xTrain
Delegation of Authority

March 2012
What is the first thing most Program Directors will want to do?

Delegate the ability to perform their xTrain actions to someone else!
Delegate xTrain Authority

- 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 view, add or delete all available types of tasks to a user (or users) in one place
To access *My Delegations* and perform the steps for granting or revoking authority for your own account, do the following:

1. Select the Admin tab from the Commons navigational bar.
2. Select the Delegations option from the Admin menu.

The *My Delegates* screen opens.

In the example, there are no delegates, as the screen indicates *No Records Found*. To add delegates, select the *Search or Add Delegate* link.
On the **Search for Delegates** screen, enter the appropriate search criteria for conducting the search.

- If necessary, the percent sign (%) may be used as a wildcard character.
- Hold down the CTRL key when selecting Roles to select more than one.
- Select the Search button.
Click the Select link for the person to whom you are delegating authority.
The Delegate Authority (Authorities) screen displays with a confirmation as follows: You have selected to delegate access to: [Name, Commons ID, Role]. The available authorities for delegation display with checkboxes. The authority available for delegation differs depending on your Commons role and the role of the selected user.

- Mark the checkbox of the specific authority being delegating (e.g., xTRAIN) for the user being delegated. Multiple authorities may be selected if available.
- Select the Save button.
Select the **Return to My Current Delegations** link to return the **My Delegates screen**.
My Current Delegations shows the delegated user with a checkmark in the associated column for each authority granted.

NOTE: To revoke authority, select the user from within the My Current Delegations table and uncheck the box for the authority being revoked.

For more information on the new My Delegates screen, please refer to the eRA Commons User Guide located online at:
http://era.nih.gov/commons/user_guide.cfm
• 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
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.