support Under This Award

Support Year	Start Date	End Date	* Amount of Stipend	Number of	
				Months	Days
2nd Year	05/01/2005	04/30/2006	35568	12	365
3rd Year	05/01/2005	04/30/2006	35568	12	365
4th Year	05/01/2005	04/30/2006	35568	12	365
5th Year	05/01/2005	04/30/2006	35568	12	365
6th Year	05/01/2005	04/30/2006	35568	12	365
		Totals:	132564		

Training Received

* Provide a summary of training received and research undertaken during trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. *If training appointment is being terminated early, state reason.* (2000 characters maximum)

TBD

- OR –

Upload PDF File

Browse

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Post Award Information

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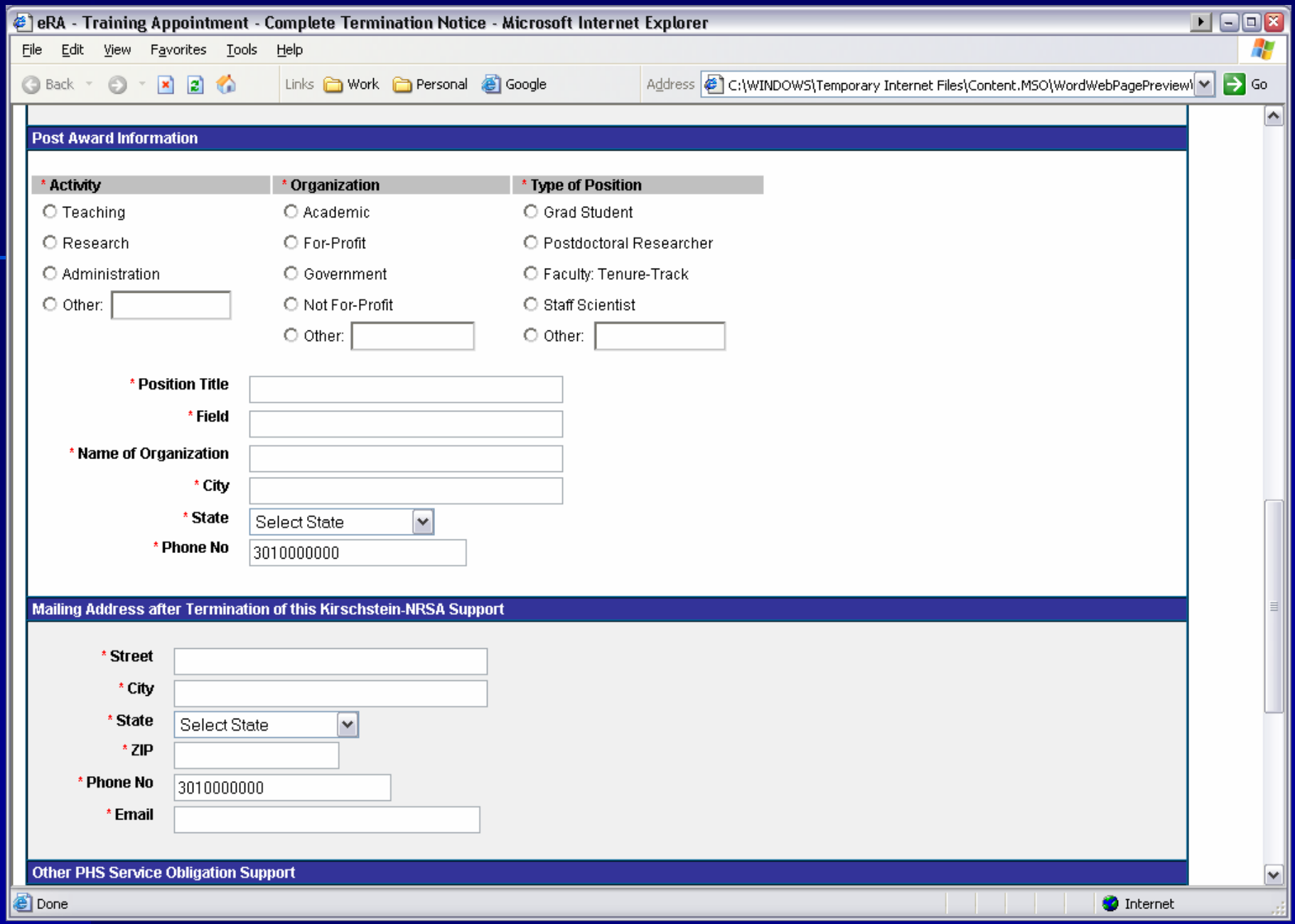
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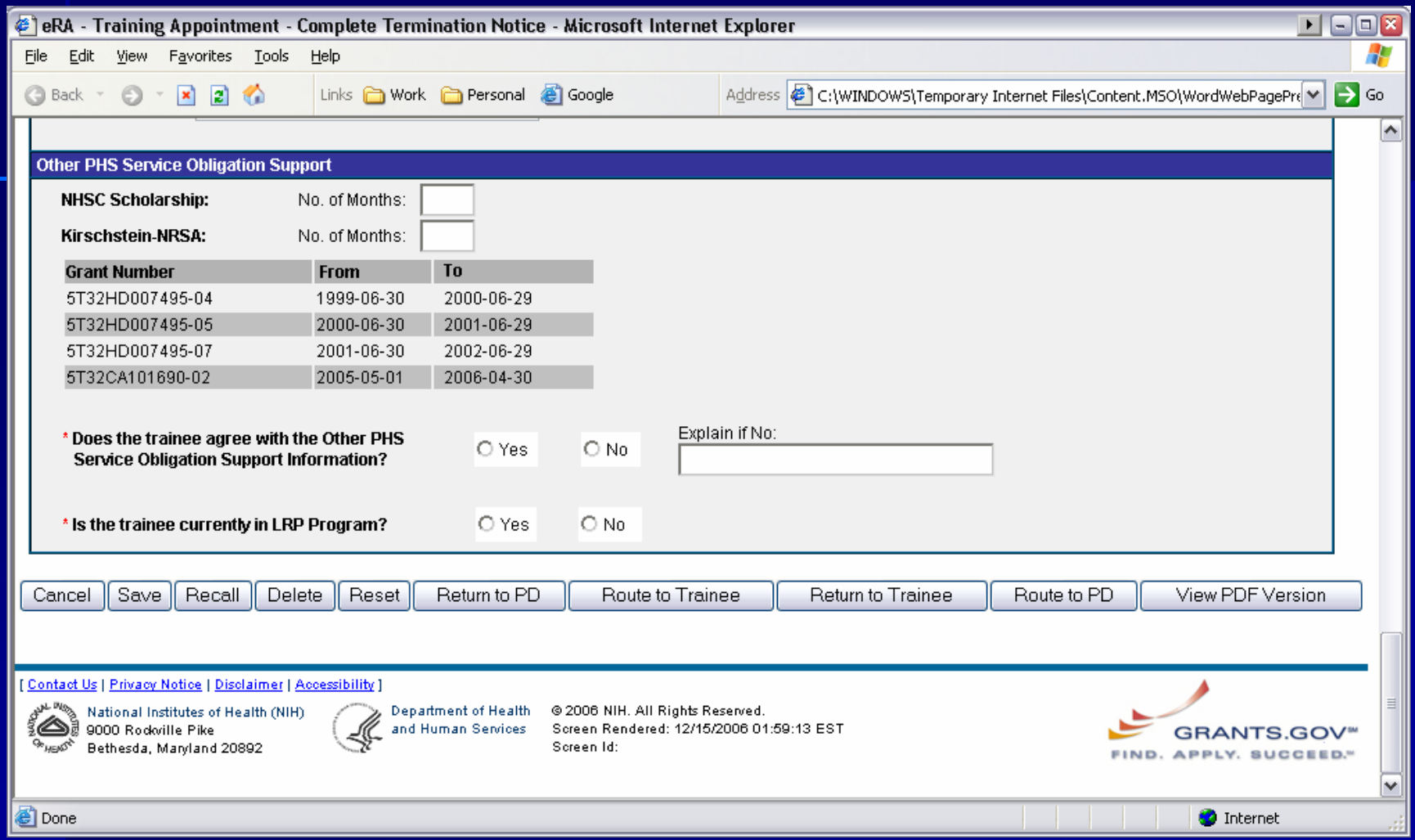
* Activity
Teaching
Research
Administration
Other:
* Organization
Academic
For-Profit
Government
Not For-Profit
Other:
* Type of Position
Grad Student
Postdoctoral Researcher
Faculty: Tenure-Track
Staff Scientist
Other:
* Position Title
* Field
* Name of Organization
* City
* State
Select State
* Phone No
3010000000
Mailing Address after Termination of this Kirschstein-NRSA Support
* Street
* City
* State
Select State
* ZIP
* Phone No
3010000000
* Email
Other PHS Service Obligation Support
Done
Internet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Other PHS Service Obligation Support
NHSC Scholarship: No. of Months:
Kirschstein-NRSA: No. of Months:
Grant Number | From | To
5T32HD007495-04 | 1999-06-30 | 2000-06-29
5T32HD007495-05 | 2000-06-30 | 2001-06-29
5T32HD007495-07 | 2001-06-30 | 2002-06-29
5T32CA101690-02 | 2005-05-01 | 2006-04-30
* Does the trainee agree with the Other PHS Service Obligation Support Information?
Yes
No
Explain if No:
* Is the trainee currently in LRP Program?
Yes
No
Cancel
Save
Recall
Delete
Reset
Return to PD
Route to Trainee
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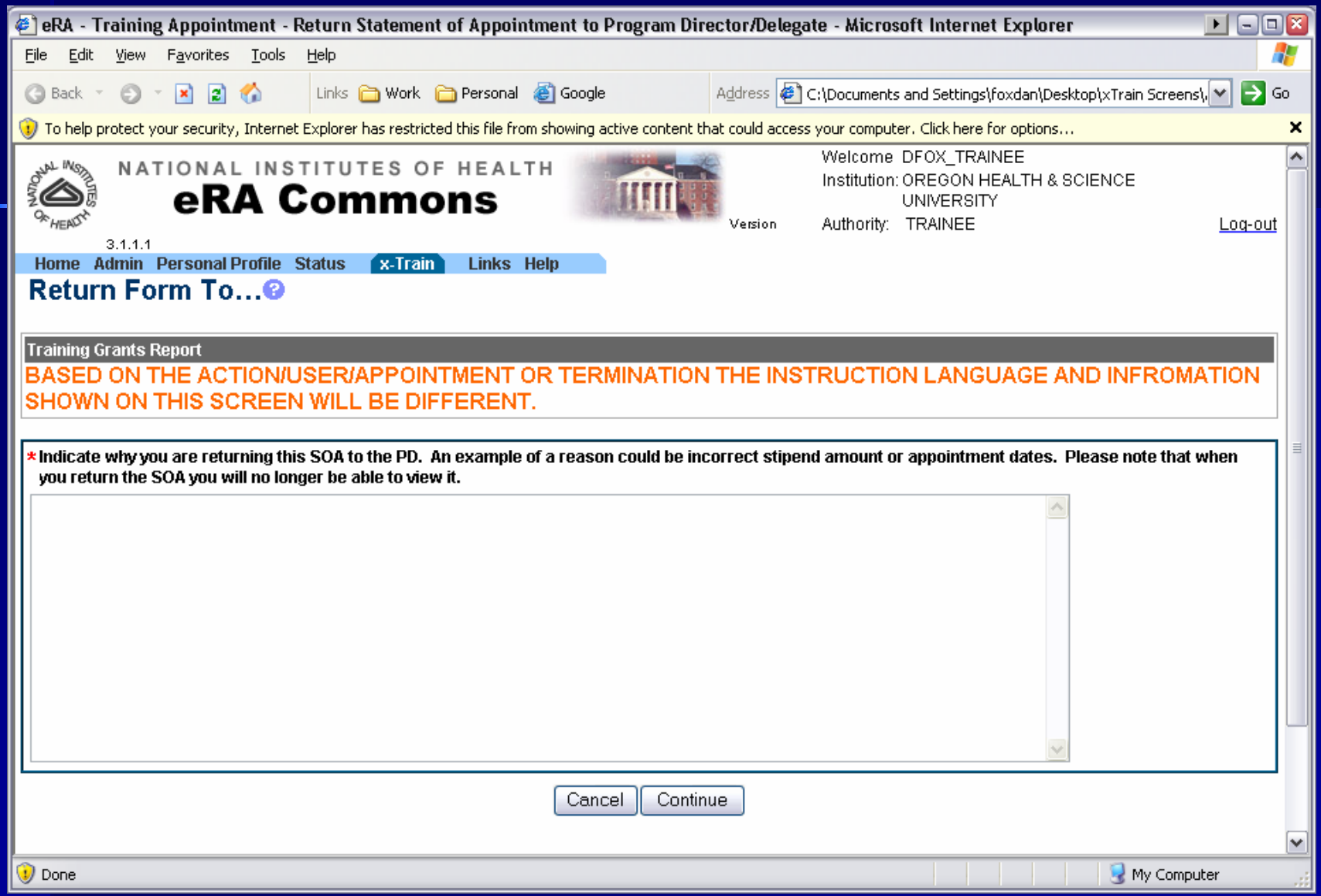
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*Indicate why you are returning this SOA to the PD. An example of a reason could be incorrect stipend amount or appointment dates. Please note that when you return the SOA you will no longer be able to view it.
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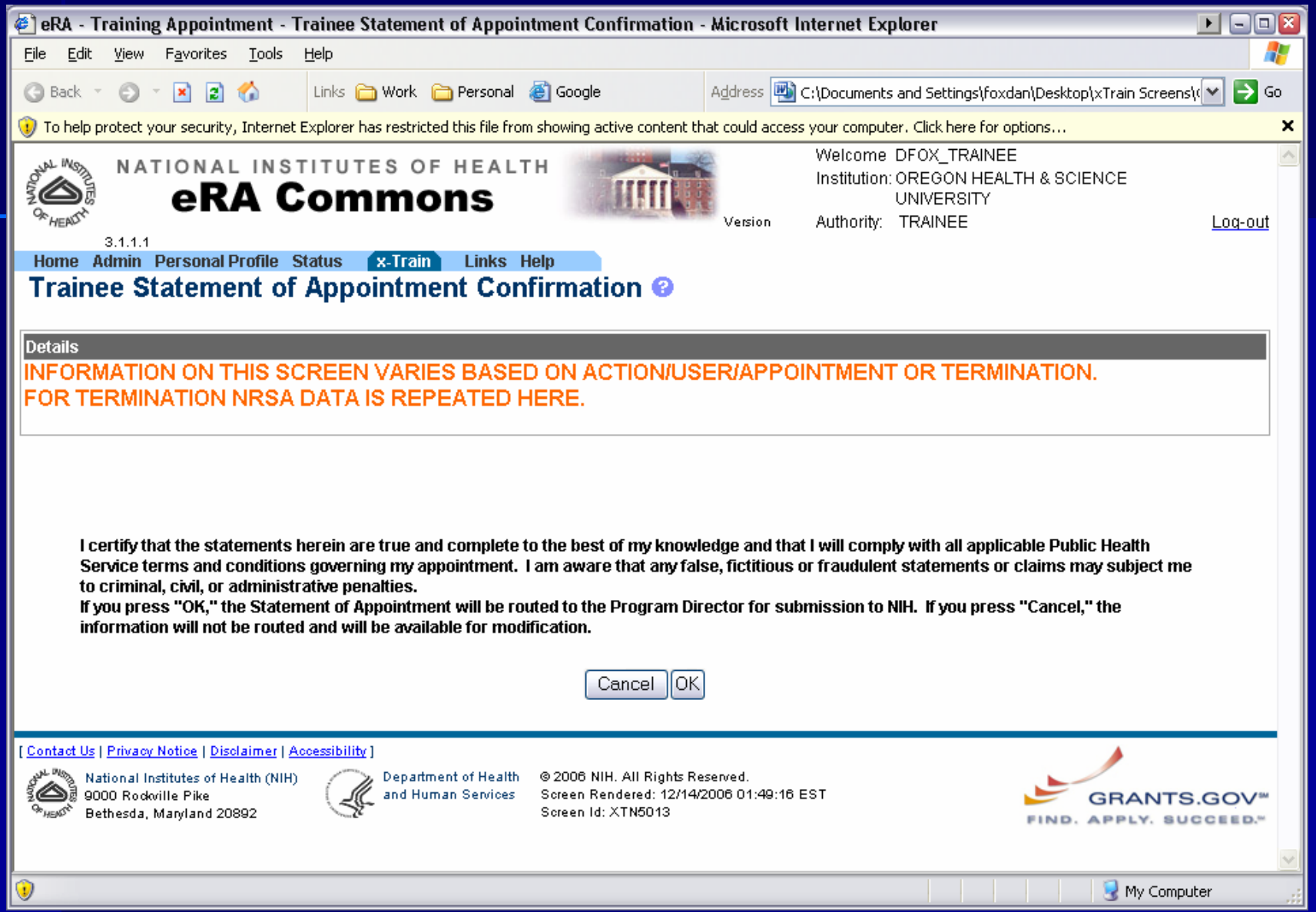
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Trainee Statement of Appointment Confirmation
Details
INFORMATION ON THIS SCREEN VARIES BASED ON ACTION/USER/APPOINTMENT OR TERMINATION.
FOR TERMINATION NRSA DATA IS REPEATED HERE.
I certify that the statements herein are true and complete to the best of my knowledge and that I will comply with all applicable Public Health Service terms and conditions governing my appointment. I am aware that any false, fictitious or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
If you press "OK," the Statement of Appointment will be routed to the Program Director for submission to NIH. If you press "Cancel," the information will not be routed and will be available for modification.
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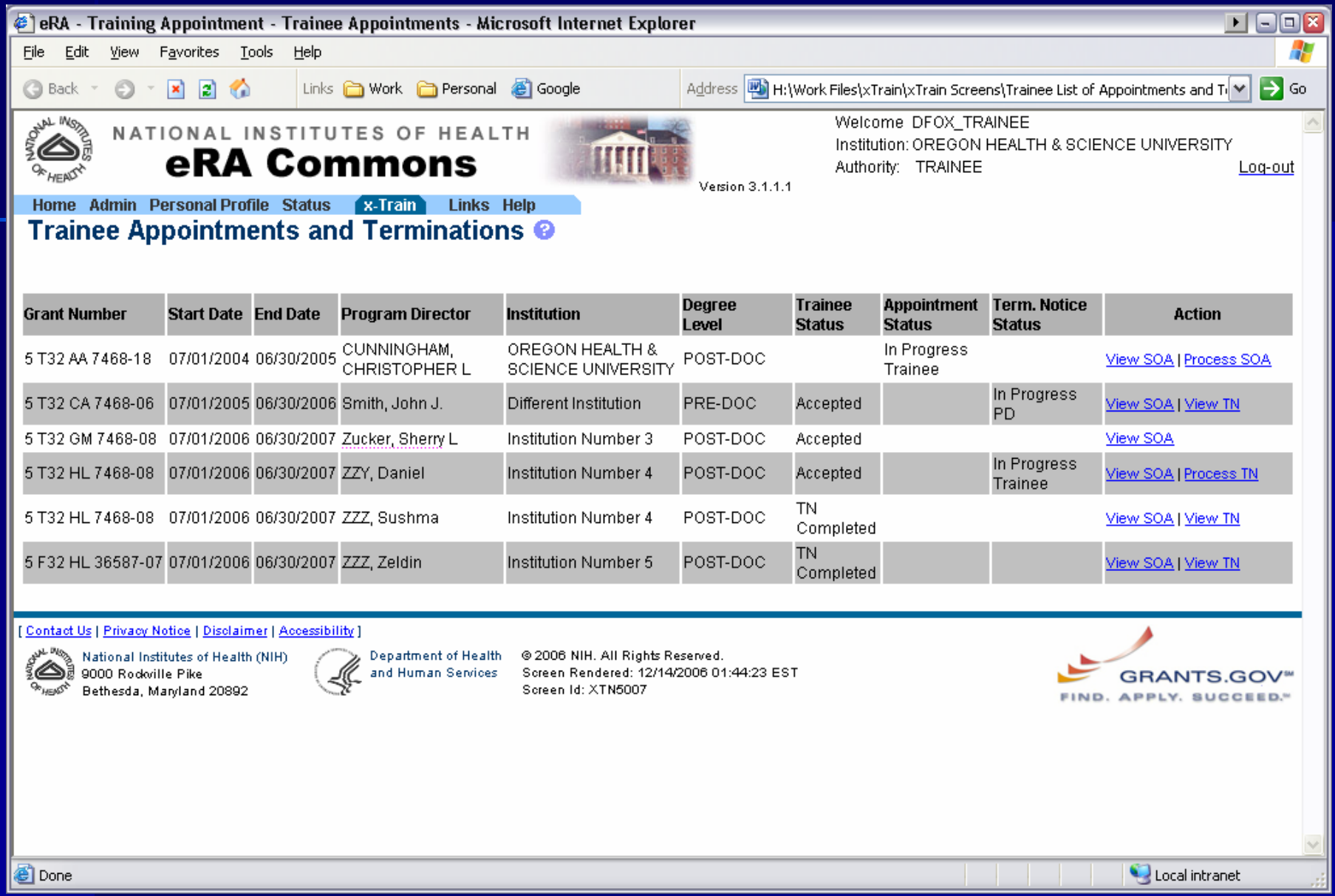
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Welcome DFOX_TRAINEE
Institution: OREGON HEALTH & SCIENCE UNIVERSITY
Authority: TRAINEE
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Trainee Appointments and Terminations
Grant Number | Start Date | End Date | Program Director | Institution | Degree Level | Trainee Status | Appointment Status | Term. Notice Status | Action
5 T32 AA 7468-18 | 07/01/2004 | 06/30/2005 | CUNNINGHAM, CHRISTOPHER L | OREGON HEALTH & SCIENCE UNIVERSITY | POST-DOC | | In Progress Trainee | | View SOA | Process SOA
5 T32 CA 7468-06 | 07/01/2005 | 06/30/2006 | Smith, John J. | Different Institution | PRE-DOC | Accepted | | In Progress PD | View SOA | View TN
5 T32 GM 7468-08 | 07/01/2006 | 06/30/2007 | Zucker, Sherry L | Institution Number 3 | POST-DOC | Accepted | | | View SOA
5 T32 HL 7468-08 | 07/01/2006 | 06/30/2007 | ZZY, Daniel | Institution Number 4 | POST-DOC | Accepted | | In Progress Trainee | View SOA | Process TN
5 T32 HL 7468-08 | 07/01/2006 | 06/30/2007 | ZZZ, Sushma | Institution Number 4 | POST-DOC | TN Completed | | | View SOA | View TN
5 F32 HL 36587-07 | 07/01/2006 | 06/30/2007 | ZZZ, Zeldin | Institution Number 5 | POST-DOC | TN Completed | | | View SOA | View TN
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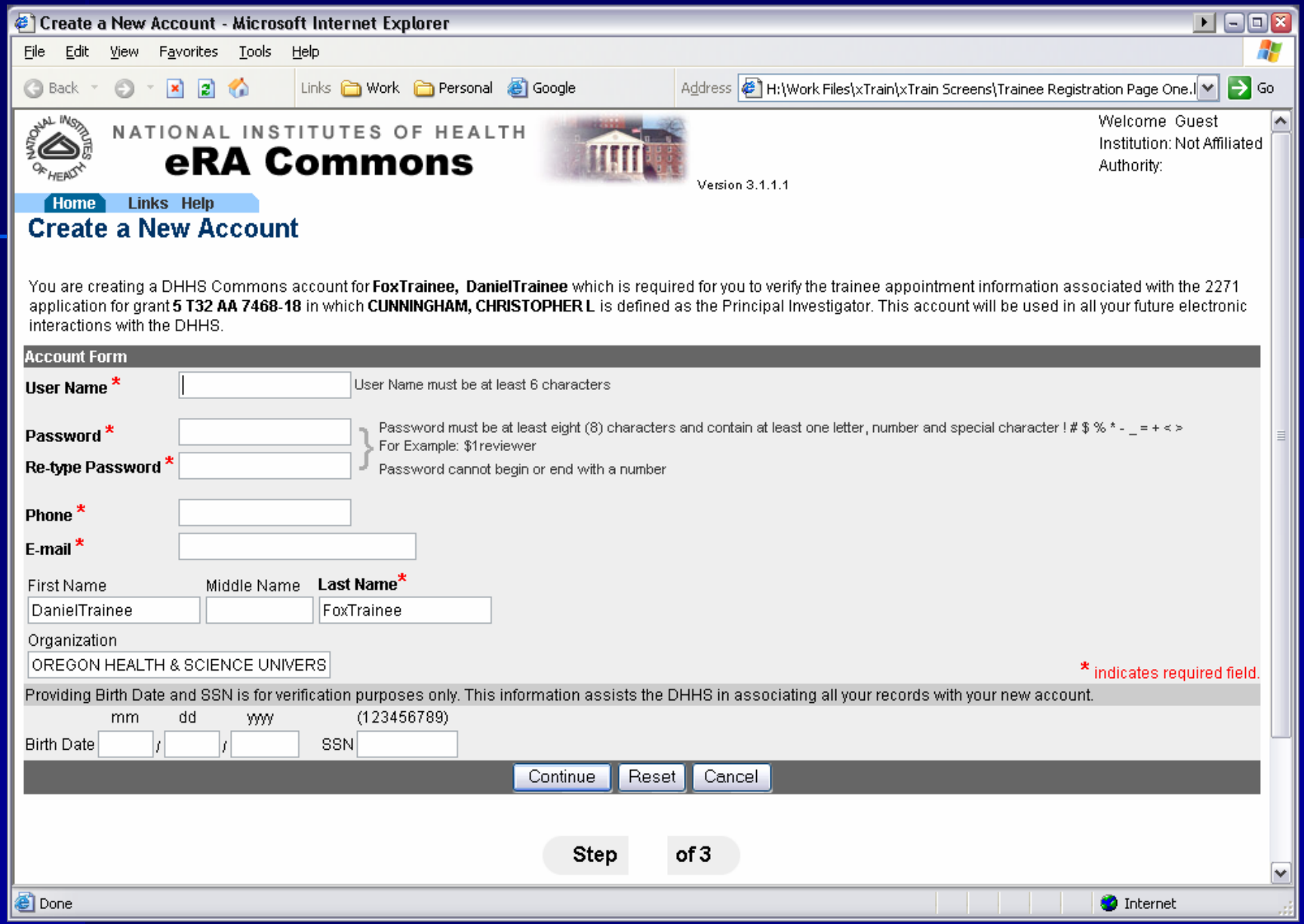
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Account Form
User Name *
User Name must be at least 6 characters
Password *
Re-type Password *
Password must be at least eight (8) characters and contain at least one letter, number and special character ! # $ % * - _ = + < >
For Example: $1reviewer
Password cannot begin or end with a number
Phone *
E-mail *
First Name
Middle Name
Last Name*
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FoxTrainee
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* indicates required field.
Providing Birth Date and SSN is for verification purposes only. This information assists the DHHS in associating all your records with your new account.
mm dd yyyy (123456789)
Birth Date / /
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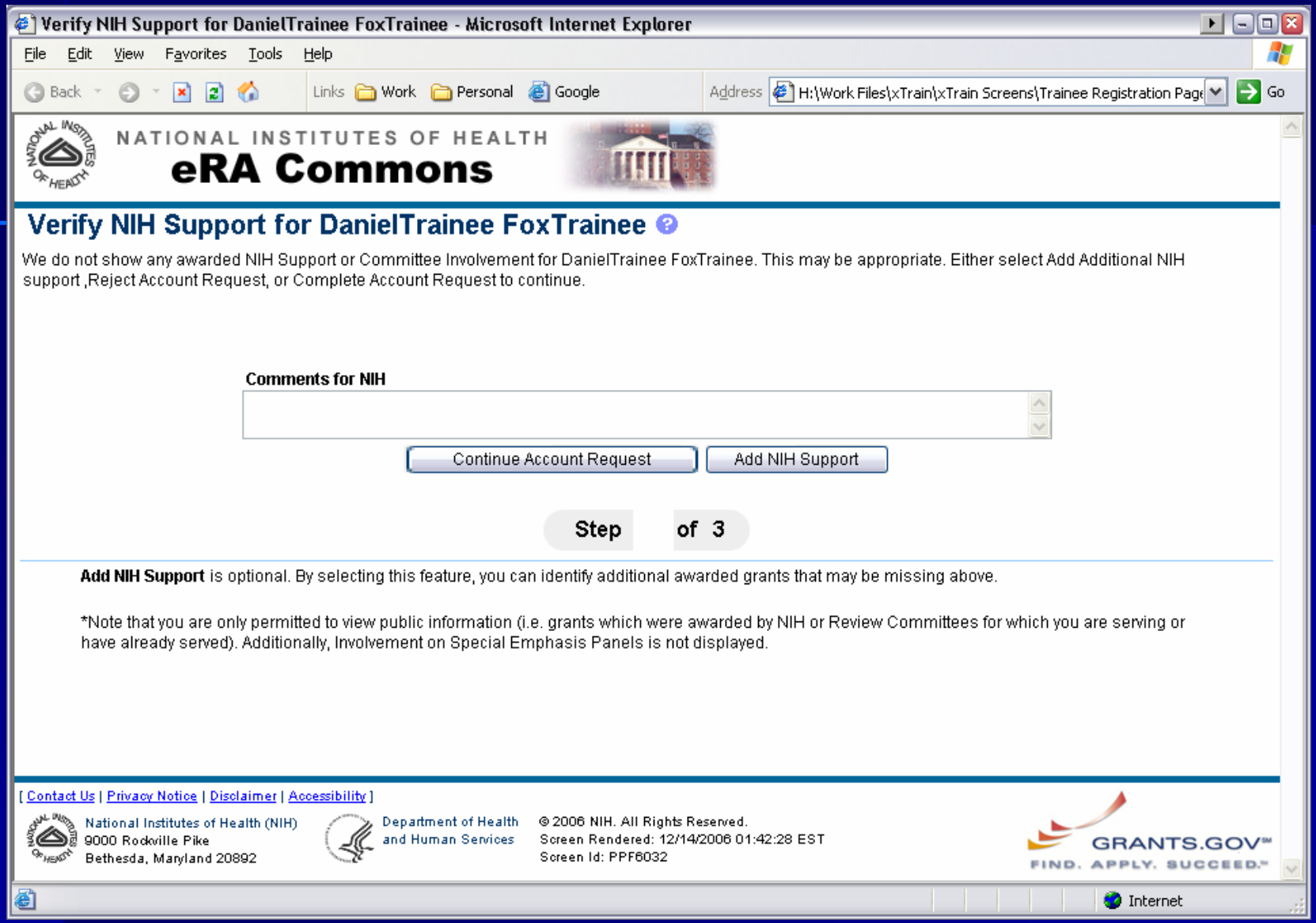
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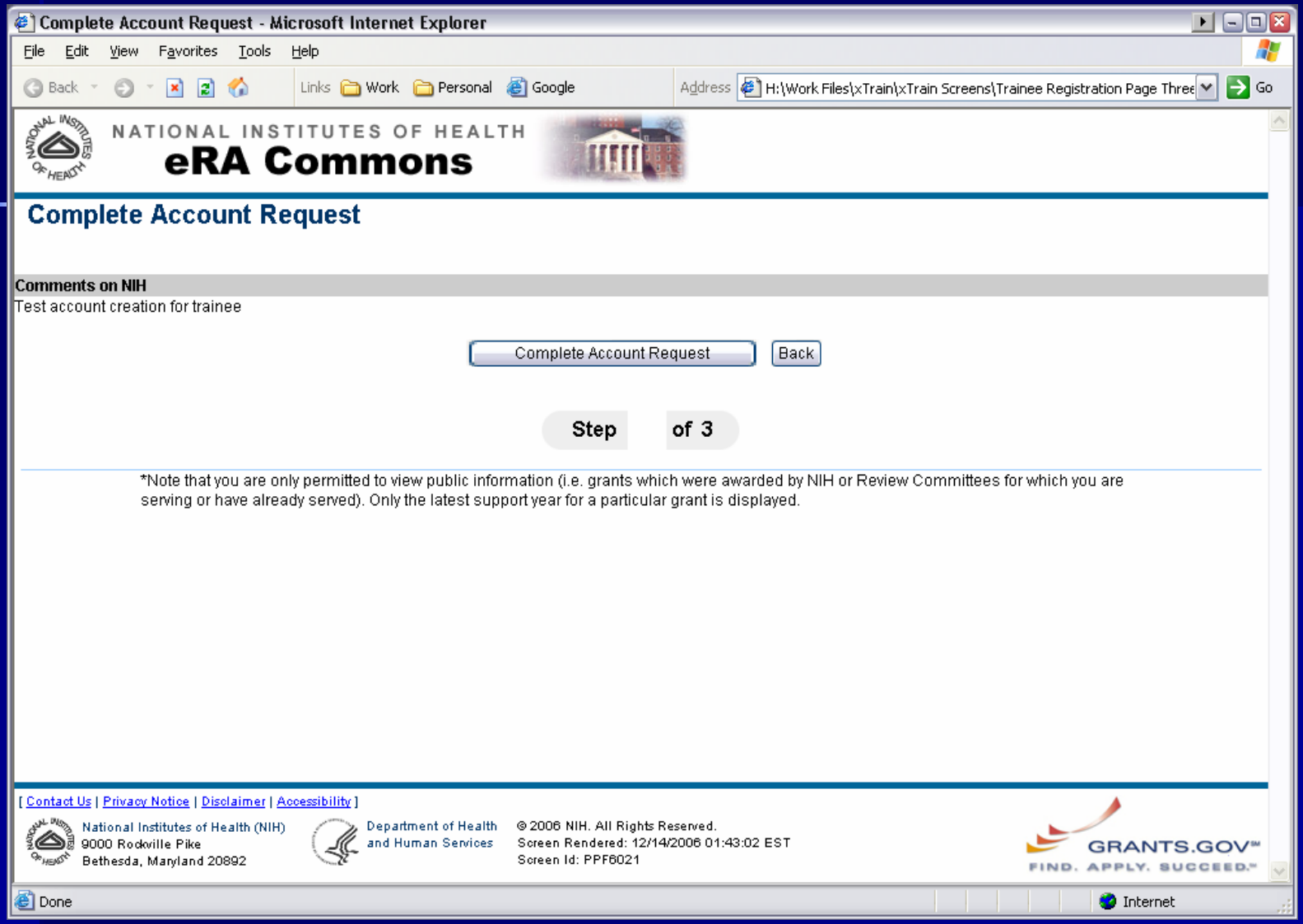
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