xTrain for Institution Users

March 2012
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xTrain Basics
What is xTrain?

• xTrain is part of eRA Commons, an online application that allows both grantees and Federal staff to access and share administrative grant information

• xTrain allows Institution users to electronically prepare (enter data), route and submit Appointments Re-appointments, Amendments, and Termination Notices

• xTrain allows users to track the status of Appointments and Termination Notices

• xTrain is also used by Agency grants management staff to process Appointments and Termination Notices submitted electronically
Does xTrain have to be used?


- Paper submissions will not be accepted
Activity Codes Supported

xTrain supports the following Activity Codes -

**For Appointments:**
- Appointments of Trainees to Institutional Ruth L. Kirschstein-National Service Research Award (Kirschstein-NRSA) programs: T32, T34, T35, T90, TL1, and TU2
- Appointments of Trainees to *non-NRSA* institutional research training programs: NLM’s T15 only for NIH
- Appointments of scholars to institutional career development awards: KL2, K12 and KM1
- Appointments of individual participants to research education awards: R25 and R90
- Appointments of Trainees to CDC grants: T01, T02, T03, T15, T42

**For Termination Notices:**
- xTrain supports the termination of Appointments to institutional research training programs (except T34); the termination of fellowship awards to Kirschstein-NRSA fellowships (i.e., F30, F31, F32, F33); and the termination of scholars and participants.
For research education awards (R25, R90) and institutional career development awards (K12, KL2, KM1):

– The NIH awarding IC determines if the program requires the use of the PHS 2271 Statement of Appointment and/or PHS 416-7 Termination Notice. When these forms are used, the grantee is required to submit the forms via xTrain.
xTrain Users

• An eRA Commons account is needed to use xTrain

• The xTrain functions available to users are based on the “roles” associated with their accounts
  – Sometimes a single eRA Commons user account can have multiple roles
  – Complete list of eRA Commons roles: http://era.nih.gov/files/eRA_Commons_Roles.pdf
• **Business Official (BO role)**
  
  – Person working in research institution’s business office who has signature or other authority related to administering training grants
  
  – BOs are the only users with the authority to submit Termination Notices on behalf of the institution for institutional research training programs
• Program Director/Principal Investigator (PD/PI; PI role)
  – Responsible for overall direction of the training program
    • If a multi-PI, can perform the same actions as the Contact PI
  – Selects and Appoints Trainees, Amends Appointments (when necessary), and initiates Termination Notices
  – Also refers to individuals that have applied for or received individual fellowship awards
• PD/PI Delegate (ASST role)
  – Person, delegated by the PD/PI, with the authority to perform xTrain-related functions on his/her behalf
  – Same actions and notifications as PD/PI except for the ability to submit Appointments to Agency
  – Does not assist a Fellow

Throughout this presentation assume

**PD/PI Delegate (ASST) = PD/PI (PI)**
(except when submitting actions to Agency).
xTrain Users & Roles

• Trainee: Person at grantee Institution who will be appointed as a
  – Trainee on a research training grant
  – Scholar on a career development award
  – Participant on a research education award

• Sponsor: Person at a grantee Institution who mentors Fellows

• Sponsor Delegate: Person who assists the Sponsor in performing duties, except for submission
Account Set-up

• eRA Commons users with the Signing Official (SO), Administrative Official (AO), or Accounts Administrator (AA) role can create accounts with BO, PI, Sponsor or ASST roles or they can add these roles to existing accounts
  – Seek out these individuals for assistance with your account set-up

• To facilitate appointment-making through xTrain, NIH recommends that Institutions routinely establish eRA Commons accounts for training-grant-eligible students and post-doctorates

• Trainees without eRA Commons accounts can also be registered as part of the xTrain Appointment or Termination processes
Inviting a Trainee to Register

Let’s look at the steps taken to invite a Trainee to register from within xTrain

• When PD/PIs select **Create New Appointment** within xTrain, they are prompted for the Trainee’s User ID. If the User ID is unknown or does not exist, the **Identify Trainee** link can be used.
Inviting a Trainee to Register

The PD/PI enters search parameters and clicks **Search**.

Tip: Wild-card character (%) is allowed after the first 3 letters of the Last Name.

No match - Click **Create New Trainee Profile**.

Complete info; click **Continue**.
xTrain presents an Appointment form to the PD/PI. Once some basic information is entered and the form is saved, the following screen appears.

**Invite Trainee Now**
- Email with a link to register sent to Trainee
- PD/PI placed back in 2271 form
- **Re-invite Trainee to Register** button provided

**Invite Trainee Later**
- PD/PI placed back in 2271 form
- **Invite Trainee to Register** button provided
Inviting a Trainee to Register

• For Trainees who do not yet have eRA Commons accounts because their previous Appointments were submitted on paper, other xTrain actions (e.g., Re-appointments, Amendments, Terminations) also provide an opportunity to register the Trainees
  – Once forms are initiated and saved, the **Invite Trainee to Register** screen is displayed when an eRA Commons account does not exist for the Trainee
  – The Trainee must be registered before any action can be routed to them

**Note:**
The system will automatically add the Trainee role to an existing account found without one.
Responding to Invitation

- Trainees should respond to the xTrain “Create an Account” registration invitation as soon as possible to avoid processing delays
  
  – Click the link included in the email and follow the on-screen instructions

Dear Trainee:

This is a system-generated invitation from the eRA Commons xTrain website in connection with your participation as a Trainee for Program Director Money, Cher D on a Grant 5T32CA12345-4.

To participate in the Appointment and/or Termination forms submission, you will need to log on to the eRA Commons website with a user name and password.

Please visit this web site to create your account as soon as possible. Open your Web browser and go to the URL:

https://commons.era.nih.gov/commons/t.do?code=d83a25d73d498884&code2=f697146d1ed4f7f4
Complete form and click Save.
Verify any support identified as a potential match, provide comments and click **Continue Account Request**.

Click **Complete Account Request**.

After this step it will take 2-5 days for the account to be activated.
Once the trainee has received an email from NIH indicating that the account has been activated and providing a password, in a Web browser, the trainee should go to:

https://commons.era.nih.gov/commons/

Enter eRA Commons **Username** and **Password** and Click **Login**
Once a Trainee account is created, the Trainee must log into eRA Commons and access each of the Personal Profile pages to provide the information used to populate xTrain-related forms.
• xTrain will check the Trainee’s Profile during the Appointment and Termination process and will generate Errors/Warnings if the expected information is not provided or is inconsistent with xTrain business rules/NIH policy
  – Not all fields that are checked for errors/warnings are marked as required on the profile screens
• Personal Profile is used by multiple eRA services and some fields are required only in specific circumstances
**Profile – Personal Info**

**Personal Information**

**Notes & Tips:**
- No other users within your institution can view your Personal Profile information unless you delegate that authority to them.
- Providing Social Security Number (SSN) information helps agency staff uniquely identify and manage your system records.
- Personal information (e.g., gender, date of birth, disability) is used for aggregate statistical reporting only. This data is a vital tool in identifying and addressing any program inequities.
- Providing a middle name is especially important for individuals with common names.

<table>
<thead>
<tr>
<th><strong>Identifying Information</strong></th>
<th><strong>Email</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Prefix:</td>
<td><a href="mailto:askers@mail.nih.gov">askers@mail.nih.gov</a></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>SSN:</td>
<td></td>
</tr>
<tr>
<td>DOB (MM/DD/YYYY):</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td></td>
</tr>
<tr>
<td>Citizenship:</td>
<td></td>
</tr>
</tbody>
</table>

**Email** used for xTrain notifications and “Forgot Password” function.

**Disabilities** is required for xTrain.

**SSN requested.** If not provided, you will get a Warning indicating that this information is helpful in accurate identification of an individual.

**Citizenship** is a required field for xTrain. A Trainee must be a citizen or noncitizen national of the US or lawfully admitted for permanent residence.
Notes and tips: Information is used for aggregate statistical reporting only, and is a vital tool for identifying and addressing program inequities.

Race(s) and Ethnicity section is required for xTrain.
Profile – Residential Address

• The Trainee should provide a permanent address where the Trainee can be reached after the completion of the program - Do not give the present address unless it is considered permanent.

Notes:

• Trainees: Please provide the address where they can be reached by mail after completion of their program (i.e., permanent address).
• Reviewers: Until the section below is completed, the link to the Secure Payee Registration System (SPRS) will not be available.

* indicates required field

Residential Address

| Line 1:* | 123 My Home Road |
| Line 2: | |
| Line 3: | |
| Line 4: | |
| Phone:* | 555-123-4567 |
| E-mail:* | askera@mail.nih.gov |

City:* My City
State:* MARYLAND
Zip Code:* 12345
Country:* UNITED STATES
Fax:
xTrain checks Degree information as part of the Appointment process.

PRE-DOC—must have a Bachelor’s Degree or equivalent.
POST-DOC—must have a PhD, MD or equivalent.

Remember to provide information on degrees in progress and the expected completion date.

Check **Terminal Research Degree only** when it will be the last degree earned.

Use **Add New Degree** button to provide additional degree information.

Add Medical Residency if relevant.
Degree Details

Notes and Tips:

- Include all degrees completed or in progress.
- In addition to reporting, degree information sometimes used to validate application information or populate system forms.
- Trainees - current information is critical as it can determine eligibility for certain types of appointments/awards and can affect stipend level.

* indicates required field

Degree Information

Degree Name:* MD DOCTOR OF MEDICINE
Degree Text:
Degree Completed?* Yes  No / In Progress
Major:
Minor:
Institution:* HHS University
Location (if not in U.S., indicate city and country):
Date (or expected Date) of Degree (MM/YYYY):* 05/2010
Is this your Terminal Research Degree?  
Length of Program (Number of Years):

Only check “Terminal Research Degree?” if no future degrees are expected.
An Error is generated during the Appointment process if Yes is checked and no explanation is provided.
Disadvantaged Background

Individuals from disadvantaged backgrounds are typically high school students or undergraduates, and either:

1. Come from a family with an annual income below established low-income thresholds, or

2. Come from a social, cultural, or educational environment such as that found in certain rural or inner-city environments that have demonstrably and recently directly inhibited the individual from obtaining the knowledge, skills, and abilities necessary to develop and participate in a research career.

Under extraordinary circumstances the PHS may, at its discretion, consider an individual beyond the undergraduate level to be from a disadvantaged background. Such decisions will be made on a case-by-case basis, based on appropriate documentation. Trainees should contact the NIH Research Training Officer at NIHTrain@mail.nih.gov for further instructions.
Using xTrain
What is the first thing most Program Directors will want to do?

Delegate the ability to perform their xTrain actions to someone else!
• A PD/PI can delegate to an assistant the authority to perform all xTrain-related functions on their behalf except for the authority to submit Appointments to the Agency

  – eRA Commons allows PD/PI’s to delegate several types of authority (such as the ability to update the PD/PI’s personal profile, to act as the PD/PI, and to perform actions in xTrain)

  – The delegations feature allows users to delegate all available types of tasks to a user (or users) in one place

See release notes at http://era.nih.gov/files/Commons_RN_3.01.01.0_100711.pdf
To Assign Delegation, the PD/PI should
1. Log into eRA Commons at https://commons.era.nih.gov/commons/
2. Select the **Admin** tab on the blue navigation bar across the top of the screen
3. Select the **Delegation** option from the Admin submenu
The existing delegations are indicated. To add or delete delegations, select **Search or Add Delegate** link.

The PD/PI’s delegates, including xTrain ASST, will appear.
To use xTrain, log into Commons and then select the xTrain tab.

PD/PI users are brought to the My Grants screen when the xTrain tab is selected - The system displays all grants for which you are the PD/PI.

The **View Trainee Roster** link will bring you to the page from which you will perform xTrain actions, such as initiating Appointments.

The **Grant Number** links to the **Grant Summary** page.

The **View Pending Submission** link brings you to the page for submitting batch Appointments.
From the *My Grants* screen, click the Grant Number link to access the *Grant Summary* page.

Numbers displayed reflect paper/electronic actions accepted by NIH AND entered in eRA database. Data entry for paper forms maybe still underway.

Selecting a **Grant Number** link retrieves the **Commons PI View** screen for that project.
Selecting a **Grant Number** link retrieves the **Commons PI View** screen, which provides grant information, for that project.

Appointments and Termination Notices can be retrieved when the link is selected.
Click the **View Trainee Roster** link to perform xTrain actions.

Make selection of time period to see and click **Go**.
## Trainee Roster

### Appointment/Termination Source:
- Paper or Electronic

### Action:
- 2271 Form
- Amend 2271
- Initiate TN
- Term Notice

### Application/Trainee Name
- **Appointee Name**: Beaker, Kim Estry
- **Type**: New
- **FY**: 2006
- **Start Date**: 07/01/2006
- **End Date**: 06/30/2007
- **End Date Past?**: Yes
- **Degree Level**: PRE-DOCTOR
- **Appointment Status**: Pending Agency Review
- **Appointment Source**: Electronic
- **Termination Status**: In Progress BO
- **Current Reviewer**: 2271: AGENCY
- **View**: View 2271
- **Action**: 2271 Form

### Appointment/Termination Source:
- **Appointee Name**: Beauty, Sleeping
- **Type**: Reappointment
- **FY**: 2006
- **Start Date**: 07/01/2006
- **End Date**: 06/30/2007
- **End Date Past?**: Yes
- **Degree Level**: POST-DOCTOR
- **Appointment Status**: Terminated
- **Appointment Source**: Electronic
- **Termination Status**: In Progress BO
- **Current Reviewer**: 2271: AGENCY
- **View**: View 2271
- **Action**: 2271 Form

### Appointment/Termination Source:
- **Appointee Name**: Boys, Beagle
- **Type**: New
- **FY**: 2006
- **Start Date**: 07/01/2006
- **End Date**: 06/30/2007
- **End Date Past?**: Yes
- **Degree Level**: PRE-DOCTOR
- **Appointment Status**: Accepted
- **Appointment Source**: Paper
- **Termination Status**: In Progress BO
- **Current Reviewer**: 2271: AGENCY
- **View**: View 2271
- **Action**: Amend 2271

### Appointment Status:
- **Type**: In Progress PI
- **Status**: Pending Agency Review
- **On Hold by Agency**: Yes
- **Awaiting Paper Signature**: Accepted
- **Terminated**: No

### Termination Status:
- **Type**: In Progress BO
- **Status**: Pending Agency Review
- **On Hold by Agency**: Yes
- **Awaiting Award Revision**: Accepted
- **Terminated**: No

### View:
- (PDF version)
  - View 2271
  - View TN
  - View Payback
Using xTrain - ASST

- PD/PI Delegates (ASSTs) are brought to the My Grants screen when the xTrain Tab is selected.

If multiple PD/PIs have Delegated xTrain Authority to the same ASST, the ASST must select a specific PD/PI and click Select Profile.
Trainee Appointment* Flow

Program Director/Principal Investigator

PD/PI identifies Trainee, initiates Appointment by filling out the 2271 and routes 2271 to Trainee

Trainee fills out the 2271 form and updates profile and routes it back to PD/PI

PD/PI reviews completed 2271 and routes it to Agency for final approval

Agency

Trainee

* Also applies to Re-appointments and Amendments

Before Submission to Agency

In Progress PI – The PD/PI or the Assistant is working on the Appointment.

In Progress Trainee – The Trainee is working on the Appointment.
Appointment Statuses - After

After Submission to Agency

• **Pending Agency Review** – The Appointment has been submitted to the Agency

• **On hold** – The Appointment has been submitted and the Agency reviewer has put it on hold

• **On hold – Awaiting Paper Signature** – The Appointment has been submitted and the Agency reviewer has put it on hold while waiting for the Payback Agreement and/or the documentation for a permanent resident
Create New Appointment

**Tip:**
Be sure to note the budget period before creating the appointment.

**Enter Trainee Commons User ID**

In order to proceed with this operation, you must enter the Commons User ID for the Trainee associated with the grant.

*Trainee User ID:*

ImaNewbie

Identify Trainee

Provide the Commons Username for the Trainee and click **Continue**.
# Statement of Training Appointment

**Project Number:** T32 MH 312008  
**Appointment Status:**  
**Project Title:** XTRAIN DEMO TRAINING GRANT  
**Institution:** UNIVERSITY OF PENNSYLVANIA  
**PD Name:** Money, Cher D

<table>
<thead>
<tr>
<th>PHS 2271</th>
<th>OMB No. 0925-0001</th>
</tr>
</thead>
</table>

* indicates required field

## Trainee Personal Information

For every research training appointment or re-appointment, trainees should review and update their personal information by using the Personal Profile link at the top of this page. Except for the e-mail address, personal information may only be entered or modified by the trainee.

**Last Name, First Name, MI:** Newbie, Ima Brand

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>123 My Home Road</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>Address Line 4</td>
<td></td>
</tr>
</tbody>
</table>

**City, State, ZIP:** My City, MD, 12345  
**Country:** UNITED STATES

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:askera@mail.nih.gov">askera@mail.nih.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>555-123-4567</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree(s) Earned/In Progress</th>
<th>Completion Date</th>
<th>Major/Minor</th>
<th>Degree Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>05/2003</td>
<td>Biology</td>
<td>Y</td>
</tr>
<tr>
<td>MD</td>
<td>05/2008</td>
<td>J</td>
<td>Y</td>
</tr>
</tbody>
</table>

* screen continues on next slide *
Create New Appointment

* screen continued from previous slide *

Select Field of Training.

Period can not exceed 12 months and the start date must fall within the budget period.

Must Re-calculate if calendar box is used.

Select level appropriate to Trainee degree and experience.

Stipend must be entered and non-zero.

Appointment can be saved for later action.

Users enter salaries /other compensation for a whole or partial year.

From Trainee Profile or Trainee Supplied

PD/PI Supplied
Create New Appointment

• Additional action buttons appear at the bottom of the form after the initial Save

• Once the form is ready, click **Save & Route to Trainee**
  – The system will check the form for errors prior to routing
    • Any identified errors must be corrected prior to routing
    • Warnings are addressed at your discretion
Provide Comments

Please enter comments below to send them by e-mail to the next recipient of this form.

Comments:
I have started the 2271 form needed for you Appointment. Please complete the remaining information and route it back to me. Give me a call if you have any questions.

-Cher D. Money

Comments (up to 2000 characters) will be included in email message sent to Trainee. Click **Continue**

Route to Trainee Confirmation

The Appointment Form was successfully routed and Email about this action was sent to Trainee.

Done

Status is set to **In-Progress Trainee**
Now the New Appointment from the Trainee perspective…

- Trainee users are brought to the Trainee Appointments and Terminations screen when the xTrain tab is selected.

Click the Process 2271 to access the Appointment form.
New Appointment

Statement of Training Appointment

Project Number: T32 MH 31 2008
Appointment Status: In-Progress Trainee View Routing History
Project Title: XTRAIN DEMO TRAINING GRANT
Institution: UNIVERSITY OF PENNSYLVANIA
PD Name: Money, Cher D

PHS 2271  OMB No. 0925-0001
*indicates required field

Trainee Personal Information
For every research training appointment or re-appointment, trainees should review and update their personal information by using the Personal Profile link at the top of this page. Except for the e-mail address, personal information may only be entered or modified by the trainee.

Last Name, First Name, MI: Newbie, Ima Brand
SSN: 000001234
Address Line 1: 123 My Home Road
Address Line 2:
Address Line 3:
Address Line 4:
City, State, ZIP: My City, MD, 12345
Country: UNITED STATES
* Email: askera@mail.nih.gov
Phone: 555-123-4567
Fax:

Degree(s) Earned/In Progress | Completion Date | Major Minor | Degree Completed? | Specialty Board – Select from pull-down list
BS | 06/2003 | Biology/Y | Y
MD | 06/2008 | j | Y

Name of Specialty Boards (if applicable)
Select Specialty Board Code

Is the Trainee in a dual-degree program (e.g. M.D./Ph.D.)?
☐ No ☐ Yes

SSN – pulled from Profile/Personal Info; last 4 digits displayed
Address – pulled from Profile/Residential Address
Email – pulled from Profile/Personal Info
Degrees – pulled from Profile/Degrees
Specialty Board – Select from pull-down list
Dual-degree – Select appropriate radio button
New Appointment

* screen continued from previous slide *

**Prior NRSA Support**

If the trainee has previously received support from Kirschstein-NRSA training grant or fellowship, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please go to the Admin tab, Accounts tab, and then click on the 'Verify NIH Support' submenu and follow the instructions for verifying NIH support.

<table>
<thead>
<tr>
<th>Grant #</th>
<th>PI</th>
<th>Appointment Start Date</th>
<th>Appointment End Date</th>
<th>Stipend Amt</th>
<th>Degree Level</th>
<th>Status</th>
</tr>
</thead>
</table>

**Field of Research Training or Career Development**

Choose a specific subfield (e.g., biological chemistry) unless the broader category (e.g., biochemistry) fits best.

--- Pediatric Oncology (7330)

**Period of Appointment**

* From (MM/DD/YYYY) 07/01/2006
* To (MM/DD/YYYY) 06/30/2007

12 months 0 days were used to select dates.

**Support for Period of Appointment**

- * Stipend Level or Salary
  - 0 - 36,996 POST-DOC
- * Stipend/Salary/Other Compensation
  - 36,996
- * Tuition/fees (estimated)
  - 12,000
- * Travel
  - 1,200

**Total**

50,196

**Trainee can click Save and complete the form later. Once complete, click Route to PI to continue the Appointment process. Note: Route to PI has implicit Save.**

**Prior NRSA Support** - pulled from profile. To correct, go to Admin/Account/Verify NIH Support and add grant number.
*When the Trainee clicks the **Save & Route to PI** button, the system will validate the information contained in the 2271 form and will flag any Errors or Warnings found*

- Errors must be corrected before the Appointment is routed. Warnings are corrected at your discretion.

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**Statement of Training Appointment**

**Error Message**

*Appointment validation errors:*
- Trainee citizenship must be entered. Trainee must enter this information on Personal Profile screen in eRA Commons.

(ID: 200014)

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**Project Number:** T32 MH 312008  
**Appointment Status:** In-Progress Trainee  
**View Routing History**  
**Project Title:** XTRAIN DEMO TRAINING GRANT  
**Institution:** UNIVERSITY OF PENNSYLVANIA  
**PD Name:** Money, Cher D

---

**Tip:** Keep your Commons Profile current to avoid errors/warnings.
New Appointment

Provide Comments

Please enter comments below to send them by e-mail to the next recipient of this form.

Comments:

I believe I have included all the necessary information. I look forward to this opportunity.

Ima Newbie

Comments (up to 2000 characters) will be included in email message sent to PD/PI. Click **Continue** button.

Route to PI Confirmation

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.

I Accept

Electronic Signature recorded.

Trainee Appointments and Terminations screen

Status is set to **In-Progress PI**.
To complete the Appointment, the PD/PI must review the 2271 form one last time and then **Submit to Agency**.

Only the PD/PI can submit an appointment. The assistant cannot submit to the Agency.

Click **Submit to Agency** to complete the Appointment initiation process.
Appointment Validation Warning

- Users could receive a validation warning
- Appointments can be submitted with warnings
- The PD/PI should decide whether or not to submit the Appointment based on the message
- Press Continue to complete the submission

Note that this is a warning, and Appointments can be submitted with warnings
New Appointment

Provide Comments

Please enter comments below to send them by e-mail to the next recipient of this form.

Comments:
I am submitting Ima Newbie's Appointment form. She is a wonderful addition to our program. Let me know if you have any questions.

Cher D. Money

Submit to Agency Certification

I certify that this individual is qualified for this program and is eligible to receive financial support for the period specified above. A copy of this appointment form will be given to the individual.

Submit to Agency Confirmation

The appointment was successfully submitted to the Agency, and the Agency's grant specialists will be notified. For predoctoral appointments, no further action is required. For postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Payback Agreement (6031), and the appointment will not be accepted until the Agency receives the signed forms.

For your convenience, pre-populated Payback Agreement form is provided below. For a postdoctoral appointment, please print the form, obtain all necessary signatures, and send originals to the designated grants management contact at the Agency.

Payback Agreement Form

Electronic Signature recorded; Status is set to Pending Agency Review.

Post-doc Appointments may require signed paper Payback Agreement.

Comments (up to 2000 characters) will be included in email message sent to Agency.

Click Continue.
New Appointment

• For Pre-doc Appointments
  – No further action is needed, unless confirmation of permanent residency status is required

• For Post-doc Appointments who have never received prior Kirschstein-NRSA support
  – Mail signed original Payback Agreement (6031) form to the awarding NIH Institute
  – Mail confirmation of permanent residency (if needed)
• Once an Appointment is Accepted by the Agency, an Amendment is needed to change any of the following items:
  – Name
  – Permanent Mailing Address
  – Appointment Period
  – Amount of Support from the Grant

• Submit an Amendment as soon as the change occurs

• Follows same process as Appointments
The View 2271 link for the Amendment (the PDF version) shows the original 2271 (as it was submitted) with an Amendment section appended at the end that shows each amendment, including those created by an early termination.

<table>
<thead>
<tr>
<th>Original Value</th>
<th>Amended Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/03/2008 - 09/02/2009</td>
<td>09/03/2008 - 12/14/2008</td>
</tr>
<tr>
<td>$20772</td>
<td>$5885</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trainee Signed Date</th>
<th>PD Signed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/08/2008</td>
<td>08/08/2008</td>
</tr>
<tr>
<td>12/04/2008</td>
<td>12/04/2008</td>
</tr>
</tbody>
</table>
Re-Appointment

• An Appointment (2271) form is needed for each budget period for which the Trainee receives support.

• The initial year of support on a specific grant is referred to as a “New” Appointment; subsequent periods are Re-appointments.

• Re-appointments follow the same basic flow as an Appointment.

The Period of Appointment pre-populates with the original dates. Remember to update with the new dates and then select stipends for the new fiscal year.

On the 2271 form, users select the grant or supplement for re-appointment.
Batch Submission Process

- To make the Appointment submission process easier, the PD/PI can submit all Appointments, re-appointments and amendments at one time from the My Grants screen.
- Click the View Pending Submissions to view all Appointments, re-appointments and amendments awaiting submission.
Batch Submission Process

### Pending Submissions

<table>
<thead>
<tr>
<th>Select All</th>
<th>Application</th>
<th>Trainee Name</th>
<th>Appointment Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Highest Degree</th>
<th>Degree Level</th>
<th>Stipend</th>
<th>Tuition Fee</th>
<th>Travel</th>
<th>Total</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ST32MH312008-35 (Budget Period: 07/01/2010-06/30/2011)</td>
<td>King, Lion</td>
<td>Reappointment</td>
<td>10/01/2010</td>
<td>09/30/2011</td>
<td>BA</td>
<td>PRE-DOC</td>
<td>21180</td>
<td>13052</td>
<td>300</td>
<td>39532</td>
<td>View 2271 Process 2271</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Munk, Chip</td>
<td>Reappointment</td>
<td>10/01/2010</td>
<td>06/30/2011</td>
<td>MS</td>
<td>PRE-DOC</td>
<td>15885</td>
<td>13085</td>
<td>300</td>
<td>29270</td>
<td>View 2271 Process 2271</td>
</tr>
</tbody>
</table>

**Select and Submit**

Only the PD/PI can submit

**Provide Comments**

Comments are optional. If you would like to send comments to the Agency by e-mail, please enter them in the above boxes.

**Submit to Agency Confirmation**

The appointed were successful submitted to the Agency, and the Agency's grant specialists will be notified. For pre-doctoral appointments, no further action is required. For postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Payback Agreement (G031), and the appointment will not be accepted until the Agency receives the signed forms.

**The submitted Appointments will have the status of Pending Agency Review**

These options allow the PD/PI to view an individual form and check it for errors (by using the validate button) before submission.
Routing History

• The View Routing History link is available throughout many of the xTrain processes
  – Provides event history, including routing comments
  – Can be accessed by viewing a form and select “Routing History” or clicking on the Appointment/termination status
### View 2271

Any xTrain user can use the View 2271 link in their hitlist or the View PDF button at the bottom of the form to look at the current document.

- If not yet submitted to Agency (or if previously submitted on paper), the system creates the view “on the fly,” pulling the most current information from the profile/database and any entered data.
- If already electronically submitted, a “snapshot” of the form at time of submission is displayed.
- Uses most recently OMB-approved form.

For historical paper submissions, the form may not look identical to the one submitted.
xTrain
Termination Process
The Termination Notice documents the termination of NRSA fellowships and Appointments to NRSA training grants.

It may also be used to document the termination of Appointments to non-NRSA institutional research training programs (e.g., NLM T15’s), research education awards (e.g., R25), and institutional career development awards (e.g., K12).

- For non-NRSA awards, please refer to the Funding Opportunity Announcement or Notice of Award to determine whether a termination notice is required.
Program Director/Principal Investigator (PD/PI; PI role)
- Initiates Termination Notices
- Can submit some Termination Notices
- In addition to institutional training grant and career development directors and leaders of research education awards, the Fellow is also a PD/PI

PD/PI Delegate (ASST role)
- Person, delegated by the PD/PI, with the authority to perform xTrain-related functions on his/her behalf
- Performs same actions and notifications as PD/PI except for submitting to Agency

Trainee
- Person at grantee institution who will be appointed as a Trainee, Scholar, or Participant on a training grant, career development award, or research education award
- Fellows are called Trainees in xTrain on the Trainee roster
Business Official (BO role)

- Person working in the research institution’s business office who has signature or other authority related to administrating training grants
- BOs submit Termination Notices on behalf of the Institution for NRSA and non-NRSA research training Appointments and Fellowships

Sponsor Role

- Person who mentors Fellows
- They can submit Termination Notices for Federal and Foreign Fellows

Sponsor Delegate

- Person, delegated by the PD/PI, with the authority to perform xTrain-related functions on his/her behalf except for submitting to the Agency
Termination Process Flow for Research Training Appointments

PD/PI locates Trainee on Roster, initiates a Termination Notice (TN), inputs additional info and routes TN to Trainee

Trainee fills out required information and routes the TN back to PD/PI

PD/PI reviews TN and routes it to BO

BO approves and routes TN to Agency

Termination for Others

• The termination process flow for fellows differs
  – The Fellow (PD/PI), Sponsor or Business Official (BO) can initiate the Termination Notice
  – Fellows and Sponsors can submit the Termination Notice directly to the Agency if the organization of the grant is either a Federal organization or foreign (the address is not in the US)

• The termination process flow for a few other Appointments also differs
  – Only the PD/PI can submit a Termination Notice for K12, KL2, R25, R90, and KM1 Appointments. The BO is not involved.
Termination Statuses

Before Submission:
- **In Progress PI** - the PD/PI or an assistant is working on the TN
- **In Progress Trainee** - the Trainee is working on the TN
- **In Progress BO** – the Business Official is working on the TN
- **In Progress Sponsor** – The Sponsor is working on the TN

After Submission:
- **Pending Agency Review** – The Termination Notice has been submitted to the Agency
- **On Hold by Agency** – The Agency has reviewed the TN but has not yet accepted it
- **On Hold by Agency – Awaiting Award Revision** – A fellowship award has submitted an early TN, and has been placed on hold until the award can be revised
Does xTrain support terminations for all training grants?

• Termination Notices can be submitted using xTrain for all NRSA awards except for T34s
• T34 awards are automatically terminated 180 days after the end date of the most recent T34 Appointment.
• xTrain also supports the termination of NRSA fellows

How will external users know they have to submit termination notices or a reappointment?

• Reminders are sent 30 days before the end date of the latest Appointment or fellowship to PD/PI and Assistant for Appointments and to Fellow, BO, Sponsor, and Sponsor Delegate for Fellowships
• Reminders are sent to the same individuals when the end date has passed and also 14 days after the end date
What happens if institutional officials do not process termination notices?

For Training Grants

- Termination Notices are automatically routed from the Trainee to the PD after 14 days
- Termination Notices are automatically routed from the PD/PI to the Business Official after 14 days

For Fellowships

- Termination Notices are automatically routed from the Sponsor to the Business Official after 14 days
- Termination Notices are automatically routed from the Fellow to the Business Official after 14 days
Who can Submit a Termination Notice?

- Only the **Business Official** can submit a Termination Notice to the Agency on behalf of the Institution for Appointments to Research Training grants or fellowships except for Federal or Foreign fellowships.

- For fellowships that are Federal or Foreign, the **PD/PI** (fellow) or **Sponsor** can submit the termination notice.

- Only the **PD/PI** can submit a Termination Notice for K12, KL2, R25, R90 and KM1 Appointments.
Termination Notices are typically initiated by the PD/PI

- BOs also can initiate a Termination Notice

Select **Initiate TN** to begin Termination process.
Termination Notice (form 416-7)

Termination Notice - Ruth L. Kirschstein National Research Service Award

**Project Number:** T32 MH 312008  
**Termination Status:**  
**Project Title:** XTRAIN DEMO TRAINING GRANT  
**Institution:** UNIVERSITY OF PENNSYLVANIA  
**PD Name:** Money, Cher D

---

*indicates required field

**Trainee Personal Information**

Before a research training appointment is terminated, trainees should review and update their personal information by using the Personal Profile link at the top of this page. Except for the e-mail address, personal information may only be entered or modified by the trainee.

**Last Name, First Name, MI:** Dale, Chip N.

**Address Line 1:** Acorn lane  
**Address Line 2:** Dr 2  
**Address Line 3:** Lane 99  
**Address Line 4:**

**City, State, ZIP:** Acorn, IN, 23121  
**Country:** UNITED STATES

* **Email:** [eRAStage@mail.nih.gov](mailto:eRAStage@mail.nih.gov)  
**Phone:** 1564454445  
**Fax:**

---

<table>
<thead>
<tr>
<th>Degree(s) Earned In Progress</th>
<th>Completion Date</th>
<th>Major/Minor</th>
<th>Degree Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>03/2004</td>
<td>/</td>
<td>Y</td>
</tr>
<tr>
<td>MD</td>
<td>06/2011</td>
<td>/</td>
<td>N</td>
</tr>
</tbody>
</table>

* screen continued on next slide *

The Termination Notice is opened and pre-populated with information pulled from the Trainee or Fellow profile.
• For both Trainees and Fellows, the **Modify Termination Date** button is used to modify the end date of the latest Appointment or fellowship on the Termination Notice.

• The system will recalculate the stipend for Appointments.

* screen continued on next slide *

Choose a BO from drop-down list

• For Appointments, this modification becomes an Amendment.

• For Fellows, Agency users cannot accept this change until the Notice of Award is modified.
The majority of information requested is entered by the Trainee or Fellow.

PD/PI Saves the form.

Additional action buttons will appear; click Save & Route to Trainee Status changes to In Progress Trainee.
Termination Notice

Provide Comments

If you would like to send comments by e-mail to the next recipient of this form, please insert them below.

Comments:
I have enjoyed your participation with our training program. Please complete this Termination Notice and route it back to me to close out your Appointment.

Cher D. Money

Comments (up to 2000 characters) will be included in email message sent to Trainee. Click **Continue** button.

Termination Notice Confirmation

The Termination Notice was successfully routed and Email about this action was sent to Trainee

PI Trainee Roster screen

Status is set to **In-Progress Trainee**.
The Termination Notice is opened and pre-populated with information pulled from the Trainee profile and previously entered data.

* screen continued on next slide *
Termination Notice

* screen continued from previous slide *

**Termination Date and Business Official submitting the Termination Notice to NIH**

**Termination Date:** 08/05/2010

**Business Official:** Ida, Happy

**Total Kirschstein - NRSA Support Under This Award**

<table>
<thead>
<tr>
<th>Support Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amount of Stipend/Salary</th>
<th>Standard Stipend Amount</th>
<th>ARRA</th>
<th>Number of Months</th>
<th>Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3</td>
<td>09/06/2007</td>
<td>09/05/2008</td>
<td>36,896.00</td>
<td></td>
<td></td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Year 4</td>
<td>09/06/2008</td>
<td>08/05/2009</td>
<td>38,976.00</td>
<td></td>
<td></td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Year 5</td>
<td>09/06/2009</td>
<td>08/05/2010</td>
<td>39,000.00</td>
<td>42,204.00</td>
<td></td>
<td>11</td>
<td>0</td>
</tr>
</tbody>
</table>

**Totals:** 114,972.00

**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)

**Post Award Information**

- OR -

Upload PDF File

**Activity**
- Further Education/Training
- Teaching
- Research
- Administration
- Clinical Practice
- Unknown

**Organization**
- Academic
- Industry
- Government
- Hospital
- Non-profit
- Unknown

**Type of Position**
- Student
- Resident/Clinical Fellow
- Postdoctoral Researcher
- Research Scientist (non faculty)
- Faculty: Tenure-Track
- Faculty: Other

Click appropriate radio buttons for: Post Award Activity, Organization and Type of Position.

* screen continued on next slide *
### Termination Notice

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Title:</strong></td>
<td>Enter position title.</td>
</tr>
<tr>
<td><strong>Name of Organization:</strong></td>
<td>Enter organization name.</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Enter city.</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>Select state.</td>
</tr>
<tr>
<td><strong>Phone No.:</strong></td>
<td>Enter phone number.</td>
</tr>
</tbody>
</table>

#### Mailing Address after Termination of this Kirschstein-NRSA Support

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street:</strong></td>
<td>Acorn Lane</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Acorn</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>INDIANA</td>
</tr>
<tr>
<td><strong>ZIP:</strong></td>
<td>23121</td>
</tr>
<tr>
<td><strong>Phone No.:</strong></td>
<td>301-555-1212</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:askera@mail.nih.gov">askera@mail.nih.gov</a></td>
</tr>
</tbody>
</table>

#### Other PHS Service Obligation Support

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National Health Service Corps Scholarship:</strong></td>
<td>No. of Months: 0</td>
</tr>
<tr>
<td><strong>Kirschstein-NRSA:</strong></td>
<td>No. of Months: 0</td>
</tr>
</tbody>
</table>

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

**Is the trainee currently participating in NIH Loan Repayment Program?**

- [ ] Yes
- [ ] No

**Save & Route to PI**
Comments (up to 2000 characters) will be included in email message sent to PD/PI.

Click **Continue** button.

Electronic Signature recorded.

Status is set to **In Progress PI**.
• The PD/PI cannot submit the Termination Notice. It must be routed to the Business Official (BO) for submission.

PI Trainee Roster screen

Bottom of form...

Other PHS Service Obligation Support

* National Health Service Corps Scholarship:  No. of Months: 0

* Kirschstein-NRSA:
  No. of Months: 0

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

Is the trainee currently participating in NIH Loan Repayment Program? Yes  No

Save  Cancel  Reset  Save & Route to Trainee  Save & Route to BO  Delete  View PDF

Note to BO:
Comments (up to 2000 characters) will be included in email message sent to BO.

Click **Continue** button.

Electronic Signature recorded.

Status is set to **In Progress BO**.

PI Trainee Roster screen
Termination Notice

- xTrain users with the BO role are brought to a grant search screen when the xTrain tab is selected.

Provide search criteria and click the **Search** button.

Select the **View Trainee Roster** link.
**Termination Notice**

- The BO has access to xTrain Actions from the *Trainee Roster*.

**BO Trainee Roster screen**

<table>
<thead>
<tr>
<th>Application Type</th>
<th>FY</th>
<th>Appointment Start Date</th>
<th>End Date</th>
<th>Termination Date</th>
<th>End Date Past?</th>
<th>Degree Level</th>
<th>Appointment Status</th>
<th>Appointment Source</th>
<th>Termination Source</th>
<th>Current Reviewer</th>
<th>View</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2T32MH1312008-5A1</td>
<td>Budget Period: 9/01/2009 - 08/31/2010</td>
<td>Dale, Chip N</td>
<td>Reappointment</td>
<td>05/05/2009</td>
<td>05/05/2010</td>
<td>Yes</td>
<td>POST-DOC</td>
<td>Accepted</td>
<td>Electronic</td>
<td>In Progress</td>
<td>BO</td>
<td>2271. AGENCY</td>
</tr>
</tbody>
</table>

**Select the **Process TN** link.**

**Bottom of form...**

**Other PHS Service Obligation Support**

- **National Health Service Corps Scholarship:** No. of Months: 0
- **Kirschstein-NRSA:** No. of Months: 0

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

**Grant Number**

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

**Is the trainee currently participating in NIH Loan Repayment Program?**

- Yes ☐ No ☐

**Save & Submit to Agency**

BO reviews TN and clicks **Submit to Agency** to complete the process.
Comments (up to 2000 characters) will be included in email message sent to Agency.

Click **Continue** button.

Electronic Signature recorded.

**Termination Notice Certification**

I certify that the information provided for "Dates of Support Under This Award", and "Total Stipend Received & Number of Months Supported under this Award" is correct according to institutional records.

**Termination Notice Confirmation**

The Termination Notice was successfully submitted to the Agency, and the Agency's grant specialists will be notified. For predoctoral trainees, no further action is required. To terminate postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Termination Notice, and the appointment will not be terminated until the Agency receives the signed form.

**BO Trainee Roster screen**

Status is set to **Pending Agency Review**.
Any xTrain user can use the View TN link in the Trainee Roster or use the View PDF button at the bottom of the form to look at the current document:

- If not yet submitted to Agency (or if previously submitted on paper), the system creates the view “on the fly” pulling the most current info from the profile/database and any entered data.
- If already electronically submitted, a “snapshot” of the form at time of submission is displayed.
- Uses most recently OMB-approved form.

For historical paper submissions, the form may not look identical to the one submitted.
Termination Notice – PDF Version

Shows early termination date, if applicable.

<table>
<thead>
<tr>
<th>YEAR OF SUPPORT</th>
<th>AMOUNT OF STIPEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 26</td>
<td>20,772.00</td>
</tr>
<tr>
<td>YEAR 27</td>
<td>5,885.40</td>
</tr>
</tbody>
</table>

Activity | Organization   | Type of Position |
---------|----------------|------------------|
Education/Training | Academic | Student/Fellow |
Teaching          | Industry | Resident/Consortium |
Research          | Government | Postdoctoral |
Administration     | Non-profit | Researchers |
Clinical Practice  | Unknown | Scientists |
Other              | Other     | Faculty |

9a. POST-AWARD INFORMATION: Complete chart below:

13. Certification of Sponsor or Program Director: that to the best of my knowledge all the above information is correct.

Date: Sunny

14. Business Official's Verification of Items 6 and 7. (Not applicable to individual fellows at Federal or foreign institutions.)

Date: Blue

15. (For Government use only) The information provided in Items 6 and 7 is in agreement with PHS records.

Date: Black

123 My Street, Berkeley CA 94705

415-000-0000
xTrain
Additional Information and Resources
Additional Actions

• Some actions are available to a user, who is not the Current Reviewer, as long as the form has not been submitted to Agency
  – **Validate** – runs validations & gives errors/warnings
  – **Recall** – the previous reviewer can recall a form from the current reviewer

• Accessed via **2271 Form** or **Term Notice** links
• **Links of Interest**
  
  – eRA Commons  
    https://commons.era.nih.gov/commons/  
  
  – eRA Web site http://era.nih.gov/  
  
  – xTrain Web Page: application guide, quick reference sheets, FAQs, training materials  
    http://era.nih.gov/training_career/index.cfm  
  
  – Ruth L. Kirschstein National Research Service Award page: policy information, stipend levels, FAQs  
    http://grants.nih.gov/training/nrsa.htm  
  
  – NIH Forms & Applications  
    http://grants.nih.gov/grants/forms.htm
Finding Help

eRA Commons Help Desk

- Hours: Mon–Fri, 7 a.m. – 8 p.m. Eastern
- Web: http://ithelpdesk.nih.gov/eRA/
- E-mail: commons@od.nih.gov
- Toll-free: 1-866-504-9552
- Phone: 301-402-7469
- TTY: 301-451-5939

Don’t forget to get a help desk ticket number if your issue isn’t immediately resolved.