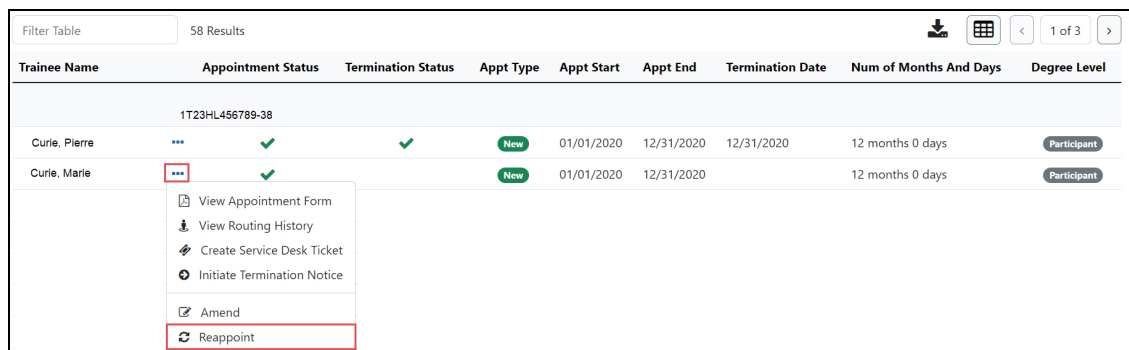


## Initiate a Reappointment by PD/PI


Trainees whose appointments are coming to an end can be reappointed to grants that have future award years.

**NOTE:** If the preceding appointment was submitted via a paper form, then a new appointment has to be completed rather than a reappointment.

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. Locate the trainee you wish to reappoint. 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
1TZ3HL456789-38								
Curie, Pierre	...	✓	New	01/01/2020	12/31/2020	12/31/2020	12 months 0 days	Participant
Curie, Marie	...	✓	New	01/01/2020	12/31/2020		12 months 0 days	Participant

3. Click the  **Actions** button and select **Reappoint**. The Appointment Form screen is displayed with some fields pre-populated with data from the system.

### Appointment Form

Details for 1T23HL456789-38 ...

<b>Budget Period</b> 01/01/2020 - 12/31/2020	<b>Fiscal Year</b> 2020	<b>Project Period</b> 09/15/2014 - 12/31/2023	<b>Grant Management Specialist</b> ✉ Ulam, Joseph	<b>Program Official</b> ✉ Rotblat, Stanislaw
---	----------------------------	--	--	---

Process Statement of Training Appointment

Curie, Marie

Reappt. Participant ✓

Prior NRSA Support

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	Sklodowska, Salomea	01/01/2020	12/31/2020			PARTICIPANT	Accepted Appointment

**Period of Appointment**

Which year are you reappointing to? \*

Select One .. ✕ ▼

**From:** 01/01/2020 📅

**To:** 12/31/2020 📅

**Duration:**  
Months: 12 and Days: 0

**Support for Period of Appointment**

Stipend Level or Salary \*

Participant ✕ ▼

Stipend/Salary/Other Compensation \*

\$0

**Degree(s): Earned/In Progress**

3 Results

Degrees(s)	Completion Date	Major/Minor
BA	✓ 05/2003	English/ Spanish
MA	✓ 05/2005	Communication
PHD	✓ 08/2012	Health Communication

**Trainee Background**

Field of Research Trainings or Career Development Code: ---Health and Behavior (280) ▼

Education Level \*: Select Education Level ▼

Name of Specialty Boards: Begin typing and choose one

Dual Degree \*: No ▼

Take Action

Save Draft

Save as Draft

Cancel

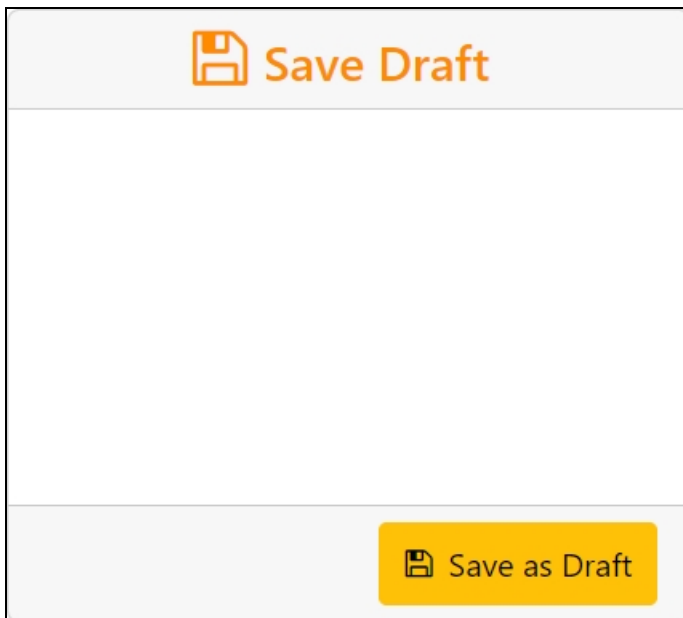
4. Complete the Appointment Form. Required fields are marked with a red asterisk (\*).

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

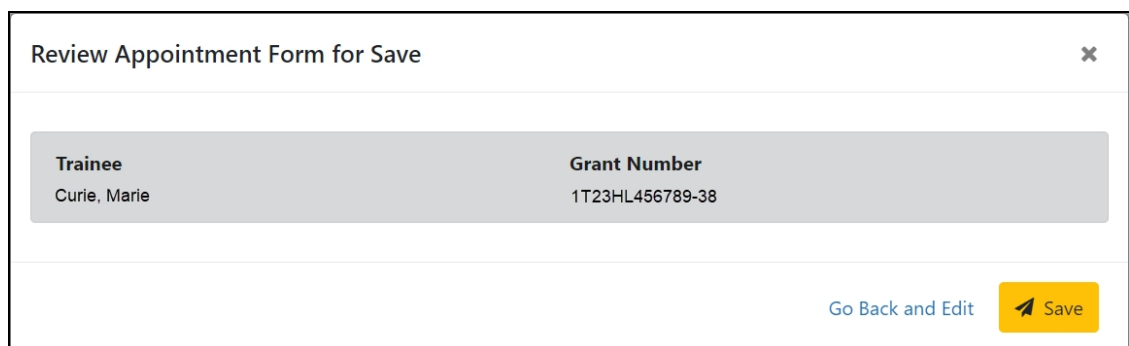
1. The **FROM** date should be within the budget period of the grant for the reappointment.
2. The format of the date fields is MM/DD/YYYY.

- For partial years, the stipend amount can be adjusted. No commas or decimals are allowed in the **Stipend Amount** field.

## Save Draft



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



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

Once the reappointment has been saved, it follows the same process as appointments:



## xTrain Quick Start Guide: Reappointments and Amendments

---

1. PD/PI routes reappointment to trainee
2. Trainee reviews and routes reappointment to PD/PI
3. PD/PI reviews and routes reappointment to Agency
4. Agency reviews and approves reappointment .

Review the *Create New Appointment by PD/PI* on page 9 and *Process New Appointment by Trainee* on page 21 topics for more information.



## Create an Amendment

Once an appointment is accepted by the Agency, an amendment is required in order to change any of the following items:

- Name
- Permanent Mailing Address
- Appointment Period
- Support from the Grant

**NOTE:** Some changes, such as name or mailing address, will also need to be updated by the Trainee under Personal Profile within eRA Commons.

You must be a PD/PI or Delegate (ASST) to amend a 2271.

**NOTE:** Only appointments can be amended. Fellowships cannot be amended.

## Create an Amendment

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	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

- Click the **Actions** button and select **Amend**. The Appointment Form screen is displayed.

### Appointment Form

Details for 1T23HL456789-38

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

Slot Data

#### Process Statement of Training Appointment

Curie, Marie

Amend Pre-Doc ✓

Prior NRSA Support

0 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
No records found							

#### Period of Appointment

**From:** 02/01/2023 **To:** 03/31/2023

**Duration:**  
Months: 2 and Days: 0

#### Support for Period of Appointment

**Stipend Level or Salary**  
PRE ALL - 26,352 PRE-DOC

**Stipend/Salary/Other Compensation**  
\$4,392

#### Degree(s): Earned/In Progress

2 Results

Degrees(s)	Completion Date	Major/Minor
AB	✓ 05/2018	Environmental Studies
MD	★ 05/2024	N/A

#### Trainee Background

<b>Field of Research Trainings or Career Development Code</b> ---Health Sciences, General (298)	<b>Education Level</b> Graduate Student	<b>Name of Specialty Boards</b> Internal Medicine: Infectious Disease	<b>Dual Degree</b> No
--	--	--	--------------------------

Take Action

Save Draft

Save as Draft

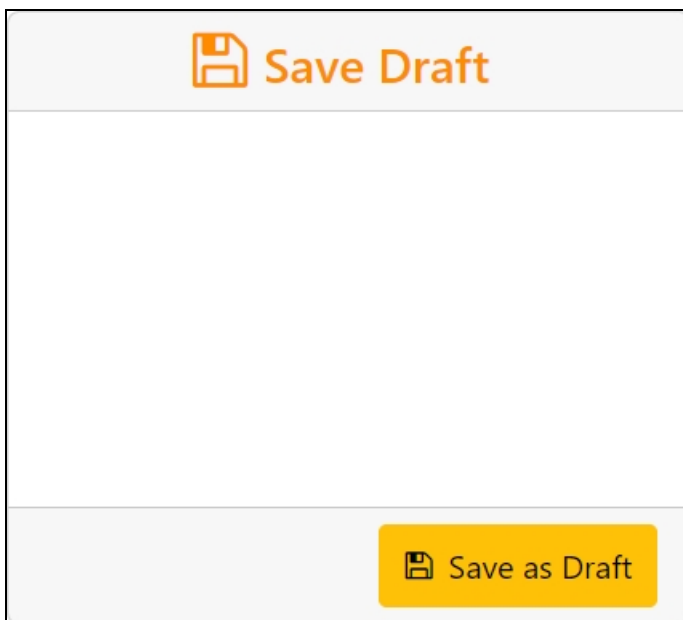
Cancel

**NOTE:** If a Kirschstein-NRSA research training appointment is ending earlier than initially planned, the PD/PI should initiate a Termination, which will automatically amend the appointment and capture the new end date.  
For institutional career development and other non-NRSA appointments ending

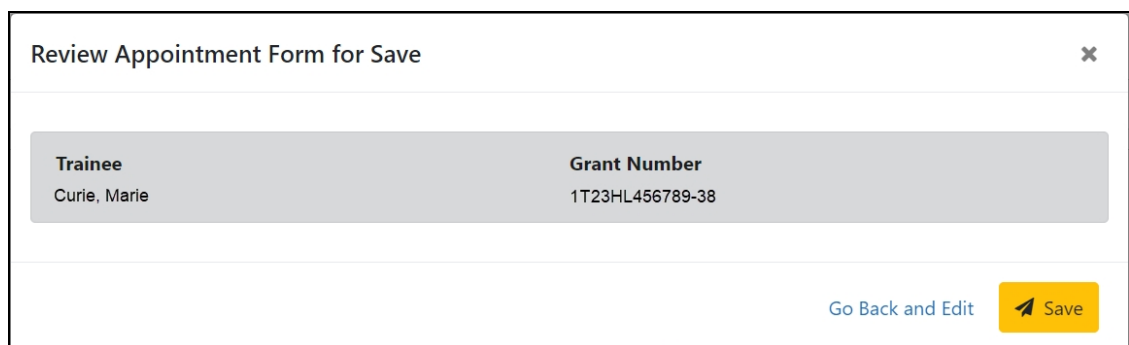
early, the PD/PI should document the new appointment end date by amending the appointment, unless specifically instructed to use the Termination Notice by the NIH awarding Institute and/or Center (IC). Refer to the *Terminations* topic for additional information.

4. Make the desired updates.

## Save Draft



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





## xTrain Quick Start Guide: Reappointments and Amendments

---

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

Once the draft amendment has been saved, it follows the same process as appointments:

1. PD/PI routes amendment to trainee
2. Trainee reviews and routes amendment to PD/PI
3. PD/PI reviews and routes amendment to Agency
4. Agency reviews and approves amendment.

Review the *Create New Appointment by PD/PI* on page 9 and *Process New Appointment by Trainee* on page 21 topics for more information.





## Create New Appointment by PD/PI

PD/PIs are responsible for creating new appointments for funded budget periods.

---

**NOTE:** If the trainee has already been appointed and is being extended for additional time, do not create a new appointment. Instead use the Reappoint option. If you create a new appointment for an existing trainee, the appointment will be converted to a reappointment on the 2271 form.

---

### Create a new appointment

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the grant details section, click the **Start New** link under **Appointments**.

Select Grants to Display Years With Pending Forms

1T23HL456789-38

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

**In Progress**

Appointments **0** | Terminations **6**

[+ Start New](#)

**Pre-Doc Months** *Overage: 48*

Awarded	0
Accepted	48

**Post-Doc Months** *Remaining: 0*

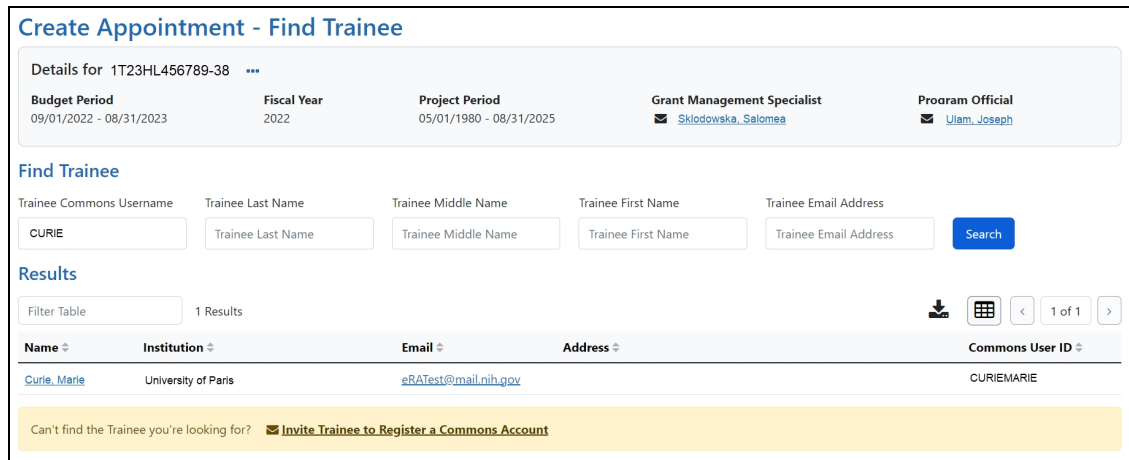
Awarded	0
Accepted	0

**Short Term Months** *Remaining: 0*

Awarded	96
Accepted	0

[See Slots](#)

The **Create Appointment - Find Trainee** screen is displayed.



**Create Appointment - Find Trainee**

Details for 1T23HL456789-38

<b>Budget Period</b> 09/01/2022 - 08/31/2023	<b>Fiscal Year</b> 2022	<b>Project Period</b> 05/01/1980 - 08/31/2025	<b>Grant Management Specialist</b> ✉ Sklodowska_Salomea	<b>Program Official</b> ✉ Ullam_Joseph
---	----------------------------	--	--	---

**Find Trainee**

Trainee Commons Username: CURIE  
Trainee Last Name: Trainee Last Name  
Trainee Middle Name: Trainee Middle Name  
Trainee First Name: Trainee First Name  
Trainee Email Address: Trainee Email Address  
**Search**

**Results**

Filter Table 1 Results

Name	Institution	Email	Address	Commons User ID
<a href="#">Curie, Marie</a>	University of Paris	<a href="mailto:eRAtest@mail.nih.gov">eRAtest@mail.nih.gov</a>		CURIEMARIE

Can't find the Trainee you're looking for? [✉ Invite Trainee to Register a Commons Account](#)

3. Enter search criteria in the **Find Trainee** section.

---

**TIP:** Trainee Commons Username and Trainee Email Address are particularly useful for searching because they are unique per user.

---

4. Click the **Search** button. A list of possible matches is displayed in the **Results** section.
5. If the trainee you wish to appoint is not listed, click the **Invite Trainee to Register a Commons Account** link, complete the form, and click the **Send Invite** button.
6. If the trainee you wish to appoint is listed, click the trainee's hyperlinked name to select them. The Appointment Form screen is displayed with some fields prepopulated from the trainee's profile.

### Appointment Form

Details for 1T23HL456789-38 ...

<b>Budget Period</b> 09/01/2022 - 08/31/2023	<b>Fiscal Year</b> 2022	<b>Project Period</b> 05/01/1980 - 08/31/2025	<b>Grant Management Specialist</b> ✉ Rotblat, Stanislaw	<b>Program Official</b> ✉ Uliam, Joseph
---	----------------------------	--	--	--

▶ Slot Data

Process Statement of Training Appointment

Curie, Marie

New Post-Doc

Prior NRSA Support

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKLADOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

**Period of Appointment**

**From:** 09/01/2022

**To:** 08/31/2023

**Duration:**  
Months: 12 and Days: 0

**Support for Period of Appointment**

**Stipend Level or Salary \***  
0 - 54,840 POST-DOC

**Stipend/Salary/Other Compensation \***  
\$54,840

**Degree(s): Earned/In Progress**

2 Results

Degrees(s)	Completion Date	Major/Minor
BA	✓ 06/2018	Neuroscience
MD	★ 05/2024	N/A

**Trainee Background**

**Field of Research Trainings or Career Development Code \*** ---Epidemiology (134)

**Education Level \*** Graduate Student

**Name of Specialty Boards** Internal Medicine: Infectious Disease

**Dual Degree \*** No

Take Action

Save Draft

Save as Draft

7. Complete the Appointment Form as appropriate. Required fields are marked with a red asterisk (\*).

**IMPORTANT:** Below are the Business Rules for the Appointment Form.

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

The Stipend level must be entered for everyone except for scholars and participants. Must be appropriate to trainee degree and experience.

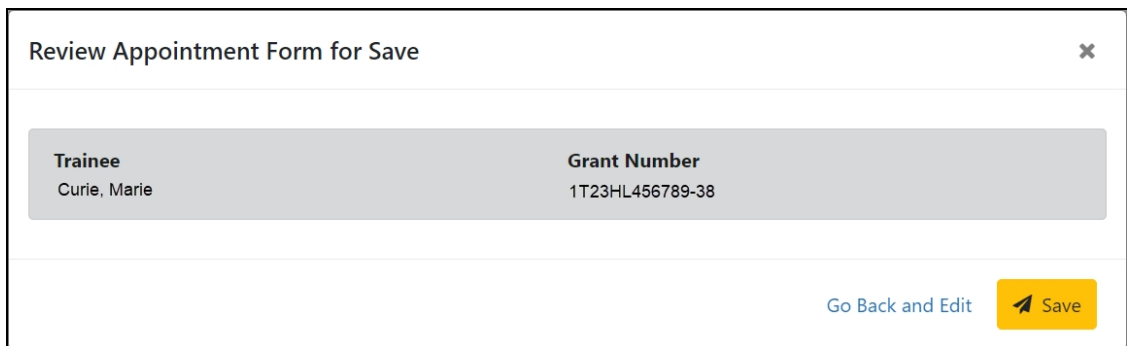
Users enter salaries/other compensation for a whole or partial year for scholars or

participants.

Must recalculate date if calendar boxes are used.

For information on the Grant's Policy Statement, please refer to Section 11.3.7, Initiation of Support, at this web site: [https://-grants.nih.gov/grants/policy/nihgps/HTML5/section\\_11/11.3.7\\_initiation\\_of\\_support.htm](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3.7_initiation_of_support.htm)

8. Click the **Save as Draft** button. A confirmation screen is displayed.

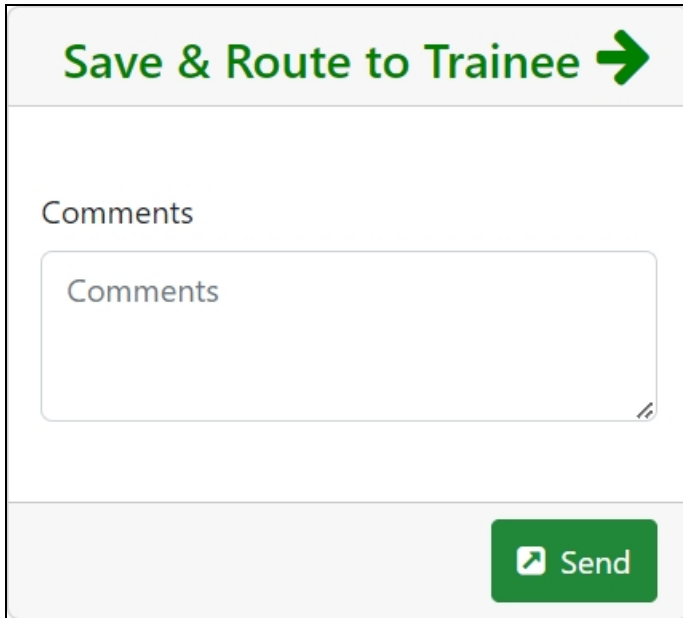


Trainee	Grant Number
Curie, Marie	1T23HL456789-38

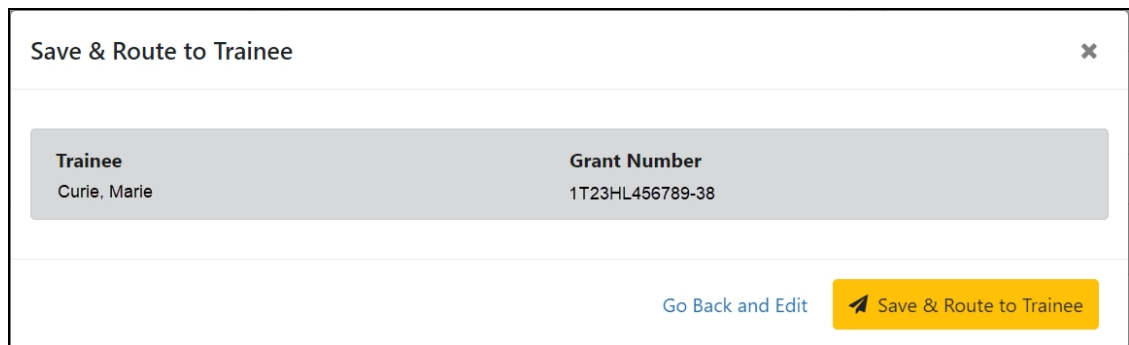
Go Back and Edit Save

9. Click the **Save** button. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

## Route new appointment to trainee



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

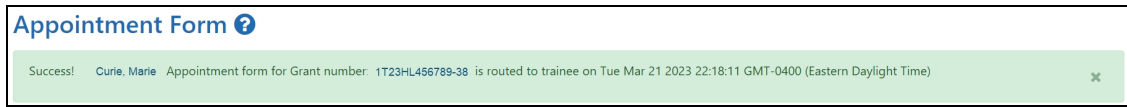


Trainee	Grant Number
Curie, Marie	1T23HL456789-38

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 Appointment Form has been successfully routed to the trainee. The status of the appointment is changed to **In-Progress Trainee**.



# xTrain Quick Start Guide: Reappointments and Amendments



4. 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.

Routing History for Curie, Marie x

8 Results

<b>Id</b>	<b>Event</b> ⌵	<b>Action Taken By</b> ⌵	<b>Action Date</b> ⌵	<b>Action Taken</b> ⌵	<b>Current Status</b> ⌵	<b>Current Reviewer</b> ⌵	<b>Comments</b>
1	Place 2271 on Hold	Skłodowska, Salomea	12/02/2022 11:52 AM	Placed on Hold by Agency	On Hold by Agency	AGENCY	
2	PI Submits 2271 to Agency	Ulam, Joseph	12/02/2022 11:31 AM	Submitted to Agency	Pending Agency Review	AGENCY	

**NOTE:** Appointments are synchronized into XTRACT. If appointments are made via xTrain, those appointments will be reflected on the RTD in XTRACT.

## Trainee processes form

After receiving an email about the appointment and logging into xTrain, the trainee reviews and completes the necessary information. The trainee then routes the Appointment Form 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 appointment status becomes In-Progress PI.

## Complete the appointment

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

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.



## xTrain Quick Start Guide: Reappointments and Amendments

---

2. In the In Progress section of the grant details, click the **Appointments** button.



Select Grants to Display

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](#)

The Pending Appointment Forms screen is displayed.

**Pending Appointment Forms for 1T23HL456789-38**

Filter Table 1 Results

Process Appointment Form For...	Appt. Status	Appt. Type	Appt. Start & End Date	Duration of Appt.	Degree Level	Award Number	PD/PI	Institution
Curie, Marie	Grantee	New	03/01/2023 05/31/2023	3 months 0 days	Post-Doc		Sklodowska, Salomea	University of Paris

3. Click the hyperlinked trainee name to display the Appointment Form screen.

### Appointment Form

Details for 1T23HL456789-38

<b>Budget Period</b> 09/01/2022 - 08/31/2023	<b>Fiscal Year</b> 2022	<b>Project Period</b> 05/01/1980 - 08/31/2025	<b>Grant Management Specialist</b> ✉ <a href="#">Ulam, Joseph</a>	<b>Program Official</b> ✉ <a href="#">Rotoliat, Stanislaw</a>
---	----------------------------	--	--	--

**Process Statement of Training Appointment**

Curie, Marie

Prior NRSA Support [Routing History](#)

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKLODOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

**Period of Appointment**

From: 03/01/2023 To: 05/31/2023

Duration: Months: 3 and Days: 0

**Support for Period of Appointment**

Stipend Level or Salary \*  
0 - \$4,840 POST-DOC

Stipend/Salary/Other Compensation \*  
\$13,710

**Degree(s): Earned/In Progress**

2 Results

Degrees(s)	Completion Date	Major/Minor
BA	✓ 06/2018	Neuroscience
MD	★ 05/2024	N/A

**Trainee Background**

<b>Field of Research Trainings or Career Development Code *</b> ---Epidemiology (134)	<b>Education Level *</b> Graduate Student	<b>Name of Specialty Boards</b> Internal Medicine: Infectious Disease	<b>Dual Degree *</b> No
--	--	--	----------------------------

**Take Action**

**Save Draft**

Save as Draft

**Save & Route to Trainee**

Comments

Send

**Route to Agency**

Comments

Submit

- To complete the Appointment, review the form one last time, add comments if desired, then click the **Submit** button in the **Route to Agency** card. A confirmation message displays.

Route to Agency ✕

<b>Trainee</b> Schroeder, Julia	<b>Grant Number</b> 5T35HL007690-38
------------------------------------	--

I certify that this individual is qualified for this program and is eligible to receive financial support. The individual being appointed will be able to access this form through xTrain.

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

- Click the **Certify and Route to Agency** 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 Appointment is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Appointment Form has been successfully routed to the trainee. The status of the appointment is changed to **Pending Agency Review**.

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 NIH 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.

[Payback Agreement Form](#) ✕

In addition to confirming the submission of the appointment, the *Submit to Agency Confirmation* screen provides reminders about any further action that may be needed:

- Pre-doc Appointments – No further action is needed, unless confirmation of permanent residency status is required.
- Post-doc Appointments:
  - For those entering their initial year of Kirschstein-NRSA post-doc support, mail the original signed Payback Agreement (6031) form to the



- awarding NIH Institute or Center
- Mail confirmation of permanent residency, if needed

The Agency can accept the appointment, place it on hold, hold it for a paper signature, delete it, view the PDF file, or route it back to the institution.

### Delete an in-progress appointment

---

**IMPORTANT:** Appointments 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 appointment.
3. Click the **Delete Appointment** 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 appointment is deleted.

---

**IMPORTANT:** Deleting appointments cannot be undone. If you wish to appoint a trainee after their appointment has been deleted, you must recreate the appointment from scratch.



---

## Process New Appointment 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 Appointment for 1T23HL456789-38**

<b>In-Progress Trainee</b> <b>New</b>	<b>Awarded PD/PI</b> ✉ <a href="#">SKLODOWSKA, SALOMEA</a>
<b>Appointment Start Date</b> 03/01/2023	<b>Appointment End Date</b> 05/31/2023
<b>Stipend Amount</b> \$13,710.00	

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

1. To view a PDF of the Appointment Form, click the **View Form** button. The PDF is downloaded to the browser's default location.
2. To complete the appointment form, click the **Go to Form** button. The Appointment Form screen is displayed for your review.



# xTrain Quick Start Guide: Reappointments and Amendments

**Appointment Form** ?

Details for 1T23HL456789-38 ...

<b>Budget Period</b> 09/01/2022 - 08/31/2023	<b>Fiscal Year</b> 2022	<b>Project Period</b> 05/01/1980 - 08/31/2025	<b>Grant Management Specialist</b> ✉ Ulam, Joseph	<b>Program Official</b> ✉ Roblat, Stanislaw
---	----------------------------	--	--	--

**Process Statement of Training Appointment**

Curie, Marie ...  
New Post-Doc In-Progress Trainee

Prior NRSA Support Routing History

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKLODOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

**Period of Appointment**

From: 03/01/2023 To: 05/31/2023  
Duration: Months: 3 and Days: 0

**Support for Period of Appointment**

Stipend Level or Salary \*  
0 - 54,840 POST-DOC  
Stipend/Salary/Other Compensation \*  
\$13,710

**Degree(s): Earned/In Progress**

2 Results

Degrees(s)	Completion Date	Major/Minor
BA	✓ 06/2018	Neuroscience
MD	★ 05/2024	N/A

**Trainee Background**

Field of Research Trainings or Career Development Code \*  
---Epidemiology (134)

Education Level \*  
Graduate Student

Name of Specialty Boards  
Internal Medicine: Infectious Disease

Dual Degree \*  
No

**Take Action**

Save Draft

Save & Route to PI →

Comments \*

Comments

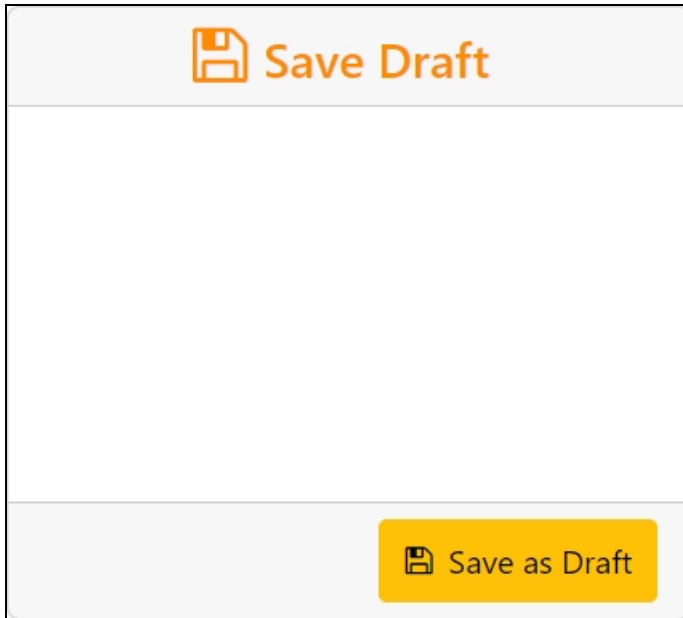
Save as Draft Send

3. Edit the form as appropriate.

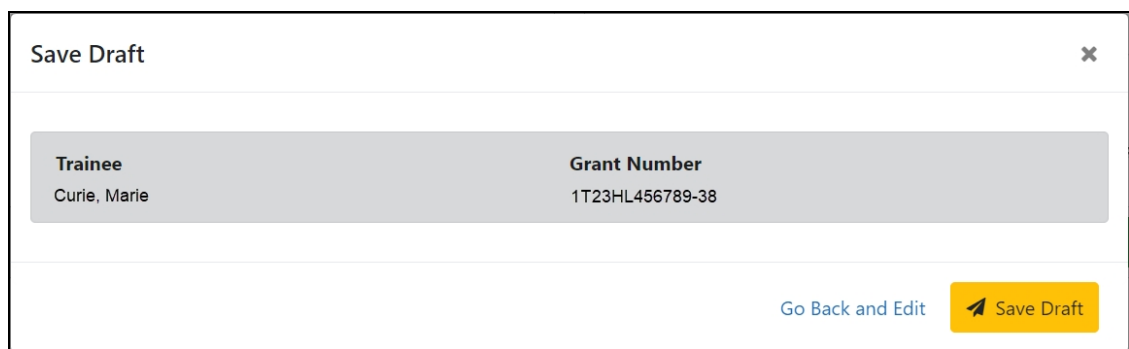
Prior Kirschstein-NRSA Support information is pulled from the profile. To correct or update this information, contact the [eRA Service Desk](#).

## Save Draft

Use this option to save your work on an appointment form and keep it in your queue.



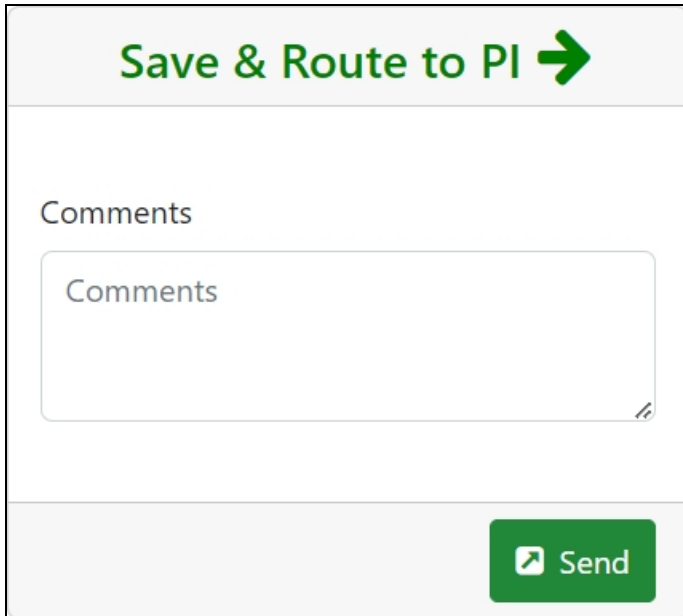
1. Make the appropriate edits to the form.
2. Click the **Save as Draft** button. A confirmation message displays.



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.



The screenshot shows a web interface for the 'Save & Route to PI' action. At the top, there is a header bar with the text 'Save & Route to PI' and a green right-pointing arrow. Below the header is a section labeled 'Comments' containing a large text input field with the placeholder text 'Comments'. At the bottom right of the form is a green button with a white paper plane icon and the text '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 ✕

Trainee	Grant Number
Curie, Marie	1T23HL456789-38

Comment  
I've reviewed and completed the appointment form.

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 be subject to criminal, civil, or administrative penalties.

[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 Appointment is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Appointment Form has been successfully routed to the PI. The status of the appointment is changed to **In-Progress PI**.

Appointment Form ⓘ


Success! Curie, Marie Appointment form for Grant number: 1T23HL456789-38 is routed to PI on Tue Mar 21 2023 22:52:54 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.



# xTrain Quick Start Guide: Reappointments and Amendments

Process Statement of Training Appointment

 Curie, Marie ...

New Post-Doc In-Progress PI

Prior NRSA Support Routing History

3 Results

Id	Event	Action Taken By	Action Date	Current Status		Comments
				Action Taken	Current Reviewer	
1	Trainee Routes 2271 to PI	Curie, Marie	03/21/2023 10:52 PM	Routed to PI	In-Progress PI	SKLODOWSKA, SALOMEA I've reviewed and co... <a href="#">Show more</a>
2	PI Routes 2271 to Trainee	SKLODOWSKA, SALOMEA	03/21/2023 10:18 PM	Routed to Trainee	In-Progress Trainee	Curie, Marie
3	PI Initiates, Amends, or Re-appoints a Trainee via 2271	SKLODOWSKA, SALOMEA	03/21/2023 10:02 PM	Initiated by PI	In-Progress PI	SKLODOWSKA, SALOMEA