



Terminations

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.

Note that the flow below is for institutional research training programs. The flow for terminating fellowships, career development awards, and research education awards, if applicable, differs.

Quick Reference: <https://www.era.nih.gov/files/Initiating%20a%20Termination%20QRG.pdf>

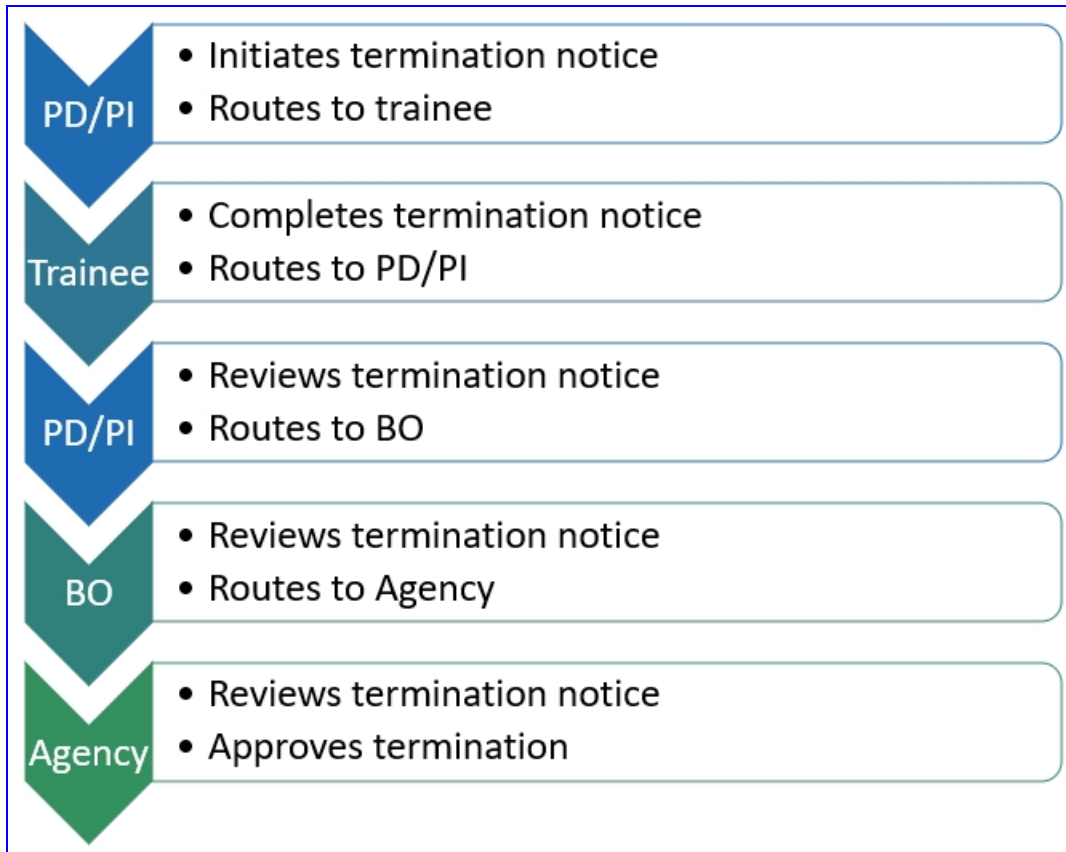


Figure 1: Termination Process Flow



Who Can Initiate/Submit Termination Notices

xTrain users with the following eRA Commons roles can initiate a termination notice:

- Principal Investigator (PI) – this role includes Fellows
- Assistant (ASST) with a PD/PI xTrain-delegated role
- Business Official (BO)
- Sponsor (for fellowships)
- Sponsor Delegate (for fellowships)

Only the BO can submit a Termination Notice (TN) to the Agency for NRSA appointments and fellowships.

Only the PD/PI can submit a Termination Notice for career development awards (e.g. K12, KL2, and KM1) and research education awards (e.g. R25, R90). The BO is not involved.

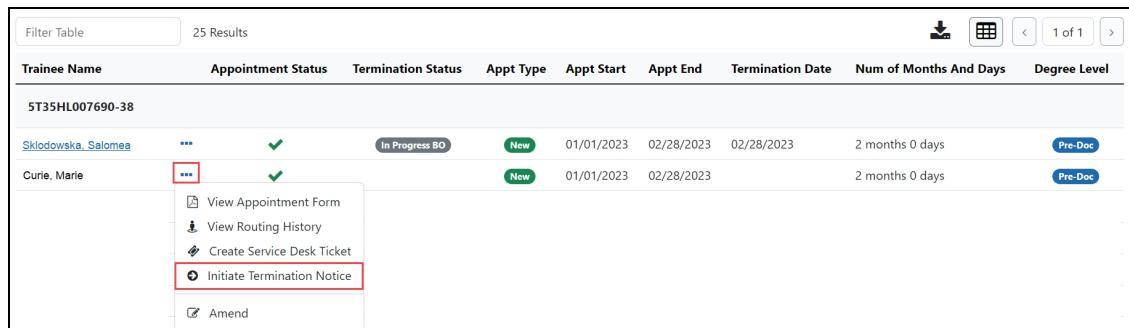
For Federal and Foreign fellowships, the PD/PI (Fellow), and the Sponsor can submit the Termination Notice. For more information see Appendix B – Termination Notice (416-7 Form).

Initiate a New Termination by PD/PI

PD/PIs are responsible for initiating new terminations for funded budget periods.

Initiate a new termination


1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. Locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.



Trainee Name	Appointment Status	Termination Status	Appt Type	Appt Start	Appt End	Termination Date	Num of Months And Days	Degree Level	
5T35HL007690-38									
Skłodowska, Salomea	***	✓	In Progress BO	New	01/01/2023	02/28/2023	02/28/2023	2 months 0 days	Pre-Doc
Curie, Marie	***	✓	New	New	01/01/2023	02/28/2023		2 months 0 days	Pre-Doc

Dropdown menu for Curie, Marie:

- View Appointment Form
- View Routing History
- Create Service Desk Ticket
- Initiate Termination Notice**
- Amend

3. Click the  **Actions** button and select **Initiate Termination Notice**. The Termination Notice screen is displayed with some fields pre-populated with data from the system.

NOTE: The **Initiate TN** menu option will not display if there is an existing WIP appointment for the same Trainee.



xTrain Quick Start Guide: Initiating a Termination

Termination Notice

Ruth L. Kirschstein National Research Service Award

Details for 1T23HL456789-38 ...

Budget Period 09/01/2022 - 08/31/2023	Fiscal Year 2022	Project Period 05/01/1980 - 08/31/2025	Grant Management Specialist ✉ Ulam, Joseph	Program Official ✉ Rotblat, Stanislaw
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Curie, Marie ...

Termination PRE-DOC

Total NRSA Support Under This Award | Degree | Routing History

Termination Date: Business Official:

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1234567	38	01/01/2023	02/28/2023	02/28/2023	\$ 4392 *	\$26,352		1 Months 28 Days	Accepted

Totals: \$4,392

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship

Number of Months

Kirschstein-NRSA

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number	From	To	Special Funding
No records found			

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. Upload any supporting documentation

Supporting Documentation (optional)

Only pdf format, 6 MB maximum allowed

Post Award Details

Activity <input type="text" value="Select one"/>	Organization <input type="text" value="Select one"/>	Type of Position <input type="text" value="Select one"/>
If other, please describe	If other, please describe	If other, please describe

Post Award Position

Position Title

Name Of Organization

City

State

Post Award Mailing Address

Address Line 1

City

State

Zip

Email

Take Action

Cancel



Complete the Termination Notice

1. Complete the Termination Notice. Required fields are marked with a red asterisk (*).

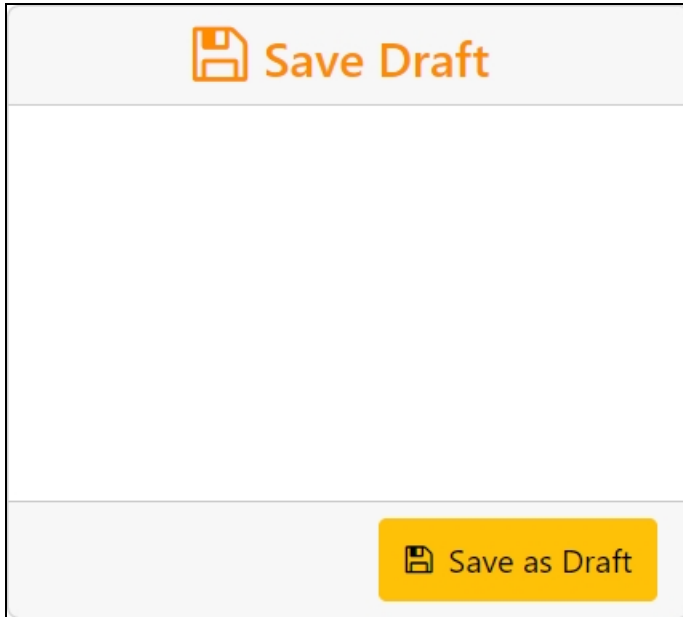
TIP: For form completion instructions and the form itself, click <http://grants.nih.gov/grants/funding/416/phs416-7.pdf>.

Below are some key things to note while completing the form:

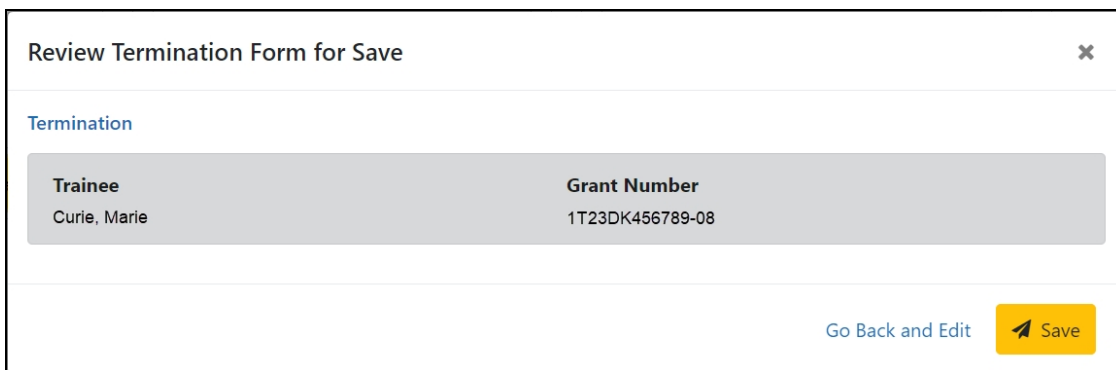
1. The Termination Date format is MM/DD/YYYY.
2. No commas or decimals are allowed in the Amount of Stipend/Salary field.
3. All comment text boxes are limited to 2000 characters.
4. Only the business official can submit the Termination Notice to the Agency for NRSA appointments and fellowships. For career development awards (e.g. K12, KL2, and KM1) and research awards (e.g. R25, R90), only the PD/PI can submit the termination notice.
5. Only the PD/PI can modify the stipend on an early termination for T, K and R grants—delegates cannot modify the stipend. On fellowships, the business official can make changes as well.

IMPORTANT: You must select the name of the business official (BO) who will submit the termination notice to the agency.

Save Draft

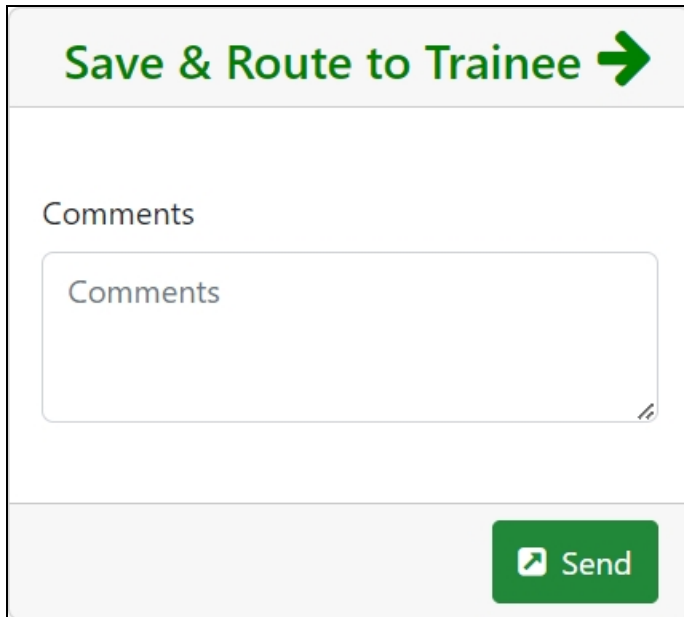


1. Click the **Save as Draft** button. A confirmation message displays.

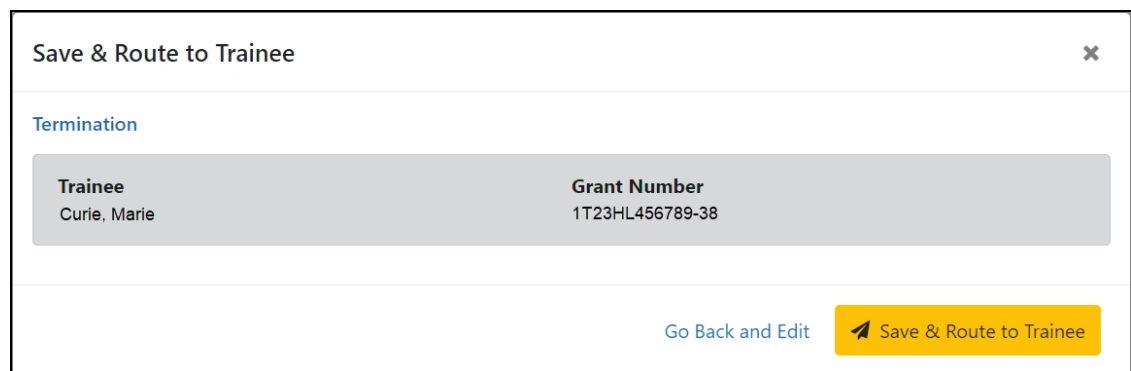


2. Click the **Save** button. Your edits are saved and the form remains in your queue. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

Route new termination to trainee

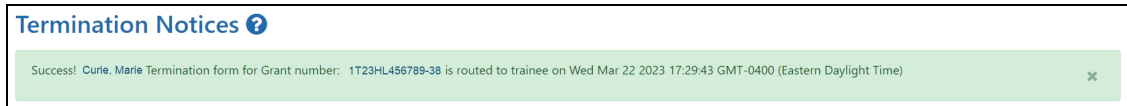


1. Add comments to the **Comments** field if desired.
2. Click the **Send** button. A confirmation message displays.



3. Click the **Save & Route to Trainee** button. The system will check the form prior to routing. Any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion. A confirmation message is displayed at the top of the screen indicating that the Termination Notice has

been successfully routed to the trainee. The status of the termination is changed to **In-Progress Trainee**.



4. The **Routing History** tab in the trainee section contains a list of the actions taken on the termination. The first item in the history reflects the current state of the termination.

The screenshot shows the user profile for Curie, Marie with tabs for Termination, PRE-DOC, and In Progress Trainee. The Routing History tab is selected, showing 9 results. The table below lists the first two actions:

Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	PI Routes TN to Trainee	SKLODOWSKA, SALOMEA	03/22/2023 5:29 PM	Routed to Trainee	In Progress Trainee	Curie, Marie	
2	PI Initiates TN	SKLODOWSKA, SALOMEA	03/22/2023 5:25 PM	Initiated by PI	In Progress PI	SKLODOWSKA, SALOMEA	

The status of the termination is changed to **In-Progress Trainee**.

Trainee processes form

After receiving an email about the termination and logging into xTrain, the trainee reviews and completes the necessary information. The trainee then routes the Termination Notice back to the PD/PI.

The system will check the form, and any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion. If no errors are encountered, the termination status becomes In-Progress PI.

Complete the termination

You will receive an email when the trainee has reviewed and completed the notice and routed it back to you.



xTrain Quick Start Guide: Initiating a Termination

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the In Progress section of the grant details, click the **Terminations** button.

Select Grants to Display Years With Pending Forms

1T23HL456789-38 ...

Budget Period: 09/01/2022 - 08/31/2023

In Progress

Appointments **1** | Terminations **6**

[+ Start New](#)

Pre-Doc Months *Overage: 48*

Awarded	0
Accepted	48

Post-Doc Months *Remaining: 0*

Awarded	0
Accepted	0

Short Term Months *Remaining: 0*

Awarded	96
Accepted	0



[See Slots](#)



xTrain Quick Start Guide: Initiating a Termination

The Pending Terminations Forms screen is displayed.

Pending Termination Forms for 1T23HL456789-38

Filter Table 7 Results   < 1 of 1 >

Process Termination Notice For...	Termination Status	Appt. Start & End Date	Termination Date	Duration of Appt.	Degree Level	Award Number	PD/PI	Institution
Curie, Marie	In Progress PI	01/01/2023 02/28/2023	02/28/2023	2 months 0 days	Pre-Doc	1T23HL456789-38	Skłodowska, Salomea	University of Paris

3. Click the hyperlinked trainee name to display the Termination Notices screen.



xTrain Quick Start Guide: Initiating a Termination

Termination Notices ?

Details for 1T23HL456789-38

[Pending Appointments](#) 0
 Budget Period 09/01/2022 - 08/31/2023
 Awarded PD/PI SKLODOWSKA, SALOMEA
 Project Title Long-Term Effects of Radium Exposure on Nearby Inhabitants
 Institution UNIVERSITY OF PARIS

Termination PRE.DOC In Progress PI

Total NRSA Support Under This Award Degree Routing History

Termination Date: 02/28/2023
 Business Official: Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1917625	38	01/01/2023	02/28/2023	02/28/2023	\$ 4392 *	\$26,352		1 Months 28 Days	Accepted

Totals: \$4,392

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship

0

Number of Months

Kirschstein-NRSA

0

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number **From** **To** **Special Funding**

No records found

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

2000 characters remaining

Supporting Documentation (optional)

[View Uploaded PDF File](#)

Post Award Details

Activity: Further Education/Training
 Organization: Academic
 Type of Position: Postdoctoral Researcher

If other, please describe

Post Award Position

Position Title
Ex: Assistant Professor

Name Of Organization
Ex: University of Maryland BC

City
Ex: Washington

State
Select One

Post Award Mailing Address

Address Line 1
123 MAIN STREET

City
Swarthmore

State **Zip**
PENNSYLVANIA 19081

Email
eratest@nih.gov

Take Action

Save Draft

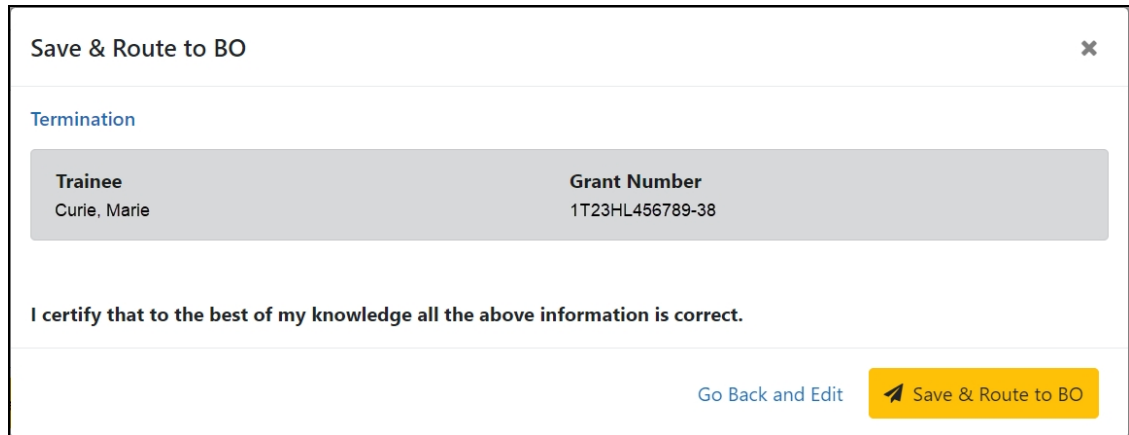
Save & Route to Trainee

Comments

Route to Business Official

Comments

4. To complete the termination, review the form one last time, add comments if desired, then click the **Send** button in the **Route to Business Official** card. A confirmation message displays.

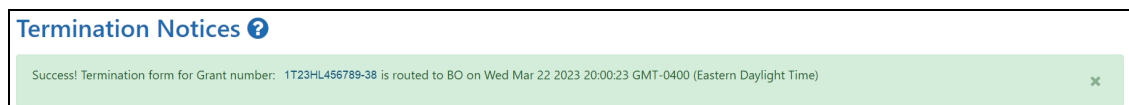


Trainee	Grant Number
Curie, Marie	1T23HL456789-38

I certify that to the best of my knowledge all the above information is correct.

[Go Back and Edit](#) [Save & Route to BO](#)

5. Click the **Save and Route to BO** button. The system will validate the information contained in the form and will flag any errors or warnings found. Errors must be corrected before the termination is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Termination Notice has been successfully routed to the BO. The status of the appointment is changed to **In Progress BO**.



Termination Notices

Success! Termination form for Grant number: 1T23HL456789-38 is routed to BO on Wed Mar 22 2023 20:00:23 GMT-0400 (Eastern Daylight Time)

Delete an in-progress termination

IMPORTANT:

Terminations can only be deleted when the status is In Progress PI.

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the Trainee Roster, click the hyperlinked trainee name to open the in-progress termination.



xTrain Quick Start Guide: Initiating a Termination

3. Click the **Delete Termination** link in the lower-right corner of the screen. A confirmation screen is displayed.
4. Enter comments in the **Comments** field.
5. Click the **Delete** button. The in-progress termination is deleted.

IMPORTANT: Deleting terminations cannot be undone. If you wish to terminate a trainee after their termination has been deleted, you must recreate the termination notice from scratch.

Process Termination Notice by Trainee

Once the PD/PI creates a new appointment and routes it to the trainee, it is displayed in the My Forms section of the Trainee Appointment Home screen.

Your Termination for 1T23HL456789-38



In Progress Trainee

Awarded PD/PI
✉ [SKLODOWSKA, SALOMEA](#)

Appointment Start Date
01/01/2023

Termination Date
02/28/2023

Stipend Amount
\$4,392.00

[View Form](#)  [Go to Form](#) 

Open the Termination Notice

1. To view a PDF of the Termination Notice, click the **View Form** button. The PDF is downloaded to the browser's default location.
2. To complete the termination notice, click the **Go to Form** button. The Termination Notices screen is displayed for your review.

Termination Notices ?

Details for 1T23HL456789-38

Budget Period 09/01/2022 - 08/31/2023	Awarded PD/PI ✉ SKLODOWSKA, SALOMEA	Project Title Long-Term Effects of Radium Exposure on Nearby Inhabitants	Institution UNIVERSITY OF PARIS
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Curie, Marie ...

Termination
PRE-DOC
In Progress Trainee

Total NRSA Support Under This Award Degree Routing History

Termination Date: 02/28/2023 📅

Business Official: Debora L Talley ▼

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1917625	38	01/01/2023	02/28/2023	02/28/2023	\$ 4392 *	\$26,352		1 Months 28 Days	Accepted

Totals: \$4,392

Other Relevant PHS ?

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship *

0

Number of Months

Kirschstein-NRSA *

0

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number	From	To	Special Funding
No records found			

Training Received ?

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

2000 characters remaining

Supporting Documentation (optional)

+ Choose

Only pdf format, 6 MB maximum allowed

Post Award Details

Activity Select one ▼	Organization Select one ▼	Type of Position Select one ▼
If other, please describe <div style="border: 1px solid #ccc; height: 20px;"></div>	If other, please describe <div style="border: 1px solid #ccc; height: 20px;"></div>	If other, please describe <div style="border: 1px solid #ccc; height: 20px;"></div>

Post Award Position

Position Title
Ex: Assistant Professor

Name Of Organization
Ex: University of Maryland BC

City
Ex: Washington

State
Select One ▼

Post Award Mailing Address

Address Line 1
Ex: 123 Main St.

City
Ex: Washington

State
Select One ▼

Zip
Ex: 12345

Email
eRATest@mail.nih.gov

Take Action

Save Draft

Save & Route to PI ➔

Comments

Send

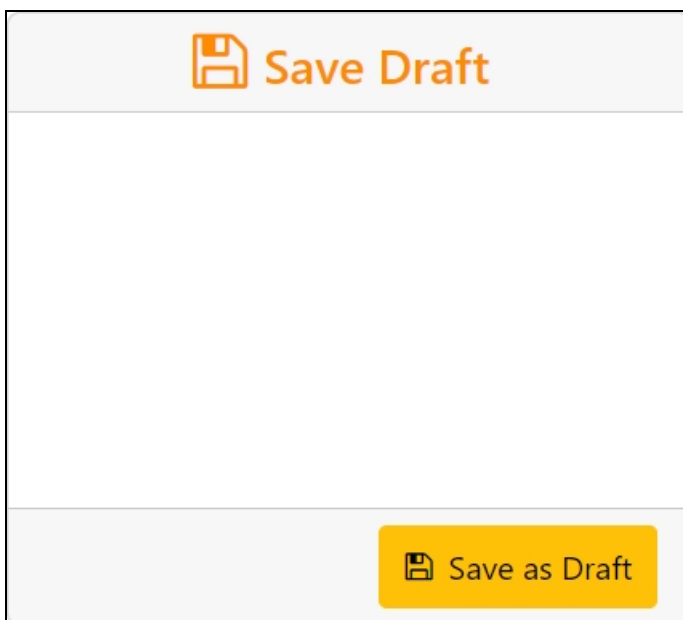
Complete the Termination Notice

1. Complete the form as appropriate. Required fields are marked with a red asterisk (*).
2. Enter details about the training in the **Summary Comments** field of the **Training Received** section.
3. If desired, attach a PDF in the **Supporting Documentation** section. Click the **Choose** button, navigate to the file's location, and double-click the file to attach it. Only one file can be uploaded.

IMPORTANT: Your mailing and email address must be ones where you can be reached after your training has been terminated.

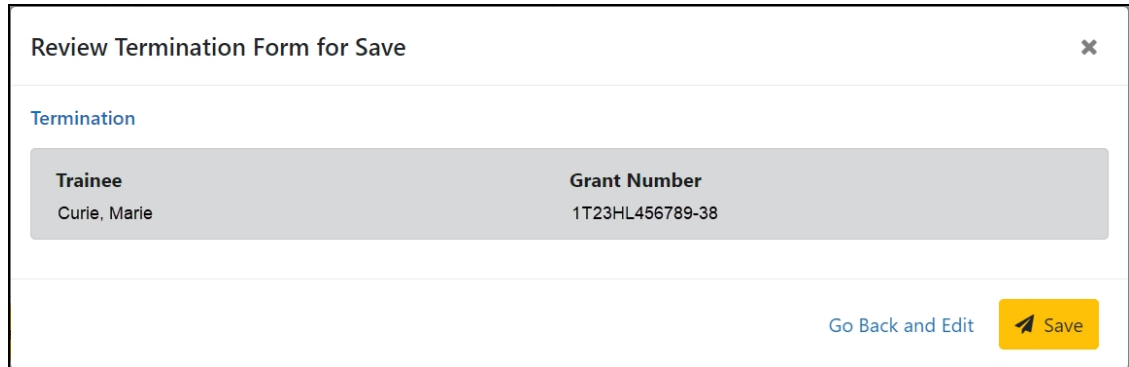
Save Draft

Use this option to save your work on an termination notice and keep it in your queue.



1. Make the appropriate edits to the form.

2. Click the **Save as Draft** button. A confirmation message displays.



Review Termination Form for Save

Termination

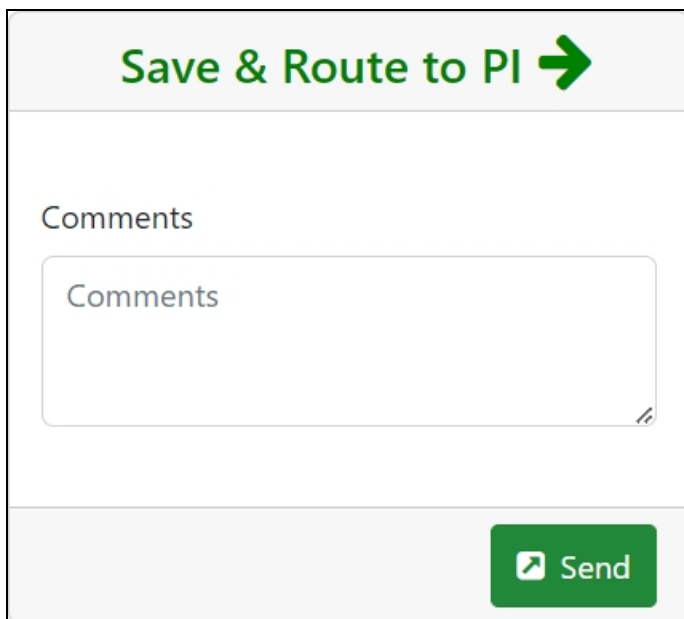
Trainee Curie, Marie	Grant Number 1T23HL456789-38
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Go Back and Edit [Save](#)

3. Click the **Save** button. Your edits are saved and the form remains in your queue.

Save & Route to PI

When you have completed and reviewed the form, use this option to return the form to the PD/PI for processing.



Save & Route to PI →

Comments

Comments

[Send](#)

1. Make the appropriate edits to the form.

2. Add comments to the **Comments** field if desired.
3. Click the **Send** button. A confirmation message displays.

Save & Route to PI ✕

Termination

Trainee	Grant Number
Curie, Marie	1T23HL456789-38

In signing this form, I certify that the statements therein are true and complete to the best of my knowledge. Willful provision of false information is a criminal offense (U.S. Code, Title 18, Section 1001). I am aware that any false, fictitious, or fraudulent statement may, in addition to other remedies available to the Government, subject me to civil penalties under the Program Fraud and Civil Remedies Act of 1986 (45 CFR Part 79). Also, if I have a payback obligation, I understand that payback service must begin within 2 years of terminating my Kirschstein-NRSA support; otherwise, financial payback becomes due, unless an extension of the 2-year service initiation period or a waiver of the obligation is awarded. I also understand that if I fail to repay both principal and interest, the Federal Government will take authorized actions to collect the debt.

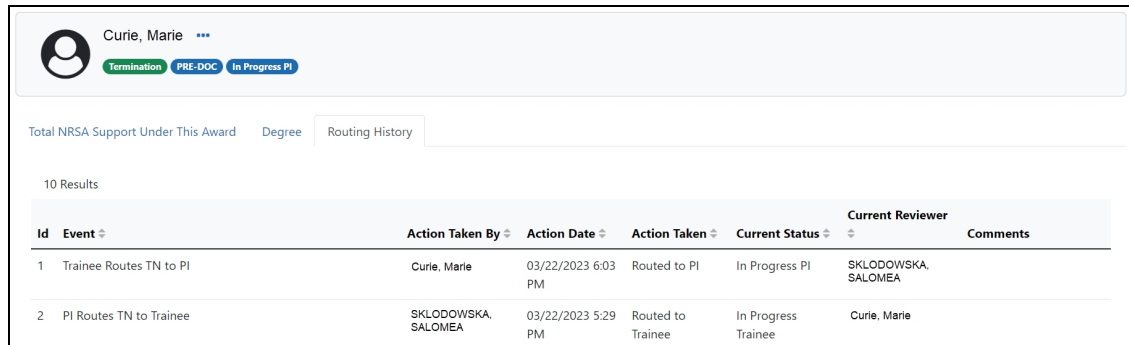
[Go Back and Edit](#) [Save & Route to PI](#)

4. Click the **Save & Route to PI** button. The system will validate the information contained in the form and will flag any errors or warnings found. Errors must be corrected before the Termination is routed to the PI. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Termination Form has been successfully routed to the PI. The Trainee's electronic signature is recorded and the status of the appointment is changed to **In-Progress PI**.

Termination Notices ?

Success! Curie, Marie Termination form for Grant number: 1T23HL456789-38 is routed to PI on Wed Mar 22 2023 18:03:16 GMT-0400 (Eastern Daylight Time) ✕

5. The **Routing History** tab in the trainee section contains a list of the actions taken on the termination. The first item in the history reflects the current state of the termination.



The screenshot shows the user profile for Curie, Marie, with tabs for Termination, PRE-DOC, and In Progress PI. Below the profile, there are tabs for Total NRSA Support Under This Award, Degree, and Routing History. The Routing History tab is active, showing 10 results in a table.

Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	Trainee Routes TN to PI	Curie, Marie	03/22/2023 6:03 PM	Routed to PI	In Progress PI	SKLODOWSKA, SALOMEA	
2	PI Routes TN to Trainee	SKLODOWSKA, SALOMEA	03/22/2023 5:29 PM	Routed to Trainee	In Progress Trainee	Curie, Marie	

6. Additionally, the trainee should update their information in the **Personal Profile** section within Commons and should know how to contact the Service Desk if the list of prior Kirschstein-NRSA support is incorrect.
7. Click the **Done** button.

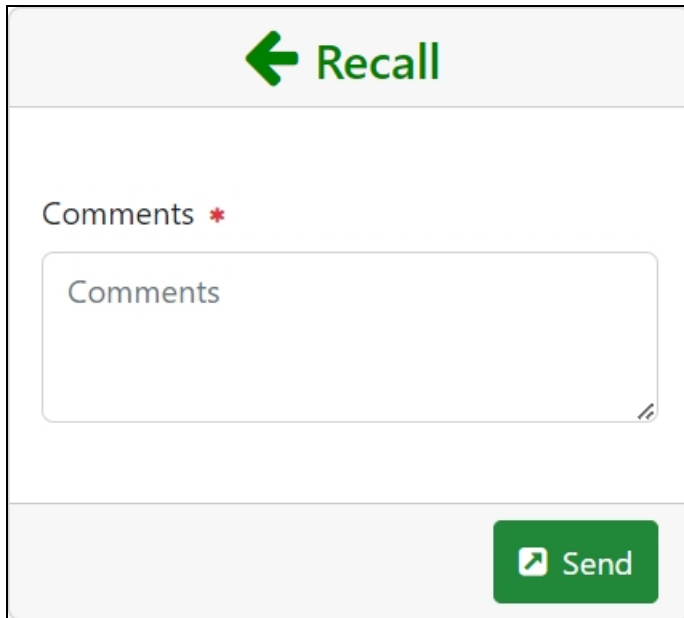
If no action is taken by the PI within 14 business days, the system will automatically route the form to the Business Official (BO), send a notification to the BO, and change the status to **In Progress by BO**.

NOTE: If a TN is sent back to an Institution by the Agency and the TN has a status of **In Progress BO**, the PI is able to recall the TN.

NOTE: The PD/PI should make every effort to have the Trainee update their *Personal Profile* screen within Commons, specifically to update their email address with their new (forwarding) email address, before the Trainee leaves the Institution.

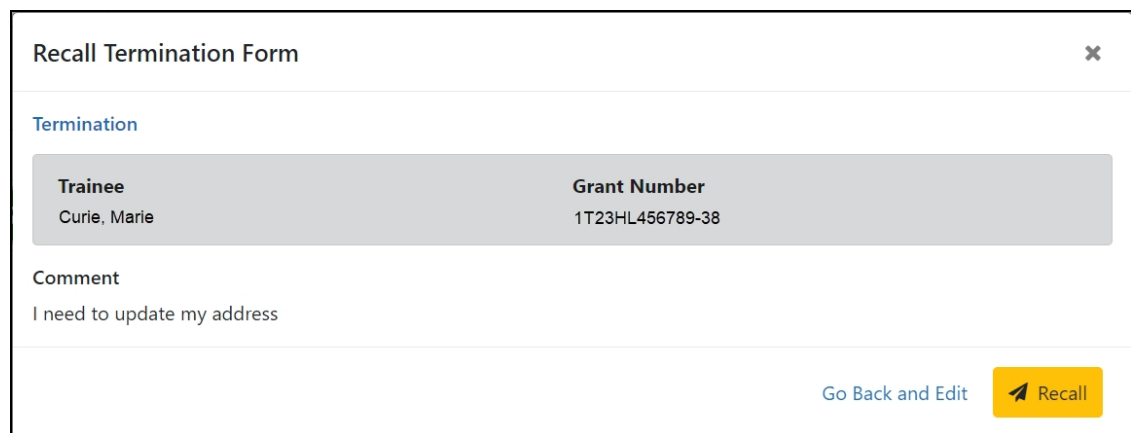
Recall

If necessary, you can recall a termination form that has been routed onward to make edits.



The screenshot shows a form titled "Recall" with a green arrow icon. Below the title is a "Comments *" field with a text input area containing the placeholder "Comments". At the bottom right of the form is a green "Send" button with a paper plane icon.

1. Add comments to the **Comments** field.
2. Click the **Send** button. A confirmation message displays.



The screenshot shows a confirmation message titled "Recall Termination Form" with a close button (X) in the top right corner. The message contains the following information:

Termination	
Trainee Curie, Marie	Grant Number 1T23HL456789-38
Comment I need to update my address	

At the bottom right of the message are two buttons: "Go Back and Edit" and a yellow "Recall" button with a paper plane icon.

3. Click the **Recall** button. The form is returned to your queue.



Process New Termination Notice by BO

NOTE: The Business Official (BO) is the only one who can submit a Termination Notice (TN) to the Agency for final processing and acceptance.

Process a new termination

1. In the Pending Forms list on the Business Official Home screen, locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.

Process Termination Notice For...	Termination Status	Appointment Start Date	Appointment End Date	Termination Date	Num of Months and Days	Degree Level	Award Number	PD/PI
Borab, Luca	In Progress BO	01/01/2023 02/28/2023	01/01/2023 02/28/2023	02/28/2023	2 months 0 days	Pre-Doc	5T35HL007690-38	Margolis, Benjamin

2. Click the hyperlinked trainee name to view the Termination Notices screen.



xTrain Quick Start Guide: Initiating a Termination

Termination Notices ?

Details for 1T23HL456789-38

Pending Appointments 0	Budget Period 09/01/2022 - 08/31/2023	Awarded PD/PI ✉ SKLODOWSKA, SALOMEA	Project Title Long-Term Effects of Radium Exposure on Nearby Inhabitants
Pending Terminations 7			Institution UNIVERSITY OF PARIS

Curie, Marie ...

Termination PRE-DOC In Progress BO

Total NRSA Support Under This Award Degree Routing History

Termination Date: Business Official: Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1234567	38	01/01/2023	02/28/2023	02/28/2023	\$ 4392 *	\$26,352		1 Months 28 Days	Accepted

Totals: \$4,392

Other Relevant PHS ?

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship *

Number of Months

Kirschstein-NRSA *

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number **From** **To** **Special Funding**

No records found

Training Received ?

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

2000 characters remaining

Supporting Documentation (optional)

[View Uploaded PDF File](#)

Post Award Details

Activity <input type="text" value="Further Education/Training"/>	Organization <input type="text" value="Academic"/>	Type of Position <input type="text" value="Postdoctoral Researcher"/>
If other, please describe <input type="text"/>	If other, please describe <input type="text"/>	If other, please describe <input type="text"/>

Post Award Position

Position Title

Name Of Organization

City

State

Post Award Mailing Address

Address Line 1

City

State

Zip

Email

Take Action

Save Draft

Save as Draft

Save & Route to Trainee →

Send

Save & Route to PI →

Send

Route to Agency →

Submit

- Review the form, add comments if desired, then click the **Send** button in the **Route to Agency** card. A confirmation message displays.

Save & Route to Agency ✕

Termination

Trainee	Grant Number
Curie, Marie	1T23HL456789-38

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.

[Go Back and Edit](#) [Certify and Route to Agency](#)

- Click the **Certify and Route to Agency** button. The system will check the form prior to routing. Any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion. A confirmation message is displayed at the top of the screen indicating that the Termination Notice has been successfully routed to the agency. The status of the appointment is changed to **Pending Agency Review**.

Termination Notices ?

Success! Curie, Marie Termination form for Grant number: 1T23HL456789-38 is routed to Agency on Wed Mar 22 2023 20:18:00 GMT-0400 (Eastern Daylight Time) ✕

- The **Routing History** tab in the Process Statement of Training Appointment section contains a list of the actions taken on the appointment. The first item in the history reflects the current state of the appointment.

Curie, Marie ...

Termination PRE-DOC Pending Agency Review

Total NRSA Support Under This Award Degree Routing History

12 Results

Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	BO Submits TN to Agency	Franklin, Rosalind	03/22/2023 8:17 PM	Submitted to Agency	Pending Agency Review	AGENCY	
2	PI Routes TN to BO	Sklodowska, Salomea	03/22/2023 8:00 PM	Routed to BO	In Progress BO	Franklin, Rosalind	
3	Trainee Routes TN to PI	Curie, Marie	03/22/2023 6:03 PM	Routed to PI	In Progress PI	Sklodowska, Salomea	
4	PI Routes TN to Trainee	Sklodowska, Salomea	03/22/2023 5:29 PM	Routed to Trainee	In Progress Trainee	Curie, Marie	
5	PI Initiates TN	Sklodowska, Salomea	03/22/2023 5:25 PM	Initiated by PI	In Progress PI	Sklodowska, Salomea	

Reassign a Termination Notice to yourself

BOs have the ability to reassign to themselves any termination notices currently assigned to another BO.

1. In the In Progress Termination Notices list on the Business Official Home screen, click the **With Any BO** link. A list of all termination notices in **In Progress BO** status is displayed.
2. Locate the termination notice you wish to reassign to yourself.
3. Click the hyperlinked trainee name to view the Termination Notices screen.
4. At the bottom of the screen, click the **Save as Draft** button in the **Save & Assign to Me** card. A confirmation message displays.

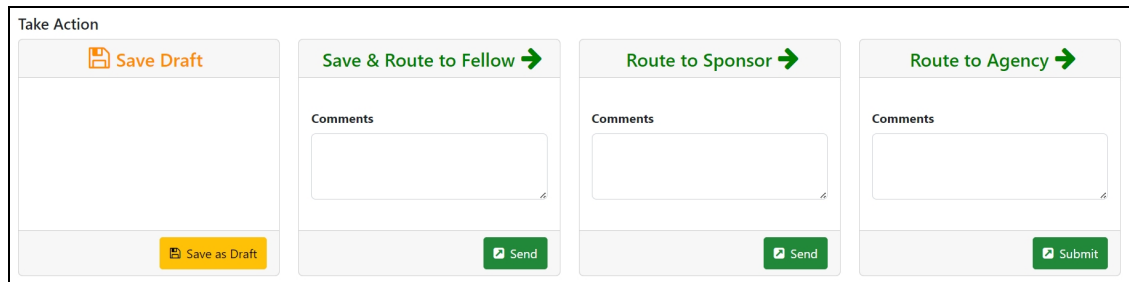
Review Termination Form for Save ✕

Termination

Trainee Curie, Marie	Grant Number 1T32HL456789-38
--------------------------------	--

[Go Back and Edit](#)
Save

5. Click the **Save** button. The termination notice is reassigned to you and the **Take Action** section now has options to process it.



The screenshot displays the 'Take Action' section of the xTrain interface, which is organized into four columns:

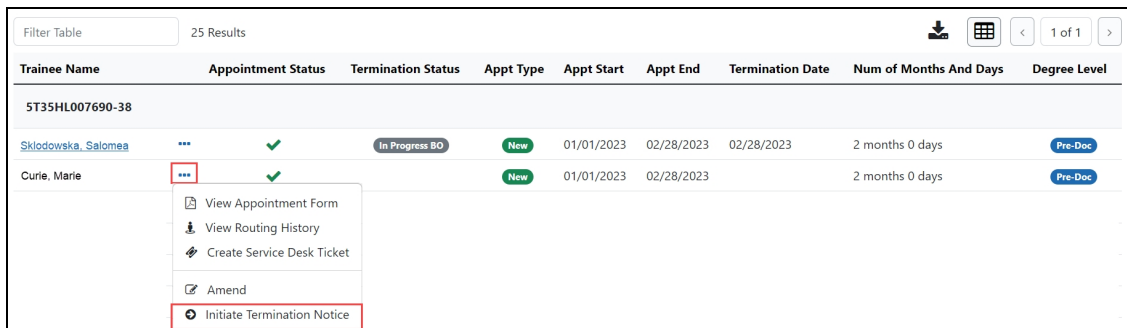
- Column 1:** Features a 'Save Draft' button with a document icon and a yellow 'Save as Draft' button at the bottom.
- Column 2:** Titled 'Save & Route to Fellow' with a green arrow icon. It includes a 'Comments' text area and a green 'Send' button at the bottom.
- Column 3:** Titled 'Route to Sponsor' with a green arrow icon. It includes a 'Comments' text area and a green 'Send' button at the bottom.
- Column 4:** Titled 'Route to Agency' with a green arrow icon. It includes a 'Comments' text area and a green 'Submit' button at the bottom.

Early Terminations

If a Trainee terminates early, only the Appointment that is being terminated, as well as all previous Appointments, will get terminated with the early termination date.


Initiate an early termination

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. Locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.



Trainee Name	Appointment Status	Termination Status	Appt Type	Appt Start	Appt End	Termination Date	Num of Months And Days	Degree Level	
5T35HL007690-38									
Sklodowska, Salomea	...	✓	In Progress BO	New	01/01/2023	02/28/2023	02/28/2023	2 months 0 days	Pre-Doc
Curie, Marie	...	✓		New	01/01/2023	02/28/2023		2 months 0 days	Pre-Doc

- View Appointment Form
- View Routing History
- Create Service Desk Ticket
- Amend
- Initiate Termination Notice

3. Click the  **Actions** button and select **Initiate Termination Notice**. The Termination Notice screen is displayed with some fields pre-populated with data from the system.



xTrain Quick Start Guide: Initiating a Termination

Termination Notice

Ruth L. Kirschstein National Research Service Award

Details for 1T23HL456789-38

Budget Period 09/01/2022 - 08/31/2023	Fiscal Year 2022	Project Period 05/01/1980 - 08/31/2025	Grant Management Specialist ✉ Ulam, Joseph	Program Official ✉ Rotblat, Stanislaw
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Curie, Marie

Termination PRE-DOC

Total NRSA Support Under This Award | Degree | Routing History

Termination Date: 02/28/2023

Business Official: Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1920722	38	02/01/2023	03/31/2023	02/28/2023	\$ 2196	\$26,352		0 Months 28 Days	Accepted

Totals: \$2,196

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship

Number of Months

Kirschstein-NRSA

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number | **From** | **To** | **Special Funding**

No records found

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. Upload any supporting documentation

2000 characters remaining

Supporting Documentation (optional)

Only pdf format, 6 MB maximum allowed

Post Award Details

Activity <input type="text" value="Select one"/>	Organization <input type="text" value="Select one"/>	Type of Position <input type="text" value="Select one"/>
If other, please describe <input type="text"/>	If other, please describe <input type="text"/>	If other, please describe <input type="text"/>

Post Award Position

Position Title

Name Of Organization

City

State

Post Award Mailing Address

Address Line 1

City

State

Zip

Email

Take Action

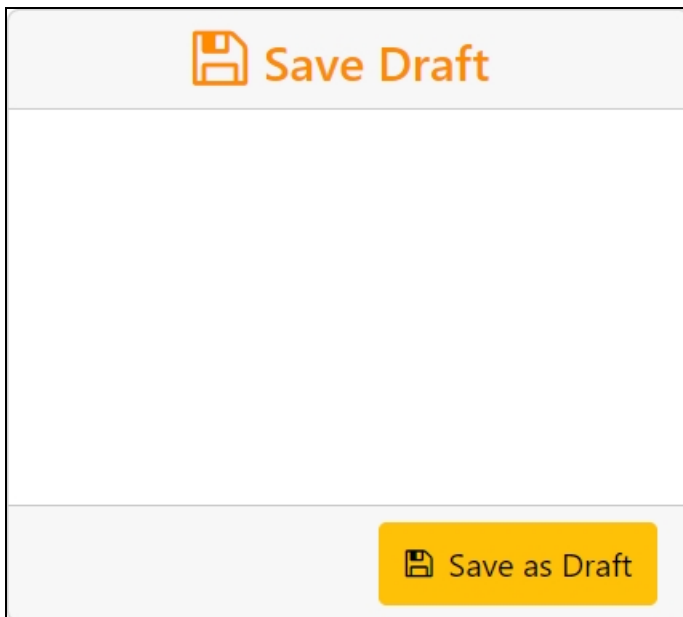
4. Modify the **Termination Date** as appropriate using MM/DD/YYYY format. The system will automatically recalculate the stipend.

Only whole numbers are allowed in the **Amount of Stipend Salary** field. Only the principal investigator (PI) can modify the stipend on an early termination for T, K, and R grants—delegates cannot modify the stipend. On fellowships, the business official (BO) can make changes as well.

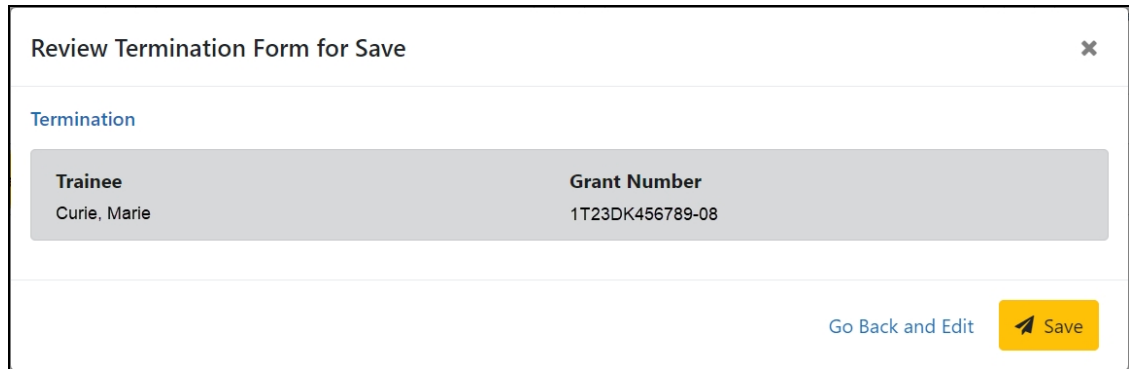
NOTE: When the end date is modified, and the appointment is for a partial year, sometimes the recalculated stipend amount will differ from the stipend amount calculated by the institution. The institution can modify the stipend based on its calculation. The Agency will approve the modified stipend, if it is within an appropriate range.

IMPORTANT: You must select the name of the business official (BO) who will submit the early termination notice to the agency.

Save Draft



1. Click the **Save as Draft** button. A confirmation message displays.



Termination	
Trainee Curie, Marie	Grant Number 1T23DK456789-08

Go Back and Edit Save

2. Click the **Save** button. Your edits are saved and the form remains in your queue. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

Once the draft early termination has been saved, it follows the same process as terminations:

1. PD/PI routes early termination to trainee.
2. Trainee reviews and routes early termination to PD/PI. If no action is taken by Trainee in 14 business days, the system will automatically route the form back to the PD/PI, send a notification to PD/PI, and change the status of the TN to **In Progress PI**.
3. PD/PI reviews and routes early termination to BO.
4. BO reviews and routes early termination to Agency.
5. Agency reviews and approves early termination.

Review the *Initiate a New Termination by PD/PI* on page 4, *Process Termination Notice by Trainee* on page 16 and *Process New Termination Notice by BO* on page 23 topics for more information.

NOTE: The PD/PI should make every effort to have the Trainee update their Personal Profile screen within Commons, specifically update their email address with their new (forwarding) email address, before the Trainee leaves the Institution.



xTrain Quick Start Guide: Initiating a Termination

Otherwise, the PD/PI needs to know, and be able to provide, a forwarding email address for the Trainee to be entered within the Termination Notice.
