Extramural Trainee Reporting and Career Tracking (xTRACT) User Guide

January 14, 2021
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# TABLE OF CONTENTS

**Latest Updates** ................................................................. xx
  December 10, 2020 ............................................................ xx
  August 18, 2020 ................................................................ xx
  April 30, 2020 .................................................................. xx
  December 20, 2019 ........................................................... xxxi
  August 22, 2019 ................................................................. xxi
  August 17, 2018 ................................................................. xxi
  April 9, 2017 .................................................................... xxi
  August 24, 2017 ................................................................. xxii
  April 27, 2017 - Features and Updates ............................... xxii
  December 8, 2016 release of xTRACT. ............................... xxiii
  April 28, 2016 release of xTRACT. ....................................... xxiv

**What is xTRACT?** ................................................................. 1

**POLICY:** ........................................................................ 1

**Initiate an RTD for New Application** .................................. 2

**Search RTD for New Applications** .................................... 3

**Search for Training Grants** ............................................... 6

**Prepare RTD for a New Application** .................................. 10
  Basic Information (New Application) .................................. 11
  Add PI ............................................................................. 12
  Set as Contact .................................................................. 15
  Remove a PI ..................................................................... 15
  Participating Departments and Programs (New Application) . 15
  Add Departments ............................................................. 16
  Add Programs ................................................................. 19
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Departments &amp; Programs</td>
<td>20</td>
</tr>
<tr>
<td>Training Support &amp; Summary (New Application)</td>
<td>22</td>
</tr>
<tr>
<td>Summary Statistics</td>
<td>22</td>
</tr>
<tr>
<td>Institutional Training Support</td>
<td>23</td>
</tr>
<tr>
<td>Census Totals</td>
<td>25</td>
</tr>
<tr>
<td>Institutional Training Support Detail (New Application)</td>
<td>26</td>
</tr>
<tr>
<td>Number of Trainee Positions</td>
<td>27</td>
</tr>
<tr>
<td>Overlapping Faculty</td>
<td>27</td>
</tr>
<tr>
<td>How Do I Manage Participating Faculty Members (New Application)?</td>
<td>29</td>
</tr>
<tr>
<td>How Do I Add Faculty?</td>
<td>29</td>
</tr>
<tr>
<td>How Do I Add Faculty Individually?</td>
<td>29</td>
</tr>
<tr>
<td>How Do I Add Faculty Via a Bulk Upload?</td>
<td>31</td>
</tr>
<tr>
<td>How Do I Edit Faculty Members?</td>
<td>33</td>
</tr>
<tr>
<td>How Do I Remove a Faculty Member?</td>
<td>33</td>
</tr>
<tr>
<td>Participating Faculty Detail (New Application)</td>
<td>33</td>
</tr>
<tr>
<td>Faculty Member Data</td>
<td>34</td>
</tr>
<tr>
<td>Faculty Degree</td>
<td>35</td>
</tr>
<tr>
<td>Add a Degree</td>
<td>36</td>
</tr>
<tr>
<td>Edit a Degree</td>
<td>36</td>
</tr>
<tr>
<td>Include in RTD</td>
<td>36</td>
</tr>
<tr>
<td>Delete a Degree</td>
<td>36</td>
</tr>
<tr>
<td>Research Support</td>
<td>37</td>
</tr>
<tr>
<td>NIH and Other Agency Sources of Support on Record</td>
<td>37</td>
</tr>
<tr>
<td>Other Sources of Support</td>
<td>39</td>
</tr>
<tr>
<td>Mentoring Record</td>
<td>40</td>
</tr>
<tr>
<td>Participating Students (New Application)</td>
<td>40</td>
</tr>
</tbody>
</table>
Add Individual Student ........................................................................................................... 41
To add multiple trainees via Bulk Upload: ........................................................................... 43
Edit Student .......................................................................................................................... 46
Remove .................................................................................................................................. 46
Student Detail (New Application) .......................................................................................... 46
Student Data .......................................................................................................................... 47
In Training Data ..................................................................................................................... 47
Faculty Members ................................................................................................................... 47
Degrees .................................................................................................................................... 49
Post-Training Positions ......................................................................................................... 49
Subsequent Grants .................................................................................................................. 50
Publications ............................................................................................................................ 54
Applicants and Entrants (New Application) .......................................................................... 58
Predoctoral Applicant and Entrant Counts and Characteristics (New Application) ........... 59
Edit the Counts and Characteristics ....................................................................................... 59
Counts table ........................................................................................................................... 60
Characteristics ....................................................................................................................... 60
GPA ......................................................................................................................................... 60
Research Experience .............................................................................................................. 61
Prior Institutions .................................................................................................................... 61
Underrepresented Groups ....................................................................................................... 61
Summary of Counts and Characteristics ................................................................................ 62
Postdoctoral Applicant and Entrant Counts and Characteristics (New Application) .......... 62
Counts table ........................................................................................................................... 63
Characteristics ....................................................................................................................... 63
Publications ............................................................................................................................ 63
# Table of Contents

- Finalize RTD (RPPR) ......................................................... 89
- **Prepare RTD for a Renewal Application** ....................................... 90
  - Participating Departments and Programs (Renewal) .................................. 91
    - Add Departments .......................................................... 91
    - Add Programs ............................................................ 92
    - Edit Departments & Programs ........................................... 94
  - Participating Department/Program Detail (Renewal) .................................. 97
    - Edit Departments & Programs ........................................... 97
- Training Support & Summary (Renewal) ............................................. 99
  - Summary Statistics .......................................................... 99
  - Institutional Training Support ............................................... 99
- Census Totals .............................................................................. 101
- Institutional Training Support Detail (Renewal) .................................... 102
  - Number of Trainee Positions ................................................. 103
  - Overlapping Faculty ................................................................ 104
- How Do I Manage Participating Faculty Members (Renewal)? .................. 105
  - How Do I Add Faculty? .......................................................... 106
    - How Do I Add Faculty Individually? ...................................... 106
    - How Do I Add Faculty Via a Bulk Upload? .............................. 108
  - How Do I Edit Faculty Members? .............................................. 110
  - How Do I Remove a Faculty Member? ........................................ 110
- Participating Faculty Detail (Renewal) .............................................. 110
  - Faculty Member Data ................................................................ 111
  - Faculty Degree ....................................................................... 112
    - Add a Degree ...................................................................... 113
    - Edit a Degree ..................................................................... 113
# Table of Contents

Include in RTD ................................................................. 113
Delete a Degree ............................................................... 114
Research Support ............................................................. 114
NIH and Other Agency Sources of Support on Record .................. 114
Other Sources of Support ................................................... 117
Mentoring Record ............................................................. 117
Students (Renewal) .......................................................... 117
Add Student ..................................................................... 118
Edit Student ..................................................................... 120
Remove ............................................................................. 120
Student Detail for a Renewal (Renewal) .................................. 120
  Student Data ................................................................... 121
  In Training Data ............................................................... 121
  Faculty Members ............................................................. 122
  Degrees ......................................................................... 123
  Post-Training Positions ..................................................... 124
  Subsequent Grants .......................................................... 125
  Publications .................................................................... 126
Participating Trainees (Renewal) ............................................. 130
  Add Trainee(s) ............................................................... 131
    To add an individual trainee: ........................................... 131
    To add multiple trainees via Bulk Upload: ....................... 132
  Edit Trainee .................................................................... 132
  Remove .......................................................................... 132
  Participating Trainee Detail (Renewal) ................................. 132
  Trainee Data .................................................................... 133
In Training Data ................................................................. 133
Faculty Members ............................................................... 134
Support During Training ...................................................... 135
Degrees .............................................................................. 137
Post-Training Positions ......................................................... 138
Subsequent Grants ................................................................. 139
Publications ......................................................................... 140
Program Statistics (Renewal) ............................................... 144
Appointments (Renewal) ......................................................... 146
Training Positions Awarded .................................................... 147
Training Positions Appointed ................................................ 148
Applicants and Entrants (Renewal) ........................................... 148
Predoctoral Applicant and Entrant Counts and Characteristics (Renewal) .................................................. 149
Edit the Counts and Characteristics ........................................ 149
Counts table .......................................................................... 150
Characteristics ..................................................................... 150
GPA .................................................................................... 151
Research Experience ............................................................... 151
Prior Institutions ................................................................. 151
UnderrepresentedGroups ...................................................... 151
Summary of Counts and Characteristics .................................. 152
Postdoctoral Applicant and Entrant Counts and Characteristics (Renewal) .............................................. 152
Counts table .......................................................................... 152
Characteristics ..................................................................... 153
Publications ......................................................................... 153
Prior Institutions .................................................................. 153
Underrepresented Groups .......................................................... 153
Summary of Counts and Characteristics ...................................... 154
Preview PDF (Renewal) ............................................................. 154
Finalize RTD (Renewal) ............................................................ 154

Prepare RTD for a Revision Application ...................................... 156
Participating Departments and Programs (Revision) ....................... 156
Add Departments ...................................................................... 157
Add Programs .......................................................................... 158
Edit Departments & Programs ..................................................... 160
Participating Department/Program Detail (Revision) ....................... 163
Edit Departments & Programs ..................................................... 163
Training Support & Summary (Revision) ........................................ 165
Summary Statistics ..................................................................... 165
Institutional Training Support ...................................................... 165
Census Totals ............................................................................ 167
Institutional Training Support Detail (Revision) ............................... 168
Number of Trainee Positions ....................................................... 169
Overlapping Faculty .................................................................. 169
How Do I Manage Participating Faculty Members (Revision)? .......... 171
How Do I Add Faculty? ............................................................... 172
How Do I Add Faculty Individually? .............................................. 172
How Do I Add Faculty Via a Bulk Upload? .................................... 174
How Do I Edit Faculty Members? ................................................ 176
How Do I Remove a Faculty Member? .......................................... 176
Participating Faculty Detail (Revision) .......................................... 176
Faculty Member Data ............................................................... 177
Faculty Degree ................................................................. 178

Add a Degree ................................................................. 179

Edit a Degree ................................................................. 179

Include in RTD ................................................................. 179

Delete a Degree ............................................................... 180

Research Support ............................................................. 180

NIH and Other Agency Sources of Support on Record ............... 180

Other Sources of Support .................................................. 183

Mentoring Record ............................................................ 183

Students (Revision) ........................................................... 183

Add Student ................................................................. 184

Edit Student ................................................................. 186

Remove ................................................................. 186

Student Detail (Revision) .................................................... 186

Student Data ................................................................. 187

In Training Data ............................................................. 187

Faculty Members ........................................................... 188

Degrees ................................................................. 189

Post-Training Positions .................................................... 190

Subsequent Grants .......................................................... 191

Publications ............................................................... 192

Participating Trainees (Revision) ........................................... 196

Add Trainee(s) ............................................................... 197

To add an individual trainee: ............................................. 197

To add multiple trainees via Bulk Upload: .............................. 198

Edit Trainee ............................................................... 198
Remove ........................................................................................................... 199

Participating Trainee Detail (Revision) ................................................................. 199
  Trainee Data ........................................................................................................ 200
  In Training Data ................................................................................................ 200
  Faculty Members .............................................................................................. 200
  Support During Training .................................................................................. 202
  Degrees ............................................................................................................. 204
  Post-Training Positions ................................................................................... 205
  Subsequent Grants ............................................................................................. 205
  Publications ........................................................................................................ 207

Program Statistics (Revision) .............................................................................. 212

Applicants and Entrants (Revision) ..................................................................... 212
  Predoctoral Applicant and Entrant Counts and Characteristics (Revision) ....... 213
    Edit the Counts and Characteristics ................................................................ 213
    Counts table .................................................................................................... 214
    Characteristics ............................................................................................... 214
      GPA .............................................................................................................. 215
      Research Experience ..................................................................................... 215
      Prior Institutions .......................................................................................... 215
      Underrepresented Groups ............................................................................ 215
    Summary of Counts and Characteristics ....................................................... 215

Postdoctoral Applicant and Entrant Counts and Characteristics (Revision) ........ 216
  Counts table ..................................................................................................... 216
  Characteristics ................................................................................................. 217
  Publications ....................................................................................................... 217
  Prior Institutions .............................................................................................. 217
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underrepresented Groups</td>
<td>217</td>
</tr>
<tr>
<td>Summary of Counts and Characteristics</td>
<td>217</td>
</tr>
<tr>
<td>Appointments (Revision)</td>
<td>217</td>
</tr>
<tr>
<td>Training Positions Awarded</td>
<td>218</td>
</tr>
<tr>
<td>Training Positions Appointed</td>
<td>219</td>
</tr>
<tr>
<td>Preview PDF (Revision)</td>
<td>219</td>
</tr>
<tr>
<td>Finalize RTD (Revision)</td>
<td>219</td>
</tr>
<tr>
<td><strong>Search for Persons</strong></td>
<td>221</td>
</tr>
<tr>
<td>xTRACT Person Profile</td>
<td>222</td>
</tr>
<tr>
<td>Accessing the Person Profile</td>
<td>222</td>
</tr>
<tr>
<td>Person Data</td>
<td>223</td>
</tr>
<tr>
<td>Sources of Support</td>
<td>224</td>
</tr>
<tr>
<td>Degrees</td>
<td>225</td>
</tr>
<tr>
<td>Employment</td>
<td>226</td>
</tr>
<tr>
<td>Create xTRACT Person</td>
<td>227</td>
</tr>
<tr>
<td>Degree Key</td>
<td>228</td>
</tr>
<tr>
<td><strong>Institution Data</strong></td>
<td>231</td>
</tr>
<tr>
<td>Search for Programs at the Institution</td>
<td>231</td>
</tr>
<tr>
<td>Create a Program at Institution</td>
<td>232</td>
</tr>
<tr>
<td>Update Programs</td>
<td>233</td>
</tr>
<tr>
<td>Maintain Funding Sources</td>
<td>234</td>
</tr>
<tr>
<td>To search for a funding source:</td>
<td>234</td>
</tr>
<tr>
<td>Create Funding Source</td>
<td>236</td>
</tr>
<tr>
<td>To add the funding source:</td>
<td>236</td>
</tr>
<tr>
<td>Edit Funding Source</td>
<td>237</td>
</tr>
<tr>
<td>Upload Funding Sources</td>
<td>238</td>
</tr>
</tbody>
</table>
How Are Training Tables Populated? ................................................................. 241

Table 1: Census of Participating Departments and Interdepartmental Programs .......... 241
Table 2: Participating Faculty Members .................................................................. 247
Table 3: Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members ............................................................... 250
Table 4. Research Support of Participating Faculty Members ................................. 256
Table 5 (A & B): Publications of Those in Training ................................................ 258
Table 6 (A & B): Applicants, Entrants, and their Characteristics for the Past Five Years 263

Before Entering Applicant and Entrant Data in xTRACT ........................................ 264
Table 6A: Part I. Predoctoral – Counts .................................................................... 265
Table 6A: Part II. Predoctoral – Characteristics .......................................................... 266
Table 6B: Part I. Postdoctoral – Counts ..................................................................... 267
Table 6B: Part II. Postdoctoral – Characteristics .......................................................... 268
Table 7: Appointments to the Training Grant for Each Year of the Current Project Period (renewal/revision applications only) ............................................................... 269
Table 8: Program Outcomes (A-C) ........................................................................ 271

Table 8A. Program Outcomes: Predoctoral ............................................................. 272
Table 8A. Part I. Those Appointed to the Training Grant ......................................... 272
Table 8A. Part II. Those Clearly Associated with the Training Grant ....................... 274
Table 8A. Part III. Recent Graduates ........................................................................ 275
Table 8A. Part IV. Program Statistics ....................................................................... 277
Table 8B. Program Outcomes: Short-Term ............................................................... 278
Table 8C. Program Outcomes: Postdoctoral ............................................................. 279
Table 8C. Part I. Those Appointed to the Training Grant ......................................... 279
Table 8C. Part II. Those Clearly Associated with the Training Grant ....................... 281
Table 8C. Part III. Recent Graduates (Only For New Applications and Predoctoral Renewal/Revision Applications Requesting Postdoctoral Support) ................. 282
# LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initiate RTD for New Application Link</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Searching for New Applications</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>RTDs for New Applications - Search Results</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Searching Training Grants</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Searching Training Grants - Results</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>RTD Links for New Applications</td>
<td>11</td>
</tr>
<tr>
<td>7</td>
<td>Prepare RTD for New Application</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>Highlighting the Add PI Button</td>
<td>13</td>
</tr>
<tr>
<td>9</td>
<td>Search for Persons</td>
<td>14</td>
</tr>
<tr>
<td>10</td>
<td>Search for Persons with Results</td>
<td>15</td>
</tr>
<tr>
<td>11</td>
<td>Adding Departments</td>
<td>16</td>
</tr>
<tr>
<td>12</td>
<td>Searching for Departments</td>
<td>17</td>
</tr>
<tr>
<td>13</td>
<td>Add Participating Departments or Programs Button</td>
<td>19</td>
</tr>
<tr>
<td>14</td>
<td>Searching for Programs Displaying Create One Hyperlink</td>
<td>20</td>
</tr>
<tr>
<td>15</td>
<td>Searching for Programs</td>
<td>20</td>
</tr>
<tr>
<td>16</td>
<td>Edit Button for Programs and Departments</td>
<td>21</td>
</tr>
<tr>
<td>17</td>
<td>Participating Department/Program Detail</td>
<td>22</td>
</tr>
<tr>
<td>18</td>
<td>Training Support &amp; Summary</td>
<td>23</td>
</tr>
<tr>
<td>19</td>
<td>Add Institutional Training Support Button</td>
<td>24</td>
</tr>
<tr>
<td>20</td>
<td>Searching for Funding Sources</td>
<td>25</td>
</tr>
<tr>
<td>21</td>
<td>Institutional Training Support Detail</td>
<td>27</td>
</tr>
<tr>
<td>22</td>
<td>Add Overlapping Faculty Button</td>
<td>28</td>
</tr>
<tr>
<td>23</td>
<td>Adding Participating Faculty</td>
<td>28</td>
</tr>
<tr>
<td>24</td>
<td>Participating Faculty Members</td>
<td>29</td>
</tr>
<tr>
<td>25</td>
<td>Search for Faculty</td>
<td>30</td>
</tr>
</tbody>
</table>
Figure 52: Edit Button for Programs and Departments ........................................... 94
Figure 53: Participating Department/Program Detail .............................................. 96
Figure 54: Edit Button for Programs and Departments ........................................... 97
Figure 55: Participating Department/Program Detail .............................................. 98
Figure 56: Training Support & Summary ................................................................. 99
Figure 57: Add Institutional Training Support Button .............................................. 100
Figure 58: Searching for Funding Sources .............................................................. 101
Figure 59: Institutional Training Support Detail ....................................................... 103
Figure 60: Add Overlapping Faculty Button ........................................................... 104
Figure 61: Adding Participating Faculty ................................................................. 105
Figure 62: Participating Faculty Members .............................................................. 106
Figure 63: Search for Faculty ............................................................................... 107
Figure 64: Search for Faculty Results .................................................................... 108
Figure 65: Participating Faculty Details ................................................................. 111
Figure 66: Students ............................................................................................... 118
Figure 67: Search for Students ............................................................................... 119
Figure 68: Search for Students Results .................................................................... 120
Figure 69: Student Detail (Renewal) ..................................................................... 121
Figure 70: Search for Faculty ............................................................................... 122
Figure 71: Search for Faculty Results .................................................................... 123
Figure 72: Participating Trainees .......................................................................... 130
Figure 73: Participating Trainee Detail (Renewal) ................................................... 133
Figure 74: Search for Faculty ............................................................................... 135
Figure 75: Search for Faculty Results .................................................................... 135
Figure 76: Program Statistics (Renewal) ............................................................... 145
Figure 77: Appointments ..................................................................................... 147
Figure 104: Student Detail (Revision) ................................................................. 187
Figure 105: Search for Faculty ................................................................. 188
Figure 106: Search for Faculty Results .................................................. 189
Figure 107: Participating Trainees ............................................................ 197
Figure 108: Participating Trainee Detail (Revision) .................................. 199
Figure 109: Search for Faculty ................................................................. 201
Figure 110: Search for Faculty Results .................................................. 201
Figure 111: Program Statistics (Revision) ............................................ 212
Figure 112: Applicants and Entrants ....................................................... 213
Figure 113: Predoctoral Applicant and Entrants Counts and Characteristics .................. 214
Figure 114: Postdoctoral Applicant and Entrants Counts and Characteristics .................. 216
Figure 115: Appointments ................................................................. 218
Figure 116: Search for Person(s) .............................................................. 221
Figure 117: Search for Person(s) and Results ......................................... 221
Figure 118: Sample xTRACT Person Profile .......................................... 223
Figure 119: Create xTRACT Person ......................................................... 228
Figure 120: Programs Displaying at an Institution .................................. 232
Figure 121: Create Program Screen ......................................................... 233
Figure 122: Edit Program ................................................................. 234
Figure 123: Search for Funding Sources .............................................. 235
Figure 124: Search for Funding Sources Results .................................... 236
Figure 125: Create Non-NIH Funding Source ........................................ 237
Figure 126: Edit Non-NIH Funding Source ............................................. 238
Figure 127: Upload Funding Sources .................................................... 239
Figure 128: Sample Table 6A: Part I ...................................................... 266
Figure 129: Sample Table 6A: Part II ...................................................... 267
Figure 130: Sample Table 6B: Part I ................................................................. 268
Figure 131: Sample Table 6B: Part II ............................................................... 269
Figure 132: Sample Table 7 in Training Tables ............................................... 270
Figure 133: Sample Table 8A. Part I ................................................................. 273
Figure 134: Sample Table 8A. Part II ................................................................. 275
Figure 135: Sample Table 8A. Part III ............................................................... 276
Figure 136: Sample Table 8A. Part IV ............................................................... 277
Figure 137: Sample Table 8B ........................................................... 278
Figure 138: Sample Table 8C. Part I ................................................................. 280
Figure 139: Sample Table 8C. Part II ............................................................... 281
Figure 140: Sample Table 8C. Part III ............................................................. 282
Latest Updates

December 10, 2020

Changed the way publications are searched for and added to a trainee's or student's record. See Publications

August 18, 2020

Added definition of degree abbreviations for Degrees section of Person Profile screen.

April 30, 2020

xTRACT is updated to correspond to the new Forms F version, which is releasing in May 2020. Other changes unrelated to Forms F were also made to xTRACT.

Forms F changes include:

- Diverse Backgrounds field labels are now Underrepresented Groups in several screens.
- New Entrants Appointed to this Grant field labels are now New Appointees to this Grant in several screens.
- In the Applicants and Entrants section, the field label for Percent from Underrepresented Racial & Ethnic Groups is now simply Percent from Underrepresented Groups.
- In the Applicants and Entrants section, the Counts section no longer records percent with disability.
- In the Participating Trainees section, under Publications, there is no longer a checkbox to mark publications as Abstract-Only, as abstract-only publications should no longer be listed.
- In the Participating Trainees section, trainees can now specify a leave of absence in the Support During Training section by adding a Leave of Absence entry under Other Sources of Support. Refer to the section of this document titled Support During Training on Page 135

Other changes include:

- In the Participating Faculty section, for NIH and Other Agency Sources of Support, grants that are on record in federal grant systems are now auto-populated as sources of support. Refer to the section of this document titled Research Support on Page 114
- In the Participating Trainees area, when adding Post-Training Positions, you can now specify any position title instead of choosing from a list of possible positions. You also report slightly different information on the position, such as Workforce Sector, Principal Activity. Refer to the section of this document titled Post-Training Positions on Page 138
Three new topics explain what areas of xTRACT populate specific tables in the generated PDF training tables. See Training Table 6, Training Table 7, and Training Table 8.

In Participating Faculty, for NIH and Other Agency Sources of Support, you can now search for other grants to add as sources of support, in addition to those that are auto-populated based on recorded sources of support in federal grant systems. Refer to the section of this document titled Research Support on Page 114.

In Participating Faculty, under Faculty Member Data, you can now specify a non-academic title for a position, instead of academic titles such as Professor and Instructor, by selecting Other when editing faculty member data. See Faculty Member Data.

For general information on Forms F Updates, including Form samples and field-by-field instructions, see https://grants.nih.gov/grants/forms-f/data-tables.htm.

December 20, 2019

Numerous enhancements to the Participating Trainee Detail screens. (Refer to the section of this document titled Participating Trainee Detail (RPPR) on Page 74 for specifics.

- In the Support During Training and Subsequent Grants sections, added ability to report just the IC and the Activity code for NIH and Other Agency Sources of Support.
- Users may now select the primary source of support from a dropdown for training years with multiple sources of support.
- The Position field dropdown now includes a "type-ahead" function that narrows the listed options as you begin to type.
- xTRACT prevents you from deleting trainees whose appointments were imported from xTRAIN.

August 22, 2019

New Bulk Upload topic added for a quick reference for uploading either faculty or trainees in bulk.

August 17, 2018

Add Trainees Bulk Upload instructions expanded

April 9, 2017

Added link on the introduction page to notice NOT-OD-18-133 regarding the mandate to use xTRACT beginning October 1st of 2019.
Upload Feature for Participating Trainee Data

Users will now be able to upload participating trainee information in batches, by providing a file separated by tabs that contain certain information for each trainee. For each row of information in the file, a participating trainee will be either inserted or updated as appropriate.

NOTE: You may choose to create your file using a spreadsheet application, and then save the file as a “tab-delimited” text.

April 27, 2017 - Features and Updates

Feature

- Longer Research Topics are now supported:
  When entering the in-training data for a participating student or trainee, the allowable length of the Research Topic has been increased, from 80 to 200 characters.

Updates

- Corrected styling of author names, for citations selected from PubMed.
  For any publication that is being selected from PubMed and added for a student/trainee, each author name for the citation should now appear in NLM style.

- Corrected Year Awarded, Shown in Table 8 for Non-NIH Subsequent Grants.
  Occasionally the year awarded would be shown incorrectly for a Non-NIH subsequent grant in table 8. This problem has been corrected.

- RTD Training Table aids added.
  Information explaining how the data is populated into the training tables for RPPRs has been added for Tables 1 & 2. The information for the remaining tables will be added in subsequent updates as an ongoing project.

February 16, 2017 - Faculty Bulk Upload

The xTRACT system has been updated to allow the bulk upload of faculty instead of the previous requirement to add one at a time. This applies to New, Renewal, and Revision RTD's. When the Upload Participating Faculty button is clicked, an instruction page will open allowing the user to browse to and select the current file or, if the file does not exist or is in the wrong format, there are links in the instructions for downloading a template and to convert an Excel file to the proper tab-delimited format required.
December 8, 2016 release of xTRACT.

- Ability to copy data from a recently-prepared RPPR RTD into a Renewal RTD. When working with a Renewal RTD, xTRACT users will now be able to copy Participating Trainee and Program Statistics data from a recently prepared RPPR RTD for that same training grant, provided a recent RPPR RTD exists. If an RPPR RTD for the grant’s final non-competing period has already been started, then the data will be copied from that. Otherwise, if an RPPR RTD for the grant’s previous non-competing period is available, the data will be copied from that RTD instead.

- The option to copy data from the recent RPPR RTD will be offered when the Renewal RTD is first initiated. Users will also have the option to copy each type of data (Participating Trainee or Program Statistics) when editing the RTD, whenever visiting each of the corresponding data entry sections.

- Ability to copy data from a recently-prepared Renewal or RPPR RTD into an RPPR RTD. When working with an RPPR RTD, xTRACT users will now be able to copy Participating Trainee and Program Statistics data from a recently prepared RTD for that same training grant, provided a recent RTD for that grant exists. A copy can be performed from the previous year’s RPPR RTD for that grant (if available). Also, when preparing the RPPR RTD for the final non-competing year, there will be an additional option to copy from the next Renewal RTD for that grant (provided the Renewal RTD has been started).

- The option to copy data from a recent RTD will be offered when the RPPR RTD is first initiated. Users will also have the option to copy each type of data (Participating Trainee or Program Statistics) when editing the RTD, whenever visiting each of the corresponding data entry sections.

- Adjustment to the auto-population of Faculty Research Support, from NIH and Other Agency Sources. Faculty Research Support from NIH and Other Agency grants are automatically populated in xTRACT, based on award data that we have on hand (and cannot be edited). However, there have been some occasions when an NIH/Other Agency grant has not been listed – even though it seems like it should have appeared. Often when this occurred, it was because of a short delay in funding the most recent noncompeting year for the research grant in question, making it appear that the grant was not active at the time that the RTD was being prepared. An adjustment has been made to account for this sort of timing, so that any such awards are correctly included in the listing of NIH/Other Agency Research Support for that faculty member.

- Improved Performance of Preview/Finalize RTD. The amount of time required to preview or finalize an RTD has been improved. When choosing either one of these options, results should be returned more quickly than before.
Fixed issue in Applicants and Entrants Section. Some users had noted cases where multiple occurrences of the same “Prior Institution” would appear on rare occasions, after entering these in the Applicants and Entrants section. This problem has been resolved.

April 28, 2016 release of xTRACT.

- **User Interface (UI) improvements:** xTRACT is getting updated to the contemporary web style seen in other parts of eRA Commons (see March’s eRA Items of Interest). For example, xTRACT will use type-ahead drop-down lists (also referred to as “predictive search”) in certain places. This means as the user begins to type in the field, the system immediately displays matching results, and thus reducing the time it takes to find the desired result.
  - see ANY topic such as Search RTD for New Application
- **Editable selection fields**
  - see ANY Participating Department and Programs topic such as RTD Renewal
- **Bold Trainee Names:** User will have the ability to “bold” the trainee name within a publication citation, enabling them to comply with the instructions for table 5 (publications). This will be accomplished by using HTML bold tags (<b>name</b>) when entering the name of a trainee in the list of authors for a publication.
  - see ANY Student Detail topic such as for a new application
- **Simplified Data Entry for Participating Departments and Programs**
  - see ANY Participating Departments and Programs topic such as for a new application
- **Revised Left-Navigation Options for Institution Data**
  - See Maintain Funding Sources topic
- **Maintain Programs** now presents the list of programs without requiring a search
  - see ANY Participating Departments and Programs topic such as for a new application
- **Direct Costs on Faculty Non-NIH Research Support** Can Now Accept Up to 7 digits
  - see ANY Participating Faculty Detail topic such as for a new application
- **Months of Research Experience in Applicants and Entrants Section** Can Now Accept Up to 3 digits
  - see ANY Predoctoral Applicant and Entrant Counts and Characteristics topic such as for a new application

For more details, please refer to the xTRACT release notes dated April 28, 2016.
What is xTRACT?

Extramural Trainee Reporting and Career Tracking (xTRACT) is a module within eRA Commons used by applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications.

Because xTRACT is integrated with Commons, it is able to use xTrain appointment and related data to pre-populate some training data for training tables and reports. This includes data related to trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards. xTRACT also allows manual entry of data not found in Commons or xTrain. Manually entered information is stored in xTRACT and can be re-used when preparing subsequent training table submissions.

If you are a Signing Official (SO), Administrative Official (AO), Business Official (BO), Principal Investigator (PI), or assistant (ASST) in Commons, you have access to the xTRACT module.

This online help does not contain field by field help; for field level help, see the Training Data Tables Instructions here:

- Download Microsoft Word: https://grants.nih.gov/grants/funding/datatables-f/Consolidated_Training_Tables.docx
- View PDF: https://grants.nih.gov/grants/funding/datatables-f/Consolidated_Training_Tables.pdf

**IMPORTANT:** xTRACT is a tool for creating training tables. Tables generated in xTRACT must be attached to and submitted with the appropriate progress report or application. There is no Submit feature in xTRACT.

**POLICY:**

Advance Notice of Transition to the xTRACT System for Preparing Research Training Data Tables - NOT-OD-18-133

NIH & AHRQ Announce Transition to New Research Training Table Formats for 2016 and Upcoming Release of the xTRACT System - NOT-OD-16-007
Initiate an RTD for New Application

**IMPORTANT:** Only the Principal Investigator (PI) can initiate an RTD for a new application.

To initiate an RTD for a new application:

1. Select the *New Applications* tab.
2. Select the *Initiate RTD for New Application* link.
3. Enter the fields as displayed on the Prepare New Research Training Dataset (RTD) screen. Required fields are marked with an asterisk (*).
   - *Project Title* (required)
   - *Description*
   - *FOA*
   - *Institution* (required)
4. Select the *Save* button.

You will see a message at the top of the screen confirming that your RTD has been initiated.
Search RTD for New Applications

To search for RTDs for new applications:

1. Navigate to the New Applications tab.
2. Select the Search RTD for New Applications link to display search parameters.
3. Enter search parameters to narrow the results.
   - New Data Set Identifier
   - PD/PI Last Name
   - New Data Set Project Title

   **Tip:** You can use the percent sign (%) as a wild card at the start, end, and middle of your criteria.

4. Select the Search New RTDs button.

New RTDs display in a table on the screen. If no matches are found, the following message appears: *Nothing found to display*.

The information presented in the results includes:
- New Data Set Identifier
- Project Title
- PD/PI Name
- Status
- Action links

The links available in the Action column will vary depending on the role of the user (whether they have edit or view privileges) and the status of the RTD (whether it is in progress or finalized). Select the appropriate link for your action. Potential links include:

- **Prepare RTD for New Application**

  Use this link to continue preparing an RTD for a new application that has not yet been finalized.
- **View Training Tables**
  
  Use this link to view the training tables for a New Application. The link is available once the RTD has been marked as Final.

- **Unfinalize New Application**
  
  This link is available to users (PD/PIs and their ASSTs) with the permission to unfinalize an RTD that has been marked as Final.
Search for Training Grants

Use the *Search for Training Grants* feature to prepare RTDs for use in revisions and renewals or in Research Performance Progress Reports (RPPR).

1. Select the **Training Grants** tab.

   The *Search for Training Grants* screen displays with search parameters for **Grant Number** and **PD/PI Last Name**.

   For an ASST, an additional search criterion of *Delegator* also appears. This allows the ASST to filter results to a specific PI who has delegated access to them. This is a drop-down which defaults to blank, but includes the names of all PIs who have delegated access to the ASST.

2. *Optional*: Enter the appropriate search parameters. This is not required.

   **Grant Number**
   
   - **Type**
   - **Activity Code**
     
     T32 is the default value.
   
   - **IC Code**
   - **Serial Number**
   - **Support Year**
   - **Suffix**

   **PD/PI Last Name**: Enter the last name of the PD/PI associated with the project.

   *Tip*: You may use the percent sign (%) as a wild card at the start, at the end, or in the middle of your criteria.

3. Select the **Search Training Grants** button.
All records matching the entered search criteria (if any) display in the hit list below the search criteria. These records are limited by the privileges associated with your account. If no programs meet the entered criteria, the following message displays: *Nothing found to display.*

The training grants are presented in a table and include the following related information:
The **Action** column presents the options to perform several tasks. These tasks are limited to the role associated to your account. You may see all or some of the following links:

- **Prepare for RPPR**
  
  Use this link to prepare the RTD for the progress report. The link appears when the training grant is awarded, the next support year is pending, and RTD preparation for the RPPR has not been initiated.

- **Continue for RPPR**
  
  Use this link to continue an RTD already in progress. The link appears when the RTD for the progress report has been initialized but is not final.

- **Prepare for Revision**
  
  Use this link to prepare the RTD for a revision. The link appears when the training grant is awarded and an RTD preparation for a revision has not been initiated.

- **Continue for Revision**
  
  Use this link to continue an RTD already in progress. The link appears when the RTD for a revision has been initialized but is not final.

- **Prepare for Renewal**
  
  Use this link to prepare the RTD for a renewal. The link appears when the training grant is awarded, has entered or will soon be entering its final noncompeting year, and an RTD preparation for a renewal has not been initiated.

- **Continue for Renewal**
  
  Use this link to continue an RTD already in progress. The link appears when the RTD for a renewal has been initiated but is not final.
• **View Tables**

  Use this link to view the training tables for an RPPR, Revision, or Renewal. The link is available once the RTD has been marked as final.

• **Unfinalize**

  This link is available to users having the permission to unfinalize an RTD for an RPPR, Revision, or Renewal that has been marked as Final.
Prepare RTD for a New Application

Use the links listed under RTD on the left side of the screen to maintain the specific sections of the RTD:

- Basic Information
- Participating Departments/Programs
- Training Support & Summary
- Participating Faculty
- Participating Students
- Applicants and Entrants
- Preview PDF
- Finalize RTD

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.
**Basic Information (New Application)**

The Basic Information section includes:

- **New Data Set Identifier** (read only)
- **Project Title**
- **PI(s)**

  Added PIs are read only. Use the Add PI button to include additional PIs. Links are also available for removing a PI and setting the PI as the Contact. Refer to the steps below.

- **Description**

  The optional description field is provided so that you can add a meaningful description of the purpose of the RTD. This information is used only within xTRACT and is not part of the data submitted with the training grant application.

- **FOA**

  For informational purposes only. There are no restrictions for submitting an RTD based on the FOA.

- **Institution** (read only)

  Update the fields as appropriate and select the Save button.
Add PI

To add a PI from a search:
1. Select the **Add PI** button.

![Image of xTRACT User Guide](image.png)

2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the check mark from the box titled **Search for persons who have a Commons affiliation with my institution.**

**NOTE:** You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.
3. All matching records display in the **Person(s)** table. Only persons with a Commons role of PI will be returned in the search. Select the **Add PI** link in the **Action** to add the person.
4. Repeat the steps to add other PIs. Added PIs appear in the Person(s) list with the word Added shown in the Action column.

5. Use the Close button to close the search screen.

**Set as Contact**

If your application has multiple PIs, you can set a PI as the Contact. From the Basic Information section of the RTD, find the PI you wish to set as Contact. Select the Set as Contact link.

**Remove a PI**

Use the (remove) link located next to a PI ’s name in the Basic Information section of the RTD to remove that PI from the record. This link only appears if multiple PIs exist and the link only appears for PI's other than the contact PI.

Select OK to confirm the removal when prompted.

**Participating Departments and Programs (New Application)**

Use this section to add/remove departments and programs.
Add Departments

1. Select Participating Departments/Programs on the left.
2. Select the Add Participating Departments or Programs button.

3. Start typing in the text box. The system will display a list of departments and programs with that character string in a drop-down menu.
4. Find the appropriate department in the results list drop-down and select the appropriate department. Major Components are also displayed with the Department to differentiate among departments with the same name in different units of the organization.
5. Click on the **Save** button to complete the selection and close the screen.

The *Participating Departments and Programs* screen updates to show the added department(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.
Add Programs

1. Select the **Add Participating Departments or Programs** button.

2. Start typing in the text box. The system will display a list of departments and programs with that character string in a drop-down menu.

3. Find the appropriate program in the results list drop-down and select the appropriate program.

   The **Action** column updates to show *Added* for the added program. You can repeat the step to **Add Program** for as many programs as necessary.

To add a Program not available in the search results, select **Create One**. Add **Program Name** (required) and **Program Description** (optional) and select **Create Program and Select as Participating in my RTD**.
4. Click the **Create Program and Select as Participating in my RTD** button to add the program to the list of selected departments/programs. Then click the **Save** button to add this newly-defined program to your RTD.

The *Participating Departments and Programs* screen updates to show the added program(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.

**Edit Departments & Programs**

To edit a program or department, select the **Edit** button from the **Actions** column.
Click on the **Edit** button in the **Actions** column, for any participating program or department, in order to update Census data as necessary.

**Faculty**
- Total
- Participating

**Predoctorates**
- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty

**Postdoctorates**
- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty
Select the Save and Close button to save the information.

**Training Support & Summary (New Application)**

**Summary Statistics**

Displays the read-only totals of the following:

- Average Grant Support per Participating Faculty Member
- Total Number of Predoc Positions
- Total Number of Postdoc Positions
- Total Number of Short-Term Positions

The **Average Grant Support per Participating Faculty Member** is the mean of the Current Year Direct Costs in Research Support for each Faculty member.

The total number of positions represent the sums of the positions entered for each Institution Training Grant.

### Institutional Training Support

To add currently active, federal institutional training, career development, or research education support available to the participating faculty members:

1. Select the **Add Institutional Training Support** button in the **Institutional Training Support Detail** section.
2. Search for support by entering any of the criteria on the *Add Institutional Training Support* pop-up. You must enter either an IC Code or PD/PI Last Name.
   - Activity Code
   - IC Code
   - Serial Number
   - Suffix Code
   - Start Date
   - End Date
   - PD/PI Last Name
   - Institution

   **Tip:** As you type an institution name, a drop-down list of potential matches will begin to populate. Select the institution from that list.

3. Select the *Search Funding Sources* button.
4. From the result list, click the **Select** link from the **Action** column for the correct project.

The added source of support will display on the *Training Support and Summary* screen.

Use the **Edit** and **Remove** links next to the record to update or remove the funding source as necessary.

Additional detail can be found in the **Institutional Training Support Detail** section.

**Census Totals**

Displays totals for Faculty, Predoctorates, and Postdoctorates.

**Faculty**

- Total
- Participating

Use the **Edit** button to add to or update the numbers for unique faculty members across participating departments and interdepartmental programs.

**Predoc**

The following read-only information is displayed. This data is maintained on the **Participating Departments/Programs** section, and the sum totals across **Participating Programs and Departments** are shown here.

- Total
- Supported by any HHS Training Award
- Total Predoctorates with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

**Postdoc**

The following read-only information is displayed. This data is maintained on the Participating Departments/Programs section, and the sum totals across Participating Programs and Departments are shown here.

- Total
- Supported by any HHS Training Award
- Total Postdoctorates with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)

**Institutional Training Support Detail (New Application)**

Select the Edit link on the Institutional Training Support section of the Training Support & Summary to open the Editing screen.
Number of Trainee Positions

Use this section to add the number of Predoc, Postdoc, Short-term trainee positions, and Participating Faculty positions.

1. Select the Edit button.
2. In the Institutional Training Support pop up, enter the appropriate totals.
3. Click the Save button.

Overlapping Faculty

Use this section to update the names and number of overlapping faculty.
1. Select the **Add Overlapping Faculty** button.

2. In the **Action** column, select **Add Overlapping Faculty** for any participating faculty members that are also on the Institution Training Grant. If a needed faculty member does not display in the results, then add the faculty member as Participating Faculty as described in the topic titled *Refer to the section of this document titled How Do I Manage Participating Faculty Members (New Application)? on Page 29* for new applications.

   The **Action** column updates with the word *Added*.

3. Select the **Close** button.
The Overlapping Faculty Name displays on the Institutional Training Support Detail screen with the option to **Remove** the overlapping faculty member. The updated total count of the overlapping faculty is calculated by system and is displayed as read-only.

**How Do I Manage Participating Faculty Members (New Application)?**

Select the Participating Faculty link from the RTD menu on the left of the screen. This will open the Participating Faculty Members table and display the participating faculty added to the RTD - or a message indicating that no faculty have been added, when appropriate.

![Participating Faculty Members Table](image)

**How Do I Add Faculty?**

*Tip:* Faculty may be added individually or via a Bulk Upload.

**How Do I Add Faculty Individually?**

- Select the **Add Faculty** button.
  1. Use the parameters on the **Search for Person(s)** window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution.**

  **NOTE:** You must enter a Commons ID, Person ID, or Last Name to perform a search.
2. Select the **Search Persons** button.

3. All matching records display in the **Person(s)** table. Select the **Add Faculty** button to add the person to the list of faculty for this student.

   When the **Add Faculty** button is clicked, the **Action** column will display the word *Added*. 
4. Search for and add other faculty as necessary, repeating the steps above.
5. Use the Close button to close the search screen when finished.

How Do I Add Faculty Via a Bulk Upload?

- Select the **Upload Faculty Members** button below the table.

![Participating Faculty Members](image)

1. The next screen will display the RTD and PD/PI information in the top section. The bottom section, under "Upload Faculty Members", contains notes regarding how to perform a bulk upload. Links are embedded in the notes to provide access to instructions on converting an Excel file to the correct upload format and to a template that can be downloaded to facilitate the process. Use these tools to create the upload file.
2. Once the upload file has been prepared, use the **Browser** button to select and upload the file.

3. If there are any errors in the upload file, a message will appear above the filename with a link to details of the errors. These errors will need to be corrected before the upload will succeed.

4. If the upload is accepted, the names of the faculty will populate into the *Participating Faculty* table and a confirmation message will display. The name of the upload file will display in the field above the **Browse** button.
The values from the uploaded document will be updated in the appropriate Participating Faculty Detail tables as well. (Rank, Research Interest, Training Roles, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, and Postdocs Continued in Research and Related Careers)

5. To validate that the table and the details updated correctly, click on the Participating Faculty link again in the left-side menu.

How Do I Edit Faculty Members?

Use the Edit link in the Actions column to edit the participating faculty detail for the selected member. Refer to the topic titled Participating Faculty Detail (New Application) on Page 33.

How Do I Remove a Faculty Member?

Select the Remove link in the Actions column to remove the faculty member from the RTD. At the confirmation, select Yes.

Participating Faculty Detail (New Application)

Use the + plus icon next to each individual sections of the Participating Faculty Detail. The Open All Sections link reveals all collapsed sections at once.
Each section provides a means for editing the information. Refer to the steps below.

**Faculty Member Data**

Use the + plus icon in the Faculty Member Data panel of the Participating Faculty Detail to display faculty data as described below.

- **Commons User ID** (read only)
- **Email** (read only)
- **Rank**.
- **Primary Department or Program**
- **Research Interest**
- **Training Role(s)**

To edit faculty member data:
1. Click the **Edit** button to open the *Edit Faculty Member Data* window:

![Edit Faculty Member Data window]

2. Select an academic rank from the **Rank** drop-down list, or, if the faculty member does not have an academic rank, select **Other** from the **Rank** drop-down, and type the position title in the **Other Rank Title** field.

   This lets you provide more accurate position information about grant faculty who hold non-academic positions, such as in government or the private sector. The **Other Rank** field is enabled only if you select **Other** in the **Rank** drop-down list.

3. In **Primary Department or Program**, specify a department or program for the faculty member. Type a few letters to see matches from the faculty member's institution. Matches are based on programs previously entered into xTRACT or other eRA modules.

4. Select the **Training Role** the faculty member holds for the grant currently being edited. Preceptor is also sometimes referred to as mentor.

5. Click **Save**.

**Faculty Degree**

From this panel, you may add a degree, edit a degree, or select a degree to add to an RTD.

The **Source** of degrees is displayed as read-only and as either; *xTRACT* (meaning that the degree was added to the person profile in xTRACT); or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).
Add a Degree

1. Select the **Add Degree** button.
2. Update the fields in the *Add a Degree* pop-up:
   - **Degree**: Select from the list
   - **Other Degree Text**: Enter if the Degree selected is *OTH (other type of degree)* or an other category like *BOTH, DDOT, DOT, MOTH, MOTH*, and *VDOT*.
   - **Degree Date**: Enter in MM/YYYY format
   - **Terminal Degree**: Select the *Yes* or *No* radio button as appropriate. When the *Yes* button is selected, the terminal degree indicator (*This is the terminal degree of this person.*) displays next to the degree details in the view. Only one degree for a person can be set as the Terminal Degree.
   - **Degree Status**: *Completed* or *In Progress* are the selections available for Faculty degrees.
   - **Include in RTD**: *Yes* or *No* are the options available.
   - **Degree Institution**: Enter the institution name, one institution per degree. Start typing in some of the institution's name and a drop-down menu displays with related institution names.
3. Select the **Save** button to save your changes.
4. Repeat for any additional degrees.

Edit a Degree

1. Use the **Edit** button next to a listed degree to display the *Edit a Degree* pop-up for editing.
2. Update the fields as necessary.
3. Select the **Save** button or click the **Cancel** button.

Include in RTD

1. Locate the degree you are including in the RTD.
2. Check the **Include in RTD** box for the degree to be displayed in the *Participating Faculty Members Training Table* on the RTD PDF.
   
   Uncheck the box to exclude the degree.

Delete a Degree

Select the **Delete** button to delete the degree from the participating faculty detail. Delete degree is not available if the **Source** of the degree is *Commons Profile*, meaning the degree is from the Commons Personal Profile of the person.
Research Support

This section, under Participating Faculty, details the sources of support for the participating faculty member who is currently being edited.

NIH and Other Agency Sources of Support on Record

Use this section to report currently-funded, active NIH or other Agency grants on which this faculty member is working. This list might be automatically populated with records if the faculty member is on record as being funded from NIH and other grants.gov systems. Records that are automatically populated lack an Edit or Remove button and thus are read-only.

Use the Add Project Lead button to search for other NIH or Agency grants that contain sources of support. If the faculty member is reported on an RPPR, then those grants will be displayed as suggested sources of funding, but you can also find and choose grants outside of that suggested list. Grants not currently funded cannot be added.

To add another source of funding for the current faculty member:

1. Under NIH and Other Agency Sources of Support on Record, click the Add Project Lead button.

   ![Add Project Lead Button]

   NIH and Other Agency Sources of Support on Record

<table>
<thead>
<tr>
<th>Grant</th>
<th>Role on Project or Subproject</th>
<th>Project Title</th>
<th>Project Period</th>
<th>Current Year Direct Costs</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001110125-01 PI                Field Studies of Disease in Bangladesh</td>
<td>09/1999 to 02/2024</td>
<td>$318,953</td>
<td>Edit Remove</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1501211012-05 PI                Field Studies of Disease in Myanmar</td>
<td>02/2016 to 01/2021</td>
<td>$292,749</td>
<td>Edit Remove</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2511110125-02 PI                Role of Diet in Inflammatory Bowel Disease</td>
<td>12/2017 to 11/2020</td>
<td>$125,000</td>
<td>Edit Remove</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0511110125-03 Project Lead     Subproject Field Studies of Disease in Myanmar Farmers</td>
<td>05/1997 to 04/2024</td>
<td>$2,000</td>
<td>Edit Remove</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. In the Add Source of Support search window, enter criteria to find grants in which the current participating faculty member is funded.

Note that this window might contain a list of suggested grants to choose from before you perform your search. If the faculty member is reported on an RPPR (Research Performance Progress Report) for a component, then those grants will be displayed as suggested sources of funding. You can select suggested sources of funding, or you
can find and choose grants outside of that suggested list.

3. Enter search criteria in the *Add Source of Support* window and click the **Search** button.

4. In the search results, click the **Select** button for one or more grants that include funding for the current participating faculty member.
5. For the selected grant, enter details for the funding source, specifically the subproject the faculty member is working on, and the funding for that subproject.

6. Click **Save and Add Another Source of Support** to find more sources of support, or click **Save and Exit** if finished with NIH sources of support for this faculty member.

   Use the Edit and Remove buttons in the Action column to update or remove any funding sources that you added manually.

**Other Sources of Support**

Includes Funding Source, Support Type, Project Number, Project Role, Project Title, Project Period, and Current Year Direct Costs.

To add additional support:

1. Select the **Add Another Source of Support** button to display fields for searching/editing to add a non-NIH funding source.

2. Search for a funding source:
   a. Search for support entering the parameters given and selecting **Search Funding Sources** button.
   b. From the result list, click the Select link from the Action column for the correct project.

3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Enter current year direct costs.
5. Select Save.

Use the Edit and Remove links in the Action column to update or remove the funding source as necessary.

**Mentoring Record**

Use the + plus icon in the Mentoring Record panel of the Participating Faculty Detail to display counts of trainees mentored.

- Predocs In Training
- Predocs Graduated
- Predocs Continued in Research or Related Careers
- Postdocs in Training
- Postdocs Completed Training
- Postdocs Continued in Research or Related Careers

Use the Edit button to open the fields in a pop-up for editing. Save your changes by selecting the Save button on the pop-up.

**Participating Students (New Application)**

This section displays the students added to the RTD - or a message indicating that none have been added, when appropriate. From this screen, you can add, edit, and remove students.

Students(s) are listed in a table at the bottom of the screen along with the following information:
The **Add Student** feature allows you to search for and add students or create new xTRACT persons to add to the RTD.

### Add Individual Student

To add a student:

1. Select the **Add Student** button.
2. Enter search parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can look outside of your institution by removing the checkmark for **Search for persons who have a Commons affiliation with my institution.**

   **NOTE:** You must enter a **Commons ID, Person ID, -or- Last Name** to perform a search.

3. All matching records display in the **Person(s) table. In the Action column, select the Add Student as button and choose Pre Doctoral or Post Doctoral to add the person.**

   **NOTE:** If you are unable to find the person you wish to add by doing a search, you may use the **Create a new xTRACT Person here** link to create an xTRACT person record. Refer to the topic titled **Create xTRACT Person on Page 227**

4. Repeat to add other students. Added students display the word **Added** in the **Action column.**
5. Click the **Close** button when finished.
Prepare RTD for a New
To add multiple trainees via Bulk Upload:

1. Select the Upload Participating Trainees button.

2. The Upload Participating Trainees screen will open. (see screenshot below)
   a. A link to instructions for converting an Excel file to the correct format is provided within the notes on the page.
      1. In Excel, remove the column headers or use the same column headers in the template.
      2. If necessary, download the template using the "You can download a template here." link.
      3. Select File from the menu bar.
      4. Select the Save As option.
      5. The Save As window loads.
      6. Enter a valid filename in the Filename field
      7. Select Text (tab delimited) (*.txt) from the Save As Type drop-down list.
      8. Select the Save button.

   b. Important Notes When Uploading Participating Trainee Data:
      1. The file format must match the tab-delimited format in the template that is available for download. (see 2.a above)
      2. Including the column headers is optional. However, they must match those in the template.
      3. The tab-delimited template format includes the following required columns: Commons User ID, Trainee Type, In-Training Indicator, Start Date, End Date, Research Topic, Faculty Commons User ID 1, Faculty Commons User ID 2.
4. The Commons User ID, Trainee Type, and In-Training Indicator are required for each uploaded participating trainee. The other columns may be left blank, as appropriate.

5. If the same Commons ID is provided for multiple entries in the upload file, an error will be reported.

6. The trainee Type must be one of the following (without quotations): "POST-DOC", for Post-Doc, "PRE-DOC" for Pre-Doc, and "SHORT-TERM" for Short-Term.

7. The In-Training Indicator must be one of the following (without quotes): "Y" for Yes or "N" for No.

8. Valid date format for Start and End Dates is MM/YYYY.

9. If it is provided, the Research Topic must be 200 Characters or less.

10. Up to two faculty members may be provided for each trainee, and each must be identified by a valid Commons ID.

11. Each trainee provided in the upload file will be used either (a) to add that person to the RTD's participating trainee list, or (b) to update information for the person (if already listed on the RTD as a participating trainee).

12. If uploading date to update an existing participating trainee, all information on the input record will be used to replace data that is currently stored, with the exception of the trainee type which cannot be altered. For faculty member, this means that any faculty who may currently appear for the indicated trainee in xTRACT will be removed, and then replaced by the faculty who are listed for that trainee in the upload file.

13. The data will be validated upon upload of the file and the results will be presented on the screen.

14. If the upload fails for any reason (such as incorrect data or incorrect format), none of the records will be saved in xTRACT. Data will only be saved if all rows in the upload file pass validation.

c. A download link for a correctly formatted template is provided above the file field.

d. A **Browser** button allowing you to select an existing, correctly formatted file to upload is next to the file field.
3. When **Browse** is used to select an existing file, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.
   - A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
   - If there are no validation errors, the data will be applied and a success message will appear.

1. Click on the **Upload Participating Trainees** button below the **Participating Trainees** table.
2. The top part of the Upload Participating Trainees section of the page will list the guidelines for the upload file as well as instructions for converting an Excel file to the correct tab-delimited format.
3. A link will be displayed below the guidelines to download a template showing the file format.
4. Click on the **Browse** button at the bottom of the section to go to the file location for an existing upload file.

5. When the file is selected, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.
   - A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
   - If there are no validation errors then the data will be applied and a success message will appear.

**Edit Student**

From the list of students, select the **Edit** link in the **Actions** column to edit the student detail.

Refer to the topic titled *Student Detail (New Application) on Page 46.*

**Remove**

Select the **Remove** link in the **Actions** column to remove the student from the RTD. At the confirmation, select **Yes**.

**Student Detail (New Application)**

Use the + plus icons to display individual sections of the *Student Detail.* The **Open All Sections** link reveals all collapsed sections at once.
Each section provides a means for viewing or editing the information. Refer to the steps below.

**Student Data**

Use the + plus sign icon in the Student Data panel of the Participating Student Detail to display the following read-only information:

- Commons User ID or Person ID
- Email

**In Training Data**

Use the + plus sign icon in the In Training Data panel of the Participating Student Detail to display in training data as described below. Use the Edit button to open the fields in a pop-up for editing.

- In Training
- Type
- Research Topic
- Start Date
  - Into Current Degree-Granting Program, for a Predoctoral trainee
  - Into Postdoctoral Research, for Postdoctoral trainee
- End Date (when Trainee Left Program)

**Faculty Members**

Displays the faculty members for the student on the RTD.

To add faculty, select the Add Faculty Member button.

**NOTE:** Up to two faculty members may be associated with a student. If there already two faculty members already listed, then the Add Faculty Member button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the Search for Person(s) window to find the faculty member. To look outside your institution, uncheck the box titled Search for persons who have a Commons affiliation with my institution.

   **NOTE:** You must enter a Commons ID, Person ID, or Last Name to perform a search.

2. Select the Search Persons button.
3. All matching records display in the Person(s) table. Select the Add Faculty button to add the person to the list of faculty for this student.

When the Add Faculty button is clicked, the Action column will display the word Added.

4. Search for and add other faculty as necessary, repeating the steps above.
   a. Once two faculty members are added, the ability to add more is disabled.
5. Use the Close button to close the search screen when finished.
To remove a faculty member from the Student, select the **Delete** link from the Action column.

**Degrees**

xTRACT displays a list of completed degrees and associated data.

The **Source** of degrees is displayed as read-only as *xTRACT* (meaning that the degree was added or edited to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

**To add a degree:**

1. Select the **Add Degree** button.
2. Update the fields in the Create a New Degree pop-up:
   - **Degree**: Select from the list
   - **Other Degree Text**: Enter if Degree selected is *OTH (other type of degree)* or an other category like BOTH, DDOT, DOT, MDOT, MOTH, and VDOT.
   - **Degree Date**: Enter in MM/YYYY format
   - **Terminal Degree**: Select the Yes or No. When Yes is selected, the terminal degree indicator (*This is the terminal degree of this person.*) displays next to the degree details in the view. Only one degree per person can be set as the Terminal Degree.
   - **Degree Status**: Select Completed or In Progress, as appropriate
   - **Received in Training**: Select Yes or No. Up to three degrees can be selected as Received in Training.
   - **Degree Institution**: Enter the institution name, one institution per degree. Start typing in part of the institution's name and a drop-down menu displays with related institution names. Select the institution name from that menu. If the desired institution name does not appear, a link is provided at the bottom of the drop-down menu that will accept the name of the institution as typed in.
3. Select the **Save** button to save the new degree.
4. Repeat for any additional degrees.

Use the **Edit** and **Delete** links in the Action column to update or remove the degrees as necessary. Degrees with *Commons Profile* as a **Source** cannot be deleted.

**Post-Training Positions**

Displays post-training position information. The **Source** of positions is displayed read-only as *xTRACT* (meaning the position was added or updated for the person in xTRACT) or as *Commons Profile* (meaning the position is from the Commons Personal Profile of the person).

**To add employment:**
1. Click the Add Employment button.
2. Provide the following information:
   - **Workforce Sector**: Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
   - **Principal Activity**: Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
   - **Position**: Type the title of the position.
   - **Start Date**: Type the month/year the position started.
   - **End Date**: Type the month/year the position ended, or leave blank if employed to present time.
   - **Primary Employment Indicator**: Select Yes if this is the main employment; otherwise, select No.
   - **Full Time Employment Indicator**: Select Full-Time or Part-Time
   - **Current/Initial Employment Indicator**: Select Primary Initial if this is the initial employment for the trainee, or select Primary Current if it is the current employment.
   - **Institution**: Enter the institution or start typing to see matches to your typed text.
   - **Primary Department of Position**: Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.
3. Select the Save button to save the changes.
4. Repeat to add another.

Use the Edit and Delete links in the Action column to update or remove the positions as necessary. Positions with a Source of Commons Profile cannot be deleted.

**Subsequent Grants**

**NIH and Other Agency Sources of Support on Record**

Displays post-training grant support. This is separated into (1) grant support received from NIH and other Agency Sources that are on record, and (2) other sources of grant funding support received.

Includes the NIH Grant number, Project Title, Award Start Date, Period of Support.

**To add additional NIH or Other Agency support:**

1. Select the Add NIH Source of Support button to open the Add NIH Source of Support pop-up.
2. Use the available fields to search for funding. Either the IC Code or the PD/PI Last Name fields are required.

**NOTE:** When searching for an institution, start typing the name or part of the name of the institution until it is visible in the list that populates and then select the institution.
3. From the resulting search results click the **Select** button to select the desired funding source.

4. After **Select** is clicked, the window for **Step 2: Enter Source of Support Details** will open. In this window, choose the role and enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of this person's involvement.
5. Select Save.

Use the Edit and Delete links to update or remove the funding source as necessary.

**Other Sources of Support**

Includes Funding Source, Support Type, Project Number, Project Role, and Award Start Date.

**To add additional support:**

1. Select the **Add Other Source of Support** button to open the *Add Other Source of Support* pop-up.

   Search for support or create new funding source:
   
   a. Search for support by entering parameters and then selecting the **Search Funding Sources** button.
   
   b. If the funding source you are looking for is shown in the result list, click the **Select** link from **Action** column for that item.
   
   c. If the funding source you are looking for does not appear in the result list, look for the link to **create a new funding source here**. You may click that link to manually enter the funding source that you would like to cite as a subsequent grant for this student.

   You will then be asked to provide information about the funding source you are creating. Upon providing the necessary information, click the Create Funding Source and Continue button.

2. Select an option from the **Role during funding** drop-down.
3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Select **Save**.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the funding source as necessary.

**Publications**

List peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals. For students/trainees, list all publications resulting from their period of training in the participating faculty member’s laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

**To indicate the trainee/student has no publications:**

1. In the Publications section, click the checkbox titled *Check this box if there are no publications for this trainee*. **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

   The **No Publications** popup appears.

2. Select the **Faculty Member** and **Reason for No Publications**, and click **Save**.
3. If you change your mind and want to add a publication, clear the checkbox and the **Add Publication** button reappears.

**To add a publication by searching PubMed/PubMed Central:**

1. In the Publications section, click the **Add Publication** button.
   **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.
The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

2. Enter search criteria using one of the methods below and click its **Search** button.
   a. **PMID/PMCID**: Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma-separated list of IDs, which can be from either PubMed and PubMed Central.
   b. **First Name/Last Name/Title**: Enter all or a portion of the first name; articles with the text you enter here are found. Enter the exact last name; only exact matching last names are found. For publication title, enter one or more keywords; only those publications whose titles contain all keywords are found.

The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.
3. To add a publication from search results:
   1. Mark its **Include in RTD** checkbox
   2. Choose from the **Faculty Member** dropdown. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
   3. Choose the current trainee/student that you are editing from the **Author** dropdown. The list of authors is pulled from PubMed/PubMed Central.
   4. Click **Save and exit** if you are finished adding publications, or click **Save and search again** if you want to perform another search. Both buttons save the publications whose checkbox is marked. Click **Cancel** if you did not mark any publications and if you are finished searching.
   5. To search again without saving, simply enter new search criteria in PMID/PMCID or by name, and click the **Search** button again.

If you indicate a **Faculty Member**, an **Author**, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: **No publications were selected to report on the RTD.** This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.
To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can click the **Manual Edit Publication** button and manually enter all the necessary information to create a citation.

1. In the Publications section, click the **Add Publication** button.
   
   **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

2. The **Add Publication** popup appears.

3. a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.

   b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author’s name in the **Authors** text box and click the **Add New Author** button:

   ![Add New Author](image)

   Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls, which are described onscreen, to re-order the list. Use the trash icon to delete an author from the list, and use the checkbox next to the author’s name to indicate which author is the trainee/student for whom this publication is cited:
c. When finished entering the citation information, click the **Continue to review & confirm** button, which gives you the opportunity to review the citation you entered.

4. Click **Save and exit** to add the manual citation and stop searching, or click **Save and search again** if you want to perform another search. Both buttons save the manual citation. Click **Cancel** to discard the manual citation and not search again.

The publications you added appear in a table in the Publications section.

<table>
<thead>
<tr>
<th>Publication</th>
<th>PMID</th>
<th>Faculty Member</th>
<th>Action</th>
</tr>
</thead>
</table>

Use the **Edit** and **Delete** buttons to update or remove a publication.

**Applicants and Entrants (New Application)**

To enter Pre-doc and Post-doc applicants and entrants, first enter the start year of the most recently completed academic year and click the **Submit** button.

Select the **Pre-Doc Applicants and Entrants** and **Post-Doc Applicants and Entrants** links to display and enter data for the specific academic year(s).
To change the most recently-completed academic year, change the year entered and select Submit. When changing Academic years, any data entered for Applicant and Entrant Counts and Characteristics are retained and associated with the shifted year based on order of years (rather than previously specified year).

For example, let's say the first academic year is 2000-2001 and there are applicant/entrant data entered for that year. If the first academic year is changed to 2001-2002 by changing the most recently-completed academic year from 2001 to 2002, the same applicant/entrant data display for that first year.

**Predoctoral Applicant and Entrant Counts and Characteristics (New Application)**

*Edit the Counts and Characteristics*

For each Academic Year, update the Applicant and Entrant Counts and Characteristics appropriately. Use the Edit buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the Save buttons to save it. Or select Cancel to exit editing without saving the changes.

Within this section, you will find a separate tab for each of the 5 most recent academic years. You may change the academic year that you are entering at any time, by simply selecting the appropriate tab. By default you will be positioned at the most recent academic year when this screen is first displayed.
Counts table
For Predoctoral Applicants and Entrants, Counts are entered by Participating Departments or Programs. If a Department or Program is missing, refer to the topic titled *Participating Departments and Programs (New Application)* on Page 15. The following fields are provided for data entry on each department or program:

- Department or Program (read only)
- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Characteristics
The following tables exist for Characteristics:

GPA
Enter the Mean GPA, Lowest GPA, and Highest GPA for the following:
• Total Applicant Pool
• Applicants Eligible for Support
• New Entrants to the Program
• New Entrants Eligible for Support

Research Experience

Enter the mean, lowest, and highest number of months of prior, full-time research experience for the following:

• New Entrants to the Program
• New Entrants Eligible for Support

Prior Institutions

In the Prior Institutions section, you may add an institution to the list by typing the first few characters of an institution name into the blank line shown.

Tip: As you start to type, a list of known institutions that match your text are shown in a drop-down menu. When you see the desired institution in the menu, click on that name to select it. If the name you wish to enter is not presented in the menu, a link is provided in the drop-down menu which will allow you to simply accept the name that you have entered instead.

Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the New Entrants to the Program and/or New Entrants Eligible for Support fields.

Finally, to complete and save the information you’ve just entered for this institution, click the Add Prior Institution button in the Action column.

For any institutions that were previously added to the list, you may use the Remove button to remove the institution from the list entirely, or you may use the Edit button to change either of the following values for that institution:

• New Entrants to the Program
• New Entrants Eligible for Support

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

• New Entrants to the Program
• New Entrants Eligible for Support

See Notice of NIH’s Interest in Diversity.
**Summary of Counts and Characteristics**

Select the **Summary** tab to display a summary for predoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

This section is read only and is computed based on the information that has been entered across academic years.

**Postdoctoral Applicant and Entrant Counts and Characteristics (New Application)**

For each Academic Year, update the *Applicant and Entrant Counts and Characteristics* appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it. Or select **Cancel** to exit editing without saving the changes.
Counts table

For PhDs, MDs, dual-degree holders, and other degree holders, update the following information:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Characteristics

The following tables exist for Characteristics:

Publications

Enter the mean, lowest, and highest number of publications as well as the mean, lowest, and highest number of first author publications for the following:
- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Prior Institutions

Use the **Characteristics: Research Experience** section to search and select an institution. Start typing in the Institution field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the **New Entrants to the Program** and/or **New Entrants Eligible for Support** fields. Select the **Add Prior Institution** link in the **Action** column.

Use the **Edit** and **Remove** links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

See [Notice of NIH's Interest in Diversity](#).

**Summary of Counts and Characteristics**

Select the **Summary** tab to display a summary for postdoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

This section is read only and computed based on the information that has been entered across academic years.

**Preview PDF (New Application)**

Select the **Preview PDF** link to open save, and/or print the training tables. An **In Progress** watermark will be printed on the **Training Table PDF** until the RTD is finalized.

**Finalize RTD (New Application)**

Certain users have the ability to finalize the RTD for a training grant. Finalized RTDs are marked as **Final** and cannot be edited.
To finalize an RTD

1. Select the **Finalize RTD** link from the **RTD** links on the left side of the screen.

   A confirmation message warns: *Are you sure you want to finalized this RTD? Once finalized, the RTD cannot be edited?*

   **IMPORTANT:** Once you finalize, the RTD cannot be edited. Select the **No** button if you do not wish to finalize.

2. Select the **Yes** button to finalize the RTD.

   xTRACT generates a PDF version of the training tables without the *In Progress* watermark, updates the status of the RTD to *Final*, and locks the RTD for editing.

   You will have the option to view the finalized PDF at any time on the *Search New RTDs* screen and unfinalize the RTD if needed.
Prepare RTD for Research Performance Progress Report (RPPR)

To access the screen:

1. Search for the training grant on the Search for Training Grants screen. Refer to the topic titled Search for Training Grants on Page 6 for steps.
2. From the Action column of the search results, select the appropriate link to access the Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR) screen:
   - To initiate the RTD for the progress report: Select the Prepare for RPPR link.
   - To continue working on an initiated RTD: Select the Continue for RPPR link.

NOTE: A pop-up message may appear if RPPR RTD information exists for current or prior years. The copy options provided are conditional on the year and type of grant for which the RPPR RTD is being prepared. This feature allows the user to import and populate current or prior year RTDs or to continue one that has been started.

IMPORTANT: If the user selects the option to continue without copying data over, that copy option will no longer be available for the RTD being prepared.

The Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR) screen opens for the selected training grant. Use the links listed under RTD on the left side of the screen to maintain the specific sections of the RTD:

- Maintain participating trainees
- Maintain program statistics (if applicable to the training grant)
- Preview PDF
- Finalize the RTD

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.

Participating Trainees (RPPR)

Displays the participating trainees added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove participating trainees.
Participating trainee(s) are listed in a table at the bottom of the screen along with the following information:

- **Person Name**
- **Commons User ID** (if available)
- **Person ID**
- **Trainee Type**: Pre-doc; Post-doc; Short Term
- **Start Date**
- **End Date**
- **Actions**
  - The **Edit** link opens the *Participating Trainee Detail* for the selected trainee. Refer to the topic titled *Participating Trainee Detail (RPPR)* on Page 74.
  - The **Remove** link removes the person from the RTD.

The **Add Trainee** feature allows you to search for and add existing trainees or create new trainees to add to the progress report. Refer to the topic titled *Add Trainee (RPPR)* on Page 67 for more information.

**Add Trainee (RPPR)**

You can add a trainee to a progress report from the RTD screen. To access this screen, you must first perform a search for the grant.
Select the Prepare for RPPR or Continue for RPPR link from the RTD Action column for the grant as appropriate to open the Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR) screen.

To add a trainee from a search:

1. Select the Add Trainee button.
2. Enter parameters and select the Search Persons button. By default, the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled Search for persons who have a Commons affiliation with my institution.

   NOTE: You must enter a Commons ID, Person ID, -or- Last Name to perform a search.

3. All matching records display in the Person(s) table. Select the Add Trainee link in the Action to add the person.
4. Select the Trainee Type from the pop-up box: Pre-Doctoral, Post-Doctoral or Short Team and click OK.
5. Repeat for any to add other trainees. Added trainees appear in the Person(s) list with the word Added shown in the Action column.
6. Use the Close button to close the search screen.
To add a trainee you are creating:

1. Perform a search as described above. You cannot create a new person record unless you first perform a search.

2. Select the Create a new xTRACT person record here button located under the Person(s) table. This button is only available after you have performed a search.
The *Create xTRACT Person* screen displays.
3. Enter the person data in the designated fields.
   - **Add Trainee as**: Select an option from the list.
   - **Prefix**: Select an option from the list.
   - **First Name** (required)
   - **Middle Name**
   - **Last Name** (required)
   - **Suffix**: Select an option from the list.
   - **Email Address**

4. Click the **Save** button to save the changes.

   Use the displayed xTRACT Person Profile to provide details about the added person. For additional information, refer to the topic titled *xTRACT Person Profile on Page 222*. 
To perform a bulk upload of trainees:

1. Select the Upload Participating Trainees button.

2. The Upload Participating Trainees screen will open. (see screenshot below)
   a. A link to instructions for converting an Excel file to the correct format is provided within the notes on the page.
      1. In Excel, remove the column headers or use the same column headers in the template.
      2. If necessary, download the template using the "You can download a template here." link.
      3. Select File from the menu bar.
      4. Select the Save As option.
      5. The Save As window loads.
      6. Enter a valid filename in the Filename field.
      7. Select Text (tab delimited) (*.txt) from the Save As Type drop-down list.
      8. Select the Save button.
   b. Important Notes When Uploading Participating Trainee Data:
      1. The file format must match the tab-delimited format in the template that is available for download. (see 2.a above)
      2. Including the column headers is optional. However, they must match those in the template.
      3. The tab-delimited template format includes the following required columns:
         Commons User ID, Trainee Type, In-Training Indicator, Start Date, End Date, Research Topic, Faculty Commons User ID 1, Faculty Commons User ID 2.
4. The Commons User ID, Trainee Type, and In-Training Indicator are required for each uploaded participating trainee. The other columns may be left blank, as appropriate.

5. If the same Commons ID is provided for multiple entries in the upload file, an error will be reported.

6. The trainee Type must be one of the following (without quotations): "POST-DOC", for Post-Doc, "PRE-DOC" for Pre-Doc, and "SHORT-TERM" for Short-Term.

7. The In-Training Indicator must be one of the following (without quotes): "Y" for Yes or "N" for No.

8. Valid date format for Start and End Dates is MM/YYYY.

9. If it is provided, the Research Topic must be 200 Characters or less.

10. Up to two faculty members may be provided for each trainee, and each must be identified by a valid Commons ID.

11. Each trainee provided in the upload file will be used either (a) to add that person to the RTD's participating trainee list, or (b) to update information for the person (if already listed on the RTD as a participating trainee).

12. If uploading date to update an existing participating trainee, all information on the input record will be used to replace data that is currently stored, with the exception of the trainee type which cannot be altered. For faculty member, this means that any faculty who may currently appear for the indicated trainee in xTRACT will be removed, and then replaced by the faculty who are listed for that trainee in the upload file.

13. The data will be validated upon upload of the file and the results will be presented on the screen.

14. If the upload fails for any reason (such as incorrect data or incorrect format), none of the records will be saved in xTRACT. Data will only be saved if all rows in the upload file pass validation.

c. A download link for a correctly formatted template is provided above the file field.

d. A **Browser** button allowing you to select an existing, correctly formatted file to upload is next to the file field.
3. When **Browse** is used to select an existing file, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.

   - A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
   - If there are no validation errors, the data will be applied and a success message will appear.

**Participating Trainee Detail (RPPR)**

While preparing an RTD for a progress report, you can open the Participating Trainee Detail for a trainee by selecting that trainee's Edit link. The **Participating Trainee Detail** for the selected person is grouped into panels. Use the + plus sign icon and **Edit** buttons and links to display and edit the information as detailed below.
**IMPORTANT:** The information displayed in the trainee detail is comprised of information pulled from the trainee's eRA Commons Personal Profile, where available. However, updates made to the xTRACT trainee detail will not update that trainee's Personal Profile in Commons.
Trainee Data

Use the View link in the Trainee Data panel of the Participating Trainee Detail to display the following read-only information, as applicable:

- Commons User ID
- Email

In Training Data

Use the View link in the In Training Data panel of the Participating Trainee Detail to display in training data as described below. Use the Edit button to open the fields in a pop-up for editing.

- In Training
- Type
- Research Topic
- Start Date
  - Current Degree-Granting Program for a Predoctoral trainee
  - Postdoctoral Research for Postdoctoral trainee
- End Date (when Trainee Left Program)

NOTE: In order to finalize the RTD for an RPPR, all trainees must have a start date in the In Training Data section. Additionally, trainees with No selected for In Training status must have an end date.

Faculty Members

Displays the participating faculty added to the RTD.

To add faculty, select the Add Faculty Member button.

NOTE: Up to two faculty members may be associated with a student. If there already two faculty members listed, then the Add Faculty Member button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the Search for Person(s) window to find the faculty member.
2. In the Search for Faculty screen, uncheck the box titled Search for persons who have a Commons affiliation with my institution to search for persons outside of your institution.

   NOTE: You must enter a Commons ID, Person ID, or Last Name to perform a search.

3. Select the Search Persons button. All matching records display in the Person(s) table.
4. In the Persons table, select the Add Faculty button for the person to add to the RTD. When the Add Faculty button is clicked, the Action column will display the word Added.

5. (Optional) Repeat the steps above to search for and add other faculty as necessary.

NOTE: Once two faculty members are added, the ability to add more is disabled.
6. Select the Close button to close the search screen when finished.

To remove a faculty member from the RTD, select the Delete link in the Action column.

**Support During Training**

**NOTE:** This section applies to pre-doc and post-doc trainees only.

Sources of support, both within and outside of NIH, are maintained in this section. Click on the collapsed panel to display the information.

After a start date has been added for the trainee in In Training Data, the Training Years (TYs) will be displayed as read-only with corresponding abbreviations for funding sources in Support During Training.

**IMPORTANT:** The system will automatically identify the primary source of support as the source of funding with the longest duration. When multiple sources of support exist for a training year, use the Primary Source of Support drop-down if you wish to update the primary source of support.

**This NIH Training Grant**

Includes the NIH Grant number, Project Title, and Period of Support.

1. Click the Add This NIH Source of Support to add support from This NIH Training Grant.
2. (Optional) To remove support from This NIH Training Grant, select Delete All from This NIH Funding Source of Support.

**NIH Sources of Support**

NIH Sources of Support include the NIH Grant number, Project Title, Period of Support, and Source.
IMPORTANT: You cannot delete training grant appointments that are reported from xTrain.

To add additional NIH or Other Agency support:

1. Select the Add NIH Source of Support button to open the Source of Support Details pop-up.

2. Enter Start of Funding and End of Funding to indicate the dates of this person's involvement.

3. Select Save.

4. Repeat the search to add more.

Use the Edit and Delete links in the Action column to update or remove the funding source as necessary.
Add "NIH or Other Agency" Source of Support

1. Select the **Add Source of Support** button to open the Add Source of Support pop-up.

![Add Source of Support](image1)

2. Enter search criteria in the **Activity Code** and **IC Code** fields.

![Add Source of Support](image2)

*Tip:* You have the option to report only or to search funding.

3. To Search Funding Sources:
   a. Complete additional fields (in addition to the **Activity Code** and **IC Code** fields) to narrow the search results.
   b. Select the **Search Funding Sources** button. The Results list displays.
c. From the *Action* column, select the *Select* button for the correct funding source.

4. To Report the Activity Code and IC Code:
   a. With only the *Activity Code* and *IC Code* fields completed, select the *Report Activity Code and IC button*. The Enter Source of Support Details screen displays.
   b. Select an option from the *Role during funding* drop-down.
   c. Enter *Start of Funding* and *End of Funding* to indicate the dates of this person's involvement.

5. (Optional) Select *Save and Add Another Source of Support* to repeat (if appropriate).
6. Select *Save and Exit* when done adding new sources.

*Tip:* Use the *Edit* and *Delete* links in the *Action* column to update or remove the funding source as necessary.
Add "Other Sources" of Support

"Other sources" of support include Funding Source, Support Type, Project Number, Project Role, and Award Start Date. You can also specify a Leave of Absence in this section to account for periods when the trainee remains on the grant but does not receive support from the grant.

To add a source of support:

1. Click the **Add Other Source of Support** button to open the *Enter Source of Support* pop-up. Required fields show a red asterisk (*).
   a. To search:
      - Enter search criteria in the fields and select the **Search Funding Sources** button.
      - From the *Action* column in the *Results* list, select the *Select* button for the correct project.
   b. To create:
      - In the *Information* box (at the top or bottom of the list), select the **Create Funding Source** button.
      - Complete the fields and then select **Create Funding Source and Continue**.

2. Select an option from the *Role during funding* dropdown.

3. Complete the *Start of Funding* and *End of Funding* fields.

4. Select **Save**.

To add a Leave of Absence:

1. Under *Other Sources of Support*, click the **Add Leave of Absence** button.

2. In the *Add Leave of Absence Period* window that appears, enter the start month/year and end month/year for the leave of absence.

3. Click **Save**.
Degrees

xTRACT displays a list of completed degrees and associated data in reverse chronological order, with incomplete degrees following.

The Source of degrees is displayed as read-only as xTRACT (meaning that the degree was added to the person in xTRACT) or as Commons Profile (meaning that the degree is from the Commons Personal Profile of the person).

To add a degree:

1. Select the Add Degree button.
2. Update the fields in the Create a New Degree pop-up:
   - Degree: Select from the list
   - Other Degree Text: Enter the name of the degree if an OTH type of degree was selected.
   - Degree Date: Enter in MM/YYYY format
   - Terminal Degree: Select the Yes or No as appropriate. When Yes is selected, the terminal degree indicator (This is your terminal degree.) displays next to the degree details in the view. A person can only have one terminal degree.
   - Degree Status: Select Completed or In Progress, as appropriate
   - Received in Training: Select Yes or No. Up to three degrees can be set as Received in Training.
   - Degree Institution: Enter the institution name, one institution per degree. You can search for an institution by selecting the magnifying glass search icon.

3. Select the Save button to save your changes.
4. Repeat for any additional degrees.
5. Select the Close button when finished.

Use the Edit and Delete links in the Action column to update or remove the degree(s) as necessary. Degrees Commons Profile as the Source cannot be deleted.

Post-Training Positions

Displays post-training positions employment information.

The Source of positions is displayed as read-only as xTRACT (meaning that the position was added to the person in xTRACT) or as Commons Profile (meaning that the position is from the Commons Personal Profile of the person).

To add employment:
1. Select the **Add Employment** button.
2. Provide the following information:

   - **Workforce Sector**: Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
   - **Principal Activity**: Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
   - **Position**: Type the title of the position.
   - **Start Date**: Type the month/year the position started.
   - **End Date**: Type the month/year the position ended, or leave blank if employed to present time.
   - **Primary Employment Indicator**: Select **Yes** if this is the main employment; otherwise, select **No**.
   - **Full Time Employment Indicator**: Select **Full-Time** or **Part-Time**
   - **Current/Initial Employment Indicator**: Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
   - **Institution**: Enter the institution or start typing to see matches to your typed text.
   - **Primary Department of Position**: Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.

4. Click the **Save** button to save your changes.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the position(s) as necessary. Positions with *Commons Profile* as the **Source** cannot be deleted.

**Subsequent Grants**

NIH and Other Agency Sources of Support
Add Source of Support

Sources of support include the NIH or Other Agency Grant number, Project Title, and Period of Support.

1. Select the **Add Source of Support** button to open the Search for and select Funding Source pop-up.

![NIH and Other Agency Sources of Support on Record](image)

2. Enter search criteria into **Activity Code** and **IC Code** fields.

![Add Source of Support](image)
3. To search funding sources to report:
   a. Complete any additional fields (optional).
   b. Select the **Search Funding Sources** button. The Results list displays.

   ![Search Funding Sources](image)

   c. From the **Action** column, select the **Select** button for the correct funding source.

4. To report the Activity Code and IC Code only:
   a. With only the **Activity Code** and **IC Code** fields completed, select the **Report Activity Code and IC** button.

   The Step 2: Enter Source of Support Details screen displays.

   ![Add Source of Support](image)

   b. Select an option from the **Role during funding** drop-down.
   c. Enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of this person's involvement.
   d. (Optional) Select **Save and Add Another Source of Support** to repeat (if
appropriate).

   e. Select **Save and Exit** when done adding new sources.

**Tip:** Use the **Edit** and **Delete** links in the **Action** column to update or remove the funding source as necessary.

Add Other Sources of Support

Other sources of support include Funding Source, Support Type, Project Number, Project Role, and Award Start Date.

To add additional support:

1. Select the **Add Other Source of Support** button to open the **Enter Source of Support** pop-up. Required fields show a red asterisk (*).

   To search:

   a. Enter search criteria in the fields and select the **Search Funding Sources** button.

   b. From the **Action** column in the **Results** list, select the **Select** button for the correct project.

   To create:

   a. In the **Information** box (at the top or bottom of the list), select the **Create Funding Source** button.

   b. Complete the fields and then select **Create Funding Source and Continue**.

2. Select an option from the Role during funding downtown.

3. Complete the **Start of Funding** and **End of Funding** fields.

4. Select **Save**.

**Tip:** Use the **Edit** and **Delete** links in the **Action** column to update or remove the funding source as necessary.

**Tip:** You have the option to report only or to search funding.
The **Program Statistics** section is only available for training grants that have Predoctorate Trainees.

1. Enter the program statistics as follows:
   - Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D.
   - Average Time to Ph.D. for Trainees in the Last 10 Years (not including leaves of absence)
2. Select the **Save Program Statistics** button.

Use the checkbox to indicate that **Program Statistics are not applicable for this reporting period**.

**Preview PDF (RPPR)**

Select the **Preview PDF** link to open save, and/or print the training tables. An *In Progress* watermark will be printed on the *Training Table* PDF until the RTD is finalized.


**Finalize RTD (RPPR)**

Certain users have the ability to finalize the RTD for a training grant. Finalized RTDs are marked as *Final* and cannot be edited.

To finalize an RTD

1. Select the **Finalize RTD** link from the **RTD** links on the left side of the screen.

   A confirmation message warns: *Are you sure you want to finalized this RTD? Once finalized, the RTD cannot be edited?*

   **IMPORTANT:** Once you finalize, the RTD cannot be edited. Select the **No** button if you do not wish to finalize.

2. Select the **Yes** button to finalize the RTD.

xTRACT generates a PDF version of the training tables without the *In Progress* watermark, updates the status of the RTD to *Final*, and locks the RTD for editing.

You will have the option to view the finalized PDF at any time on the *Search New RTDs* screen and unfinalize the RTD if needed.

If data are needed to finalize the RPPR RTD, the appropriate error message(s) display as follows:

- **Missing Required Data:** *Start Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*
  - **Missing Required Data:** *End Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*

All trainees must have a start date in the **In Training Data** section. Additionally, trainees with **No** selected for **In Training** status must have an end date.
Prepare RTD for a Renewal Application

To access the screen:

1. Search for the training grant on the Search for Training Grants screen. Refer to the topic titled Search for Training Grants on Page 6 for steps.
2. From the Action column of the search results, select the appropriate link to access the Prepare for Research Training Data Set (RTD) for Renewal screen:
   - To initiate the RTD for the renewal application: Select the Prepare for Renewal link.
   - To continue working on an initiated RTD: Select the Continue for Renewal link.

**NOTE:** When the renewal is for the final non-competing year, the user will see a pop-up message providing the option of; continuing an RPPR RTD that has been started for the final year; or copying one from a prior year. If an RTD has been started but not finalized, the user will be instructed to cancel the renewal application and finalize the RTD first.

**IMPORTANT:** If the user selects the option to continue without copying data over, that copy option will no longer be available for the RTD being prepared.

The Prepare Research Training Dataset (RTD) for Renewal screen opens for the selected training grant.

Use the links listed under RTD on the left side of the screen to maintain the specific sections of the RTD:

- Participating Departments/Programs
- Training Support & Summary
- Participating Faculty
- Participating Trainees
- Program Statistics
- Applicants and Entrants
- Appointments
- Preview PDF
- Finalize RTD

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.
Participating Departments and Programs (Renewal)

Use this section to add/remove departments and programs.

Add Departments

1. Select Participating Departments/Programs on the left.
2. Select the Add Participating Departments or Programs button.

3. Start typing in the text box. The system will display a list of departments and programs with that character string in a drop-down menu.
4. Find the appropriate department in the results list drop-down and select the appropriate department. Major Components are also displayed with the Department to differentiate among departments with the same name in different units of the organization.
5. Select the **Save** button and the department and close the screen.

The *Participating Departments and Programs* screen updates to show the added department(s) in a table. Added programs and departments display in the same table. The *Actions* column includes links for removing and editing the programs and departments.

**Add Programs**

1. Select the **Add Participating Departments or Programs** button.

2. Start typing in the text box. The system will display a list of programs with that character string in a drop-down menu.

3. Find the appropriate program in the results list drop-down and select the appropriate program.
The **Action** column updates to show *Added* for the added program. You can repeat the step to **Add Program** for as many programs as necessary.

To add a Program not available in the search results, select **Create One**. Add **Program Name** (required) and **Program Description** (optional) and select **Create Program and Select as Participating in my RTD**.

4. Click the **Save** or the **Create Program and Select as Participating in my RTD** button to add the program and close the screen.
a. After clicking the **Create Program and Select as Participating in my RTD** button, click the subsequent **Save** button.

The *Participating Departments and Programs* screen updates to show the added program(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.

**Edit Departments & Programs**

To edit a program or department, select the **Edit** button from the **Actions** column.

Update the Census information as necessary.

**Faculty**

- Total
- Participating

**Predoctorates**

- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

**Postdoctorates**

- Total
- Supported by any HHS Training Award
• Postdocs with Participating Faculty
• Eligible Postdocs with Participating Faculty
• TGE Postdocs Supported by this Training Grant
• Postdocs Supported by this Training Grant (R90 Only)
Select the **Save and Close** button to save the information.
Participating Department/Program Detail (Renewal)

Edit Departments & Programs

To edit a program or department, select the Edit button from the Actions column.

![Image of Participating Departments and Programs]

Update the Census information as necessary.

Faculty
- Total
- Participating

Predoctorates
- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

Postdoctorates
- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)
Select the **Save and Close** button to save the information.
Training Support & Summary (Renewal)

Summary Statistics

Displays the read-only totals of the following:

- Average Grant Support per Participating Faculty Member
- Total Number of Predoc Positions
- Total Number of Postdoc Positions
- Total Number of Short-Term Positions

The Average Grant Support per Participating Faculty Member is the mean of the Current Year Direct Costs in Research Support for each Faculty member.

The total number of positions represent the sums of the positions entered for each Institution Training Grant.

Institutional Training Support

To add currently active, federal institutional training, career development, or research education support available to the participating faculty members:
1. Select the Add Institutional Training Support button in the Institutional Training Support Detail section.

2. Search for support by entering any of the criteria on the Add Institutional Training Support pop-up. You must enter either an IC Code or PD/PI Last Name.
   - Activity Code
   - IC Code
   - Serial Number
   - Suffix Code
   - Start Date
   - End Date
   - PD/PI Last Name
   - Institution

   **Tip:** As you type an institution name, a drop-down list of potential matches will begin to populate. Select the institution from that list.

3. Select the Search Funding Sources button.
4. From the result list, click the Select link from the Action column for the correct project.

The added source of support will display on the Training Support and Summary screen.

Use the Edit and Remove links next to the record to update or remove the funding source as necessary.

Additional detail can be found in the Institutional Training Support Detail section.

**Census Totals**

Displays totals for Faculty, Predoctorates, and Postdoctorates.

**Faculty**

- Total
- Participating

Use the Edit button to add to or update the numbers for unique faculty members across participating departments and interdepartmental programs.

**Predoc**

The following read-only information is displayed. This data is maintained on the Participating Departments/Programs section, and the sum totals across Participating Programs and Departments are shown here.

- Total
- Supported by any HHS Training Award
• Total Predoctorates with Participating Faculty
• Eligible Students with Participating Faculty
• TGE Predocs Supported by this Training Grant
• Predocs Supported by this Training Grant (R90 Only)

Postdoc

The following read-only information is displayed. This data is maintained on the Participating Departments/Programs section, and the sum totals across Participating Programs and Departments are shown here.

• Total
• Supported by any HHS Training Award
• Total Postdoctorates with Participating Faculty
• Eligible Postdocs with Participating Faculty
• TGE Postdocs Supported by this Training Grant
• Postdocs Supported by this Training Grant (R90 Only)

Institutional Training Support Detail (Renewal)

Select the Edit link on the Institutional Training Support section of the Training Support & Summary to open the Editing screen.
Number of Trainee Positions

Use this section to add the number of Predoc, Postdoc, Short-term, and Participating Faculty positions.

1. Select the Edit button.
2. In the Institutional Training Support pop up, enter the appropriate totals.
3. Click the Save button.
**Overlapping Faculty**

Use this section to update the number of overlapping faculty.

1. Select the **Add Overlapping Faculty** button.

2. In the **Action** column, select **Add Overlapping Faculty** for any participating faculty members that are also on the Institution Training Grant. If a needed faculty member does not display in the results, then add the faculty member as Participating Faculty as described in the topic titled *How Do I Manage Participating Faculty Members (Renewal)* on Page 105 for renewal applications.

   The **Action** column updates with the word *Added.*
3. Select the Close button.

The Overlapping Faculty Name displays on the *Institutional Training Support Detail* screen with the option to **Remove** the overlapping faculty member. The updated total count of the overlapping faculty is calculated by system and is displayed as read-only.

**How Do I Manage Participating Faculty Members (Renewal)?**

Select the *Participating Faculty* link from the RTD menu on the left of the screen. This will open the *Participating Faculty Members* table and display the participating faculty added to the RTD - or a message indicating that no faculty have been added, when appropriate.
How Do I Add Faculty?

**Tip:** Faculty may be added individually or via a Bulk Upload.

How Do I Add Faculty Individually?

- Select the **Add Faculty** button.
  
  1. Use the parameters on the *Search for Person(s)* window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution**.

**NOTE:** You must enter a Commons ID, Person ID, or Last Name to perform a search.
2. Select the **Search Persons** button.

3. All matching records display in the **Person(s)** table. Select the **Add Faculty** button to add the person to the list of faculty for this student.

   When the **Add Faculty** button is clicked, the **Action** column will display the word *Added*.
4. Search for and add other faculty as necessary, repeating the steps above.
5. Use the Close button to close the search screen when finished.

How Do I Add Faculty Via a Bulk Upload?

- Select the **Upload Faculty Members** button below the table.

1. The next screen will display the RTD and PD/PI information in the top section. The bottom section, under "Upload Faculty Members", contains notes regarding how to perform a bulk upload. Links are embedded in the notes to provide access to instructions on converting an Excel file to the correct upload format and to a template that can be downloaded to facilitate the process. Use these tools to create the upload file.
2. Once the upload file has been prepared, use the **Browser** button to select and upload the file.

3. If there are any errors in the upload file, a message will appear above the filename with a link to details of the errors. These errors will need to be corrected before the upload will succeed.

4. If the upload is accepted, the names of the faculty will populate into the *Participating Faculty* table and a confirmation message will display. The name of the upload file will display in the field above the **Browse** button.
The values from the uploaded document will be updated in the appropriate Participating Faculty Detail tables as well. (Rank, Research Interest, Training Roles, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, and Postdocs Continued in Research and Related Careers)

5. To validate that the table and the details updated correctly, click on the Participating Faculty link again in the left-side menu.

**How Do I Edit Faculty Members?**

Use the Edit link in the Actions column to edit the participating faculty detail for the selected member. Refer to the topic titled *Participating Faculty Detail (New Application)* on Page 33.

**How Do I Remove a Faculty Member?**

Select the Remove link in the Actions column to remove the faculty member from the RTD. At the confirmation, select Yes.

See Also: Faculty Detail

**Participating Faculty Detail (Renewal)**

Use the + plus icon next to each individual sections of the Participating Faculty Detail. The Open All Sections link reveals all collapsed sections at once.
Each section provides a means for editing the information. Refer to the steps below.

**Faculty Member Data**

Use the + plus icon in the Faculty Member Data panel of the Participating Faculty Detail to display faculty data as described below.

- Commons User ID (read only)
- Email (read only)
- Rank.
- Primary Department or Program
- Research Interest
- Training Role(s)
To edit faculty member data:

1. Click the **Edit** button to open the *Edit Faculty Member Data* window:

![Edit Faculty Member Data Window]

2. Select an academic rank from the **Rank** drop-down list, or, if the faculty member does not have an academic rank, select **Other** from the **Rank** drop-down, and type the position title in the **Other Rank Title** field.

   This lets you provide more accurate position information about grant faculty who hold non-academic positions, such as in government or the private sector. The **Other Rank** field is enabled only if you select **Other** in the **Rank** drop-down list.

3. In **Primary Department or Program**, specify a department or program for the faculty member. Type a few letters to see matches from the faculty member's institution. Matches are based on programs previously entered into xTRACT or other eRA modules.

4. Select the **Training Role** the faculty member holds for the grant currently being edited. Preceptor is also sometimes referred to as mentor.

5. Click **Save**.

**Faculty Degree**

From this panel, you may add a degree, edit a degree, or select a degree to add to an RTD.
The Source of degrees is displayed as read-only as xTRACT (meaning that the degree was added to the person in xTRACT) or as Commons Profile (meaning that the degree is from the Commons Personal Profile of the person).

Add a Degree

1. Select the Add Degree button.
2. Update the fields in the Add a Degree pop-up:
   - **Degree**: Select from the list
   - **Other Degree Text**: Enter if the Degree selected is OTH (other type of degree) or an other category like BOTH, DDOT, DOTH, MDOT, MOTH, and VDOT.
   - **Degree Date**: Enter in MM/YYYY format
   - **Terminal Degree**: Select the Yes or No radio button as appropriate. When the Yes button is selected, the terminal degree indicator (This is the terminal degree of this person.) displays next to the degree details in the view. Only one degree for a person can be set as the Terminal Degree.
   - **Degree Status**: Completed or In Process are the selections available for Faculty degrees.
   - **Include in RTD**: Yes or No are the options available.
   - **Degree Institution**: Enter the institution name, one institution per degree. Start typing in some of the institution’s name and a drop-down menu displays with related institution names.
3. Select the Save button to save your changes.
4. Repeat for any additional degrees.

Edit a Degree

1. Use the Edit button next to a listed degree to display the Edit a Degree pop-up for editing.
2. Update the fields as necessary.
3. Select the Save button or click the Cancel button.

Include in RTD

1. Locate the degree you are including in the RTD.
2. Check the Include in RTD box for the degree to be displayed in the Participating Faculty Members Training Table on the RTD PDF. Up to three degrees can be selected to include in the RTD.

Uncheck the box to exclude the degree.
Delete a Degree

Select the **Delete** button to delete the degree from the participating faculty detail. Delete degree is not available if the **Source** of the degree is *Commons Profile*, meaning the degree is from the Commons Personal Profile of the person.

**Research Support**

This section, under Participating Faculty, details the sources of support for the participating faculty member who is currently being edited.

**NIH and Other Agency Sources of Support on Record**

Use this section to report currently-funded, active NIH or other Agency grants on which this faculty member is working. This list might be automatically populated with records if the faculty member is on record as being funded from NIH and other grants.gov systems. Records that are automatically populated lack an Edit or Remove button and thus are read-only.

Use the **Add Project Lead** button to search for other NIH or Agency grants that contain sources of support. If the faculty member is reported on an RPPR, then those grants will be displayed as suggested sources of funding, but you can also find and choose grants outside of that suggested list. Grants not currently funded cannot be added.

To add another source of funding for the current faculty member:

1. Under **NIH and Other Agency Sources of Support on Record**, click the **Add Project Lead** button.

2. In the **Add Source of Support** search window, enter criteria to find grants in which the current participating faculty member is funded.
Note that this window might contain a list of suggested grants to choose from before you perform your search. If the faculty member is reported on an RPPR (Research Performance Progress Report) for a component, then those grants will be displayed as suggested sources of funding. You can select suggested sources of funding, or you can find and choose grants outside of that suggested list.

3. Enter search criteria in the Add Source of Support window and click the Search button.
4. In the search results, click the Select button for one or more grants that include funding for the current participating faculty member.

5. For the selected grant, enter details for the funding source, specifically the subproject the faculty member is working on, and the funding for that subproject.

6. Click Save and Add Another Source of Support to find more sources of support, or click Save and Exit if finished with NIH sources of support for this faculty member.
Use the **Edit** and **Remove** buttons in the **Action** column to update or remove any funding sources that you added manually.

**Other Sources of Support**

Includes Funding Source, Support Type, Project Number, Project Role, Project Title, Project Period, and Current Year Direct Costs.

To add additional support:

1. Select the **Add Another Source of Support** button to display fields for searching/editing to add a non-NIH funding source.
2. Search for a funding source:
   a. Search for support entering the parameters given and selecting **Search Funding Sources** button.
   b. From the result list, click the **Select** link from the **Action** column for the correct project.
3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Enter current year direct costs.
5. Select **Save**.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the funding source as necessary.

**Mentoring Record**

Use the + plus icon in the **Mentoring Record** panel of the **Participating Faculty Detail** to display counts of trainees mentored.

- Predocs In Training
- Predocs Graduated
- Predocs Continued in Research or Related Careers
- Postdocs in Training
- Postdocs Completed Training
- Postdocs Continued in Research or Related Careers

Use the **Edit** button to open the fields in a pop-up for editing. Save your changes by selecting the **Save** button on the pop-up.

**Students (Renewal)**

If both Predoc and Postdoc participating trainees are included in the RTD for the Renewal, this menu item will not be available. If only Predoc trainees are included, then Postdoc Students can be
added. If only Postdoc trainees are included, then Predoc Students can be added.

This section displays the students added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove students.

Students(s) are listed in a table at the bottom of the screen along with the following information:

- **Student Name**
- **Commons User ID** (if available)
- **Person ID**
- **Student Type**: Pre-doc or Post-doc
- **Actions**
  - The **Edit** link opens the Student Detail for the selected trainee. Refer to the topic titled *Student Detail for a Renewal (Renewal)* on Page 120.
  - The **Remove** link removes the person from the RTD.

The **Add Student** feature allows you to search for and add students or create new xTRACT persons to add to the RTD.

**Add Student**

To add a student:

1. Select the **Add Student** button.
2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your
institution by removing the checkmark from the box titled **Search for persons who have a Commons affiliation with my institution.**

**NOTE:** You must enter a **Commons ID, Person ID, -or- Last Name** to perform a search.

3. All matching records display in the **Person(s)** table. Select the **Add Student as** link in the **Action** column to add the person.

**NOTE:** After you perform a search, the **Create a new xTRACT Person here** link is enabled. Use this link to create an xTRACT person record. Refer to the topic titled *Create xTRACT Person on Page 227*

4. Select the **Student Type** from the pop-up box.
5. Repeat to add other students. Added students appear in the **Person(s)** list with the word **Added** shown in the **Action** column.
6. Use the **Close** button to close the search screen.
Edit Student

From the list of students, select the Edit link in the Actions column to edit the student detail.

Refer to the topic titled Student Detail for a Renewal (Renewal) on Page 120.

Remove

Select the Remove link in the Actions column to remove the student from the RTD. At the confirmation, select Yes.

Student Detail for a Renewal (Renewal)

Use the + plus sign icon to display individual sections of the Student Detail. The Open All Sections link reveals all collapsed sections at once.
Each section provides a means for viewing or editing the information. Refer to the steps below.

**Student Data**

Use the + plus sign icon in the Student Data panel of the Student Detail to display the following read-only information:

- Commons User ID or Person ID
- Email

**In Training Data**

Use the + plus sign icon in the In Training Data panel of the Student Detail to display in training data as described below. Use the Edit button to open the fields in a pop-up for editing.

- In Training
- Type
- Research Topic
- Start Date
  - Into Current Degree-Granting Program, for a Predoctoral trainee
  - Into Postdoctoral Research, for Postdoctoral trainee
- End Date (when Trainee Left Program)

**Faculty Members**

Displays the faculty members for the student on the RTD.

To add faculty, select the **Add Faculty Member** button.

**NOTE:** Up to two faculty members may be associated with a student. If there already two faculty members listed, then the **Add Faculty Member** button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the **Search for Person(s)** window to find the faculty member.
2. In the Search for Faculty screen, uncheck the box titled **Search for persons who have a Commons affiliation with my institution** to search for persons outside of your institution.
   
   **NOTE:** You must enter a Commons ID, Person ID, or Last Name to perform a search.

3. Select the **Search Persons** button. All matching records display in the **Person(s)** table.

4. In the Persons table, select the **Add Faculty** button for the person to add to the RTD.

When the **Add Faculty** button is clicked, the **Action** column will display the word **Added**.
5. (Optional) Repeat the steps above to search for and add other faculty as necessary.

**NOTE:** Once two faculty members are added, the ability to add more is disabled.

6. Select the **Close** button to close the search screen when finished.

To remove a faculty member from the Student, select the **Delete** link from the **Action** column.

**Degrees**

xTRACT displays a list of completed degrees and associated data.

The **Source** of degrees is displayed as read-only as *xTRACT* (meaning that the degree was added or edited to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

To add a degree:

1. Select the **Add Degree** button.
2. Update the fields in the *Create a New Degree* pop-up:
   - **Degree**: Select from the list
   - **Other Degree Text**: Enter if Degree selected is *OTH (other type of degree)* or an other category like BOTH, DDOT, DOTH, MDOT, MOTH, and VDOT.
   - **Degree Date**: Enter in MM/YYYY format
• **Terminal Degree**: Select the **Yes** or **No**. When **Yes** is selected, the terminal degree indicator (*This is the terminal degree of this person.*) displays next to the degree details in the view. Only one degree per person can be set as the Terminal Degree.

• **Degree Status**: Select Completed or In Progress, as appropriate

• **Received in Training**: Select Yes or No. Up to three degrees can be selected as Received in Training.

• **Degree Institution**: Enter the institution name, one institution per degree. Start typing in some of the institution’s name and a drop-down menu displays with related institution names.

3. Select the **Save** button to save the new degree.

4. Repeat for any additional degrees.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the degrees as necessary. Degrees with **Commons Profile** as a **Source** cannot be deleted.

**Post-Training Positions**

Displays post-training positions employment information. The **Source** of positions is displayed as read-only as *xTRACT* (meaning the position was added or updated for the person in xTRACT) or as **Commons Profile** (meaning the position is from the Commons Personal Profile of the person).

To add employment:

1. Click the **Add Employment** button.

2. Provide the following information:

   • **Workforce Sector**: Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.

   • **Principal Activity**: Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.

   • **Position**: Type the title of the position.

   • **Start Date**: Type the month/year the position started.

   • **End Date**: Type the month/year the position ended, or leave blank if employed to present time.

   • **Primary Employment Indicator**: Select **Yes** if this is the main employment; otherwise, select **No**.

   • **Full Time Employment Indicator**: Select **Full-Time** or **Part-Time**
- Current/Initial Employment Indicator: Select Primary Initial if this is the initial employment for the trainee, or select Primary Current if it is the current employment.
- Institution: Enter the institution or start typing to see matches to your typed text.
- Primary Department of Position: Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.

3. Click the Save button.

Use the Edit and Delete links in the Action column to update or remove the positions as necessary. Positions with a Source of Commons Profile cannot be deleted.

**Subsequent Grants**

 NIH Sources of Support

Includes the NIH Grant number, Project Title, Award Start Date, Period of Support.

To add additional sources of support under this section:

1. Enter Start of Funding and End of Funding in mm/yyyy format to indicate the dates of this person’s involvement.
2. Select Save.

Use the Edit and Delete links to update or remove the funding source as necessary.

Other Sources of Support

Includes Funding Source, Support Type, Project Number, Project Role, and Award Start Date.

To add additional support:

1. Select the Add Other Source of Support button to open the Add Non-NIH Source of Support pop-up.

Search for support or create new funding source:

To search:

a. Search for support entering the parameters given and selecting Search Funding Sources button.

b. From the result list, click the link from the Action column for the correct project.
To create:
   a. Select the Create Funding Source button.
   b. Update the fields. Required fields show a red asterisk (*).
   c. Select Save.

2. Select an option from the Role during funding drop-down.
3. Enter Start of Funding and End of Funding in mm/yyyy format.
4. Select Save.

Use the Edit and Delete links in the Action column to update or remove the funding source as necessary.

Publications

List peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals. For students/trainees, list all publications resulting from their period of training in the participating faculty member’s laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

Prior to adding publications, add the faculty to which the publications will be associated, using the Participating Faculty section. If faculty are not added prior, you cannot add publications and you get the following message "There are no Faculty Members added to the RTD, you must add the Faculty Member to the RTD in the Participating Faculty section, in order to add publications."

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled Check this box if there are no publications for this trainee. NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.

   The No Publications popup appears.

2. Select the Faculty Member and Reason for No Publications, and click Save.
3. If you change your mind and want to add a publication, clear the checkbox and the Add Publication button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the Add Publication button.
   NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.
The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

![Add Publication popup](image)

2. Enter search criteria using one of the methods below and click its **Search** button.
   a. **PMID/PMCID**: Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed and PubMed Central.
   b. **First Name/Last Name/Title**: Enter all or a portion of the first name; articles with the text you enter here are found. Enter the exact last name; only exact matching last names are found. For publication title, enter one or more keywords; only those publications whose titles contain all keywords are found. The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.
3. To add a publication from search results:
   1. Mark its Include in RTD checkbox.
   2. Choose from the Faculty Member dropdown. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
   3. Choose the current trainee/student that you are editing from the Author dropdown. The list of authors is pulled from PubMed/PubMed Central.
   4. Click Save and exit if you are finished adding publications, or click Save and search again if you want to perform another search. Both buttons save the publications whose checkbox is marked. Click Cancel if you did not mark any publications and if you are finished searching.
   5. To search again without saving, simply enter new search criteria in PMID/PMCID or by name, and click the Search button again.

If you indicate a Faculty Member, an Author, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: No publications were selected to report on the RTD. This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.
To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can click the Manual Edit Publication button and manually enter all the necessary information to create a citation.

1. In the Publications section, click the Add Publication button.
   **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.
2. The Add Publication popup appears.
3. In the Add Publication popup:
   a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.
   b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author’s name in the Authors text box and click the Add New Author button:

   ![Add New Author Button](image)

   Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls, which are described onscreen, to re-order the list. Use the trash icon to delete an author from the list, and use the checkbox next to the author’s name to indicate which author is the trainee/student for whom this publication is cited:
c. When finished entering the citation information, click the **Continue to review & confirm** button, which gives you the opportunity to review the citation you entered.

4. Click **Save and exit** to add the manual citation and stop searching, or click **Save and search again** if you want to perform another search. Both buttons save the manual citation. Click **Cancel** to discard the manual citation and not search again.

The publications you added appear in a table in the Publications section.

<table>
<thead>
<tr>
<th>Publication</th>
<th>PMID</th>
<th>Faculty Member</th>
<th>Action</th>
</tr>
</thead>
</table>

Use the **Edit** and **Delete** buttons to update or remove a publication.

**Participating Trainees (Renewal)**

Displays the participating trainees added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove participating trainees.
Participating trainee(s) are listed in a table at the bottom of the screen along with the following information:

- **Person Name**
- **Commons User ID** (if available)
- **Person ID**
- **Trainee Type**: Pre-doc; Post-doc; Short Term
- **Start Date**
- **End Date**
- **Actions**
  - The **Edit** link opens the *Participating Trainee Detail* for the selected trainee. Refer to the topic titled *Participating Trainee Detail (Renewal)* on Page 132.
  - The **Remove** link removes the person from the RTD.

The **Add Trainee** feature allows you to search for and add existing trainees or create new xTRACT persons to add to the RTD.

**Add Trainee(s)**

**To add an individual trainee:**

1. Select the **Add Trainee** button.
2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled **Search for persons who have a Commons affiliation with my institution**.

**NOTE:** You must enter a **Commons ID, Person ID, -or- Last Name** to perform a search.

3. All matching records display in the **Person(s) table. Select the Add Trainee link in the Action** to add the person.

**NOTE:** After you perform a search, the **Create xTRACT Person** button is enabled. Use this button to create an xTRACT Person record. Refer to the topic titled *Create xTRACT Person* on Page 227.

4. Select the **Trainee Type** from the pop-up box: Pre Doctoral, Post Doctoral, or Short Term and click **OK**.
5. Repeat for any to add other students. Added students appear in the **Person(s) list with the**
word *Added* shown in the *Action* column.

6. Use the *Close* button to close the search screen.

**To add multiple trainees via Bulk Upload:**

1. Click on the *Upload Participating Trainees* button below the *Participating Trainees* table.
2. The top part of the Upload Participating Trainees section of the page will list the guidelines for the upload file as well as instructions for converting an Excel file to the correct tab-delimited format.
3. A link will be displayed below the guidelines to download a template showing the file format.
4. Click on the *Browse* button at the bottom of the section to go to the file location for an existing upload file.
5. When the file is selected, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.
   - A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
   - If there are no validation errors then the data will be applied and a success message will appear.

**Edit Trainee**

From the list of trainees, select the *Edit* link in the *Actions* column to edit the trainee detail for the selected trainee.

Refer to the topic titled *Participating Trainee Detail (Renewal)* on Page 132.

**Remove**

Select the *Remove* link in the *Actions* column to remove the trainee from the RTD. At the confirmation, select *Yes*.

**Participating Trainee Detail (Renewal)**

While preparing an RTD for a Renewal, you can open the *Participating Trainee Detail* for a trainee by selecting that trainee's *Edit* link. The *Participating Trainee Data* for the selected person is grouped into panels. Use the + plus sign icon and *Edit* buttons and links to display and edit the information as detailed below.
**IMPORTANT:** The information displayed in the trainee detail is comprised of information pulled from the trainee's eRA Commons Personal Profile, where available. However, updates made to the xTRACT trainee detail will not update that trainee's Personal Profile in Commons.

**Trainee Data**

Use the View link in the **Trainee Data** panel of the Participating Trainee Detail to display the following read-only information, as applicable:

- Person ID or Commons ID
- Email

**In Training Data**

Use the View link in the **In Training Data** panel of the Participating Trainee Detail to display in training data as described below. Use the Edit button to open the fields in a pop-up for editing.

- In Training
- Type
• Research Topic
• Start Date
  • Current Degree-Granting Program for a Predoctoral trainee
  • Postdoctoral Research for Postdoctoral trainee
• End Date (when Trainee Left Program)

**NOTE:** In order to finalize the RTD for an RPPR, all trainees must have a start date in the In Training Data section. Additionally, trainees with No selected for In Training status must have an end date.

**Faculty Members**
Displays the participating faculty added to the RTD.

To add faculty, select the Add Faculty Member button.

**NOTE:** Up to two faculty members may be associated with a student. If there already two faculty members listed, then the Add Faculty Member button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the Search for Person(s) window to find the faculty member.
2. In the Search for Faculty screen, uncheck the box titled Search for persons who have a Commons affiliation with my institution to search for persons outside of your institution.

**NOTE:** You must enter a Commons ID, Person ID, or Last Name to perform a search.

3. Select the Search Persons button. All matching records display in the Person(s) table.
4. In the Persons table, select the **Add Faculty** button for the person to add to the RTD.

When the **Add Faculty** button is clicked, the **Action** column will display the word *Added*.

5. (Optional) Repeat the steps above to search for and add other faculty as necessary.

**NOTE:** Once two faculty members are added, the ability to add more is disabled.

6. Select the **Close** button to close the search screen when finished.

To remove a faculty member from the RTD, select the **Delete** link in the **Action** column.

**Support During Training**

**NOTE:** This section applies to pre-doc and post-doc trainees only.

Sources of support, both within and outside of NIH, can be maintained in this section. Click on the collapsed panel to display the information.

After a start date has been added for the trainee in *In Training Data*, the **Training Years (TYs)** will be displayed as read-only with corresponding abbreviations for funding sources in **Support During Training**.

**This NIH Training Grant**
Includes the NIH Grant number, Project Title, Period of Support.

Click the Add This NIH Source of Support to add support from This NIH Training Grant. Enter the Start of Funding and End of Funding. To remove support from This NIH Training Grant, select Delete All from This NIH Funding Source of Support.

NIH and Other Agency Sources of Support

Includes the NIH or Other Agency Grant number, Project Title, Period of Support.

To add additional NIH or Other Agency support:

1. Select the search icon next to Funding Source to open query fields.
   a. Enter search criteria in the fields.
   b. Select the Search Funding Sources button.
   c. From the list, select the funding source by clicking the appropriate Select link in the Action column.

2. Enter Start of Funding and End of Funding in mm/yyyy format to indicate the dates of this person's involvement.

3. Enter the Other role description if Other was selected for Role during funding.

4. Select Save.

5. Repeat the search to add more.

Use the Edit and Delete links to update or remove the funding source as necessary.

Other Sources of Support

"Other sources" of support include Funding Source, Support Type, Project Number, Project Role, and Award Start Date. You can also specify a Leave of Absence in this section to account for periods when the trainee remains on the grant but does not receive support from the grant.

To add a source of support:

1. Click the Add Other Source of Support button to open the Enter Source of Support pop-up. Required fields show a red asterisk (*).

   a. To search:

      ○ Enter search criteria in the fields and select the Search Funding Sources button.
      ○ From the Action column in the Results list, select the Select button for the correct project.
b. To create:
   ○ In the *Information* box (at the top or bottom of the list), select the **Create Funding Source** button.
   ○ Complete the fields and then select **Create Funding Source and Continue**.

2. Select an option from the Role during funding dropdown.
3. Complete the **Start of Funding** and **End of Funding** fields.
4. Select **Save**.

To add a Leave of Absence:

1. Under *Other Sources of Support*, click the **Add Leave of Absence** button.

2. In the *Add Leave of Absence Period* window that appears, enter the start month/year and end month/year for the leave of absence.
3. Click **Save**.

**Degrees**

xTRACT displays a list of completed degrees and associated data in reverse chronological order, with incomplete degrees following.

To add a degree:

1. Select the **Add Degree** button.
2. Update the fields in the *Create a New Degree* pop-up:
   - **Degree**: Select from the list
   - **Other Degree Text**: Enter the name of the degree if an OTH type of degree was selected.
   - **Degree Date**: Enter in MM/YYYY format
- **Terminal Degree**: Select the **Yes** or **No** as appropriate. When **Yes** is selected, the terminal degree indicator (*This is your terminal degree.*) displays next to the degree details in the view. A person can only have one terminal degree.
- **Degree Status**: Select Completed or In Progress, as appropriate
- **Received in Training**: Select Yes or No. Up to three degrees can be set as Received in Training.
- **Degree Institution**: Enter the institution name, one institution per degree. You can search for an institution by selecting the magnifying glass search icon.

3. Select the **Save** button to save your changes.
4. Repeat for any additional degrees.
5. Select the **Close** button when finished.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the degree(s) as necessary. Degrees *Commons Profile* as the **Source** cannot be deleted.

**Post-Training Positions**

Displays post-training positions employment information.

To add employment:

1. Click the **Add Employment** button.
2. Provide the following information:
   - **Workforce Sector**: Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
   - **Principal Activity**: Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
   - **Position**: Type the title of the position.
   - **Start Date**: Type the month/year the position started.
   - **End Date**: Type the month/year the position ended, or leave blank if employed to present time.
   - **Primary Employment Indicator**: Select **Yes** if this is the main employment; otherwise, select **No**.
   - **Full Time Employment Indicator**: Select **Full-Time** or **Part-Time**
   - **Current/Initial Employment Indicator**: Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
   - **Institution**: Enter the institution or start typing to see matches to your typed text.
- **Primary Department of Position**: Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.

3. Click the **Save** button.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the position(s) as necessary. Positions with **Commons Profile** as the **Source** cannot be deleted.

**Subsequent Grants**

**NIH and other Agency Sources of Support**

Includes the NIH or Other Agency Grant number, Project Title, Period of Support.

To add additional NIH or Other Agency Support:

1. Select the search icon next to **Funding Source** to open query fields.
   a. Enter search criteria in the fields.
   b. Select the **Search Funding Sources** button.
   c. From the list, select the funding source by clicking the appropriate **Select** link in the **Action** column.

2. Enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of this person's involvement.

3. Select **Save**.

4. Repeat the search to add more.

Use the **Edit** and **Delete** links to update or remove the funding source as necessary.

**Other Sources of Support**

Includes Funding Source, Support Type, Project Number, Project Role, and Award Start Date.

To add additional support:

1. Select the **Add Other Source of Support** button to open the **Edit/Add Sources of Support** pop-up.

Search for support or create new funding source:

To search:
   a. Search for support entering the parameters given and selecting **Search Funding Sources** button.
b. From the result list, click the link from the Action column for the correct project.

To create:
- Select the Create Funding Source button.
- Update the fields. Required fields show a red asterisk (*).
- Select Save.

2. Select an option from the Role during funding drop-down.
3. Enter Start of Funding and End of Funding in mm/yyyy format.
4. Select Save.
5. Repeat the search to add more.

Use the Edit and Delete links in the Action column to update or remove the funding source as necessary.

**Publications**

List peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals. For students/trainees, list all publications resulting from their period of training in the participating faculty member’s laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

Prior to adding publications, add the faculty to which the publications will be associated, using the Participating Faculty section. If faculty are not added prior, you cannot add publications and you get the following message "There are no Faculty Members added to the RTD, you must add the Faculty Member to the RTD in the Participating Faculty section, in order to add publications."

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled Check this box if there are no publications for this trainee. **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

   The No Publications popup appears.

2. Select the Faculty Member and Reason for No Publications, and click Save.
3. If you change your mind and want to add a publication, clear the checkbox and the Add Publication button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the Add Publication button. **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.
Faculty section.

The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

2. Enter search criteria using one of the methods below and click its **Search** button.
   a. **PMID/PMCID**: Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed and PubMed Central.
   b. **First Name/Last Name/Title**: Enter all or a portion of the first name; articles with the text you enter here are found. Enter the exact last name; only exact matching last names are found. For publication title, enter one or more keywords; only those publications whose titles that contain all keywords are found. The **Publication Search Results** appear, where you can add any number of publications by marking their checkboxes.
3. To add a publication from search results:
   1. Mark its Include in RTD checkbox.
   2. Choose from the Faculty Member dropdown. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
   3. Choose the current trainee/student that you are editing from the Author dropdown. The list of authors is pulled from PubMed/PubMed Central.
   4. Click Save and exit if you are finished adding publications, or click Save and search again if you want to perform another search. Both buttons save the publications whose checkbox is marked. Click Cancel if you did not mark any publications and if you are finished searching.
   5. To search again without saving, simply enter new search criteria in PMID/PMCID or by name, and click the Search button again.

If you indicate a Faculty Member, an Author, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: No publications were selected to report on the RTD. This means that the publication won’t be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.
To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can click the Manual Edit Publication button and manually enter all the necessary information to create a citation.

1. In the Publications section, click the Add Publication button.  
   **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.
2. The Add Publication popup appears.
3. In the Add Publication popup:
   a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.
   b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author’s name in the Authors text box and click the Add New Author button:

```
<table>
<thead>
<tr>
<th>Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>McManus, Patrick</td>
</tr>
</tbody>
</table>
```

Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls, which are described onscreen, to re-order the list. Use the trash icon to delete an author from the list, and use the checkbox next to the author’s name to indicate which author is the trainee/student for whom this publication is cited:
c. When finished entering the citation information, click the **Continue to review & confirm** button, which gives you the opportunity to review the citation you entered.

4. Click **Save and exit** to add the manual citation and stop searching, or click **Save and search again** if you want to perform another search. Both buttons save the manual citation. Click **Cancel** to discard the manual citation and not search again.

The publications you added appear in a table in the Publications section.

<table>
<thead>
<tr>
<th>Publication (Authors, Year, Title, Journal, Volume, Inclusive Pages)</th>
<th>PMID</th>
<th>Faculty Member</th>
<th>Action</th>
</tr>
</thead>
</table>

Use the **Edit** and **Delete** buttons to update or remove a publication.

**Program Statistics (Renewal)**

The Program statistics information is accessed via the left-side menu.
In cases where a prior RTD exists for the application, the option to copy from the prior RTD(s) will display. If none are available, only the Save and Clear buttons will show.

The Program Statistics section is only available for training grants that have Predoctorate Trainees.
1. Enter the program statistics as follows:
   - Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D.
   - Average Time to Ph.D. for Trainees in the Last 10 Years (not including leaves of absence)
2. Select the Save Program Statistics button.

Use the checkbox to indicate that Program Statistics are not applicable for this reporting period.

**Appointments (Renewal)**

Displays the training positions awarded and appointed, separately within two tables.
Training Positions Awarded

The Training Positions Awarded table shows the number of awarded Predoctoral, Postdoctoral, and Short-Term appointments for each budget year. The last column of the table shows the sum of each appointment over all budget years.

This information is read-only.
Training Positions Appointed

The Training Positions Appointed table shows the number of appointed training positions for each budget year. The last column of the table shows the sum of each appointment over all budget years. Training positions include:

- Predoctoral Appointed
- Predoc Dual Degree
- Predoc Underrepresented Groups
- Postdoctoral Appointed
- Postdoc MD or Equivalent
- Postdoc PhD or Equivalent
- Postdoc DDS, DVM, Other
- Postdoc Dual Degree
- Postdoc Underrepresented Groups
- Short-Term Appointed
- Short-Term Underrepresented Groups

Use the Edit Appointments button to open the table fields for editing. After updating the fields, select the Save Appointments button to save the information.

Applicants and Entrants (Renewal)

To enter Pre-doc and Post-doc applicants and entrants, first enter the start year of the most recently completed academic year and click the Submit button.

Select the Pre-Doc Applicants and Entrants and Post-Doc Applicants and Entrants links to display and enter data for the specific academic year(s).
To change the most recently-completed academic year, change the year entered and select **Submit**. When changing **Academic years**, any data entered for **Applicant and Entrant Counts and Characteristics** are retained and associated with the shifted year based on order of years (rather than previously specified year).

For example, let's say the first academic year is 2000-2001 and there are applicant/entrant data entered for that year. If the first academic year is changed to 2001-2002 by changing the most recently-completed academic year from 2001 to 2002, the same applicant/entrant data display for that first year.

**Predoctoral Applicant and Entrant Counts and Characteristics (Renewal)**

*Edit the Counts and Characteristics*

For each **Academic Year**, update the **Applicant and Entrant Counts and Characteristics** appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it. Or select **Cancel** to exit editing without saving the changes.
Counts table

For Predoctoral Applicants and Entrants, Counts are entered by Participating Departments or Program. If a Department or Program is missing, refer to the topic titled Participating Departments and Programs (Renewal) on Page 91. The following fields are provided for data entry on each department or program:

- Department or Program (read only)
- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Characteristics

The following tables exist for Characteristics:
GPA

Enter the Mean GPA, Lowest GPA, and Highest GPA for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Research Experience

Enter the mean, lowest, and highest number of months of prior, full-time research experience for the following:

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Prior Institutions

Use the Characteristics: Research Experience section to search and select an institution. Start typing in the Institution field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the New Entrants to the Program and/or New Entrants Eligible for Support fields. Select the Add Prior Institution link in the Action column.

Use the Edit and Remove links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

See Notice of NIH's Interest in Diversity.
Summary of Counts and Characteristics

Select the Summary tab to display a summary for predoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

To edit this information, refer to the above section of this topic.

Postdoctoral Applicant and Entrant Counts and Characteristics (Renewal)

For each Academic Year, update the Applicant and Entrant Counts and Characteristics appropriately. Use the Edit buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the Save buttons to save it. Or select Cancel to exit editing without saving the changes.

Counts table

For PhDs, MDs, dual-degree holders, and other degree holders, update the following information:
- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

**Characteristics**

The following tables exist for Characteristics:

**Publications**

Enter the mean, lowest, and highest number of publications as well as the mean, lowest, and highest number of first author publications for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

**Prior Institutions**

Use the **Characteristics: Research Experience** section to search and select an institution. Start typing in the Institution field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the **New Entrants to the Program** and/or **New Entrants Eligible for Support** fields. Select the **Add Prior Institution** link in the **Action** column.

Use the **Edit** and **Remove** links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

**Underrepresented Groups**

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant
See Notice of NIH's Interest in Diversity.

**Summary of Counts and Characteristics**

Select the Summary tab to display a summary for postdoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

To edit this information, refer to the above section of this topic.

**Preview PDF (Renewal)**

Select the Preview PDF link to open save, and/or print the training tables. An In Progress watermark will be printed on the Training Table PDF until the RTD is finalized.

**Finalize RTD (Renewal)**

Certain users have the ability to finalize the RTD for a training grant. Finalized RTDs are marked as Final and cannot be edited.

To finalize an RTD

1. Select the Finalize RTD link from the RTD links on the left side of the screen.

   A confirmation message warns: *Are you sure you want to finalized this RTD? Once finalized, the RTD cannot be edited?*  
   
   **IMPORTANT:** Once you finalize, the RTD cannot be edited. Select the No button if you do not wish to finalize.

2. Select the Yes button to finalize the RTD.

xTRACT generates a PDF version of the training tables without the In Progress watermark, updates the status of the RTD to Final, and locks the RTD for editing.

You will have the option to view the finalized PDF at any time on the Search New RTDs screen and unfinalize the RTD if needed.

If data are needed to finalize the RPPR RTD, the appropriate error message(s) display as follows:

- *Missing Required Data: Start Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*
- *Missing Required Data: End Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*
All trainees must have a start date in the **In Training Data** section. Additionally, trainees with **No** selected for **In Training** status must have an end date.
Prepare RTD for a Revision Application

To access the screen:

1. Search for the training grant on the *Search for Training Grants* screen. Refer to the topic titled *Search for Training Grants on Page 6* for steps.

2. From the *Action* column of the search results, select the appropriate link to access the *Prepare for Research Training Data Set (RTD) for Revision* screen:
   - To initiate the RTD for the renewal application: Select the *Prepare for Revision* link.
   - To continue working on an initiated RTD: Select the *Continue for Revision* link.

The *Prepare Research Training Dataset (RTD) for Renewal* screen opens for the selected training grant.

Use the links listed under **RTD** on the left side of the screen to maintain the specific sections of the RTD:

- **Participating Departments/Programs**
- **Training Support & Summary**
- **Participating Faculty**
- **Participating Trainees**
- **Program Statistics**
- **Applicants and Entrants**
- **Appointments**
- **Preview PDF**

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.

**Participating Departments and Programs (Revision)**

Use this section to add/remove departments and programs.
Add Departments

1. Select Participating Departments/Programs on the left.
2. Select the Add Participating Departments or Programs button.

3. Start typing in the text box. The system will display a list of departments and programs with that character string in a drop-down menu.
4. Find the appropriate department in the results list drop-down and select the appropriate department. Major Components are also displayed with the Department to differentiate among departments with the same name in different units of the organization.
5. Select the **Save** button and the department and close the screen.

The *Participating Departments and Programs* screen updates to show the added department(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.

### Add Programs

1. Select the **Add Participating Departments or Programs** button.

2. Start typing in the text box. The system will display a list of programs with that character string in a drop-down menu.

3. Find the appropriate program in the results list drop-down and select the appropriate program.
The **Action** column updates to show *Added* for the added program. You can repeat the step to **Add Program** for as many programs as necessary.

To add a Program not available in the search results, select **Create One**. Add **Program Name** (required) and **Program Description** (optional) and select **Create Program and Select as Participating in my RTD**.

4. Click the **Save** or the **Create Program and Select as Participating in my RTD** button to add the program and close the screen.
a. After clicking the **Create Program and Select as Participating in my RTD** button, click the subsequent **Save** button.

The *Participating Departments and Programs* screen updates to show the added program(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.

**Edit Departments & Programs**

To edit a program or department, select the **Edit** button from the **Actions** column.

Update the Census information as necessary.

**Faculty**

- Total
- Participating

**Predoctorates**

- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

**Postdoctorates**

- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)
Select the **Save and Close** button to save the information.
Participating Department/Program Detail (Revision)

Edit Departments & Programs

To edit a program or department, select the Edit button from the Actions column.

Update the Census information as necessary.

**Faculty**

- Total
- Participating

**Predoctorates**

- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

**Postdoctorates**

- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)
Select the **Save and Close** button to save the information.
Training Support & Summary (Revision)

Summary Statistics

Displays the read-only totals of the following:

- Average Grant Support per Participating Faculty Member
- Total Number of Predoc Positions
- Total Number of Postdoc Positions
- Total Number of Short-Term Positions

The Average Grant Support per Participating Faculty Member is the mean of the Current Year Direct Costs in Research Support for each Faculty member.

The total number of positions represent the sums of the positions entered for each Institution Training Grant.

Institutional Training Support

To add currently active, federal institutional training, career development, or research education support available to the participating faculty members:
1. Select the **Add Institutional Training Support** button in the **Institutional Training Support Detail** section.

2. Search for support by entering any of the criteria on the **Add Institutional Training Support** pop-up. You must enter either an IC Code or PD/PI Last Name.
   - Activity Code
   - IC Code
   - Serial Number
   - Suffix Code
   - Start Date
   - End Date
   - PD/PI Last Name
   - Institution

   **Tip:** As you type an institution name, a drop-down list of potential matches will begin to populate. Select the institution from that list.

3. Select the **Search Funding Sources** button.
4. From the result list, click the Select link from the Action column for the correct project.

The added source of support will display on the Training Support and Summary screen.

Use the Edit and Remove links next to the record to update or remove the funding source as necessary.

Additional detail can be found in the Institutional Training Support Detail section.

**Census Totals**

Displays totals for Faculty, Predoctorates, and Postdoctorates.

**Faculty**

- Total
- Participating

Use the Edit button to add to or update the numbers for unique faculty members across participating departments and interdepartmental programs.

**Predoc**

The following read-only information is displayed. This data is maintained on the Participating Departments/Programs section, and the sum totals across Participating Programs and Departments are shown here.

- Total
- Supported by any HHS Training Award
• Total Predoctorates with Participating Faculty
• Eligible Students with Participating Faculty
• TGE Predocs Supported by this Training Grant
• Predocs Supported by this Training Grant (R90 Only)

Postdoc

The following read-only information is displayed. This data is maintained on the Participating Departments/Programs section, and the sum totals across Participating Programs and Departments are shown here.

• Total
• Supported by any HHS Training Award
• Total Postdoctorates with Participating Faculty
• Eligible Postdocs with Participating Faculty
• TGE Postdocs Supported by this Training Grant
• Postdocs Supported by this Training Grant (R90 Only)

Institutional Training Support Detail (Revision)

Select the Edit link on the Institutional Training Support section of the Training Support & Summary to open the Editing screen.
Number of Trainee Positions

Use this section to add the number of Predoc, Postdoc, Short-term, and Participating Faculty positions.

1. Select the Edit button.
2. In the Institutional Training Support pop up, enter the appropriate totals.
3. Click the Save button.

Overlapping Faculty

Use this section to update the number of overlapping faculty.
1. Select the **Add Overlapping Faculty** button.

![Image of the xTRACT interface showing the Add Overlapping Faculty button and the Action column updating to 'Added'.]

2. In the **Action** column, select **Add Overlapping Faculty** for any participating faculty members that are also on the Institution Training Grant. If a needed faculty member does not display in the results, then add the faculty member as Participating Faculty as described in the topic titled *How Do I Manage Participating Faculty Members (Revision)*? on Page 171 for revision applications.

   The **Action** column updates with the word *Added.*
3. Select the **Close** button.

The Overlapping Faculty Name displays on the *Institutional Training Support Detail* screen with the option to **Remove** the overlapping faculty member. The updated total count of the overlapping faculty is calculated by system and is displayed as read-only.

**How Do I Manage Participating Faculty Members (Revision)?**

Select the *Participating Faculty* link from the **RTD** menu on the left of the screen. This will open the *Participating Faculty Members* table and display the participating faculty added to the RTD - or a message indicating that no faculty have been added, when appropriate.
How Do I Add Faculty?

**Tip:** Faculty may be added individually or via a Bulk Upload.

**How Do I Add Faculty Individually?**

- Select the **Add Faculty** button.
  1. Use the parameters on the *Search for Person(s)* window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution.**

**NOTE:** You must enter a Commons ID, Person ID, or Last Name to perform a search.
2. Select the **Search Persons** button.

3. All matching records display in the **Person(s)** table. Select the **Add Faculty** button to add the person to the list of faculty for this student.

   When the **Add Faculty** button is clicked, the **Action** column will display the word **Added**.
4. Search for and add other faculty as necessary, repeating the steps above.
5. Use the Close button to close the search screen when finished.

How Do I Add Faculty Via a Bulk Upload?

- Select the Upload Faculty Members button below the table.

1. The next screen will display the RTD and PD/PI information in the top section. The bottom section, under "Upload Faculty Members", contains notes regarding how to perform a bulk upload. Links are embedded in the notes to provide access to instructions on converting an Excel file to the correct upload format and to a template that can be downloaded to facilitate the process. Use these tools to create the upload file.
2. Once the upload file has been prepared, use the **Browser** button to select and upload the file.

3. If there are any errors in the upload file, a message will appear above the filename with a link to details of the errors. These errors will need to be corrected before the upload will succeed.

4. If the upload is accepted, the names of the faculty will populate into the *Participating Faculty* table and a confirmation message will display. The name of the upload file will display in the field above the **Browse** button.
The values from the uploaded document will be updated in the appropriate Participating Faculty Detail tables as well. (Rank, Research Interest, Training Roles, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, and Postdocs Continued in Research and Related Careers)

5. To validate that the table and the details updated correctly, click on the Participating Faculty link again in the left-side menu.

How Do I Edit Faculty Members?

Use the Edit link in the Actions column to edit the participating faculty detail for the selected member. Refer to the topic titled Participating Faculty Detail (New Application) on Page 33.

How Do I Remove a Faculty Member?

Select the Remove link in the Actions column to remove the faculty member from the RTD. At the confirmation, select Yes.

See Also: Faculty Detail

Participating Faculty Detail (Revision)

Use the + plus icon next to each individual sections of the Participating Faculty Detail. The Open All Sections link reveals all collapsed sections at once.
Each section provides a means for editing the information. Refer to the steps below.

**Faculty Member Data**

Use the + plus icon in the Faculty Member Data panel of Participating Faculty Detail to display faculty data as listed below.

- **Commons User ID** (read only)
- **Email** (read only)
- **Rank.**
- **Primary Department or Program**
- **Research Interest**
- **Training Role(s)**
To edit faculty member data:

1. Click the **Edit** button to open the *Edit Faculty Member Data* window:

![Edit Faculty Member Data window]

2. Select an academic rank from the **Rank** drop-down list, or, if the faculty member does not have an academic rank, select **Other** from the **Rank** drop-down, and type the position title in the **Other Rank Title** field.
   
   This lets you provide more accurate position information about grant faculty who hold non-academic positions, such as in government or the private sector. The **Other Rank** field is enabled only if you select **Other** in the **Rank** drop-down list.

3. In **Primary Department or Program**, specify a department or program for the faculty member. Type a few letters to see matches from the faculty member’s institution. Matches are based on programs previously entered into xTRACT or other eRA modules.

4. Select the **Training Role** the faculty member holds for the grant currently being edited. Preceptor is also sometimes referred to as mentor.

5. Click **Save**.

**Faculty Degree**

From this panel, you may add a degree, edit a degree, or select a degree to add to an RTD.
The **Source** of degrees is displayed as read-only as *xTRACT* (meaning that the degree was added to the person in *xTRACT*) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

### Add a Degree

1. Select the **Add Degree** button.
2. Update the fields in the *Add a Degree* pop-up:
   - **Degree**: Select from the list
   - **Other Degree Text**: Enter if the Degree selected is *OTH (other type of degree)* or an other category like *BOTH, DDOT, DOTH, MDOT, MOTH, and VDOT*.
   - **Degree Date**: Enter in MM/YYYY format
   - **Terminal Degree**: Select the *Yes* or *No* radio button as appropriate. When the *Yes* button is selected, the terminal degree indicator (*This is the terminal degree of this person.*) displays next to the degree details in the view. Only one degree for a person can be set as the Terminal Degree.
   - **Degree Status**: Completed or In Process are the selections available for Faculty degrees.
   - **Include in RTD**: Yes or No are the options available.
   - **Degree Institution**: Enter the institution name, one institution per degree. Start typing in some of the institution's name and a drop-down menu displays with related institution names.
3. Select the **Save** button to save your changes.
4. Repeat for any additional degrees.

### Edit a Degree

1. Use the **Edit** button next to a listed degree to display the *Edit a Degree* pop-up for editing.
2. Update the fields as necessary.
3. Select the **Save** button or click the **Cancel** button.

### Include in RTD

1. Locate the degree you are including in the RTD.
2. Check the **Include in RTD** box for the degree to be displayed in the *Participating Faculty Members Training Table* on the RTD PDF. Up to three degrees can be selected to include in the RTD.

Uncheck the box to exclude the degree.
Delete a Degree

Select the **Delete** button to delete the degree from the participating faculty detail. Delete degree is not available if the **Source** of the degree is *Commons Profile*, meaning the degree is from the Commons Personal Profile of the person.

**Research Support**

This section, under Participating Faculty, details the sources of support for the participating faculty member who is currently being edited.

**NIH and Other Agency Sources of Support on Record**

Use this section to report currently-funded, active NIH or other Agency grants on which this faculty member is working. This list might be automatically populated with records if the faculty member is on record as being funded from NIH and other grants.gov systems. Records that are automatically populated lack an Edit or Remove button and thus are read-only.

Use the **Add Project Lead** button to search for other NIH or Agency grants that contain sources of support. If the faculty member is reported on an RPPR, then those grants will be displayed as suggested sources of funding, but you can also find and choose grants outside of that suggested list. Grants not currently funded cannot be added.

To add another source of funding for the current faculty member:

1. Under *NIH and Other Agency Sources of Support on Record*, click the **Add Project Lead** button.

   ![Screenshot of NIH and Other Agency Sources of Support on Record](image)

2. In the *Add Source of Support* search window, enter criteria to find grants in which the current participating faculty member is funded.
Note that this window might contain a list of suggested grants to choose from before you perform your search. If the faculty member is reported on an RPPR (Research Performance Progress Report) for a component, then those grants will be displayed as suggested sources of funding. You can select suggested sources of funding, or you can find and choose grants outside of that suggested list.

3. Enter search criteria in the *Add Source of Support* window and click the **Search** button.
4. In the search results, click the Select button for one or more grants that include funding for the current participating faculty member.

5. For the selected grant, enter details for the funding source, specifically the subproject the faculty member is working on, and the funding for that subproject.

6. Click Save and Add Another Source of Support to find more sources of support, or click Save and Exit if finished with NIH sources of support for this faculty member.
Use the **Edit** and **Remove** buttons in the **Action** column to update or remove any funding sources that you added manually.

**Other Sources of Support**

Includes Funding Source, Support Type, Project Number, Project Role, Project Title, Project Period, and Current Year Direct Costs.

To add additional support:

1. Select the **Add Another Source of Support** button to display fields for searching/editing to add a non-NIH funding source.
2. Search for a funding source:
   a. Search for support entering the parameters given and selecting **Search Funding Sources** button.
   b. From the result list, click the **Select** link from the **Action** column for the correct project.
3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Enter current year direct costs.
5. Select **Save**.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the funding source as necessary.

**Mentoring Record**

Use the + plus icon in the **Mentoring Record** panel of the **Participating Faculty Detail** to display counts of trainees mentored.

- Predocs In Training
- Predocs Graduated
- Predocs Continued in Research or Related Careers
- Postdocs in Training
- Postdocs Completed Training
- Postdocs Continued in Research or Related Careers

Use the **Edit** button to open the fields in a pop-up for editing. Save your changes by selecting the **Save** button on the pop-up.

**Students (Revision)**

This section displays the students added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove students.
Students(s) are listed in a table at the bottom of the screen along with the following information:

- **Student Name**
- **Commons User ID** (if available)
- **Person ID**
- **Student Type**: Pre-doc or Post-doc
- **Actions**
  - The **Edit** link opens the *Student Detail* for the selected trainee. Refer to the topic titled *Student Detail (Revision)* on Page 186.
  - The **Remove** link removes the person from the RTD.

The **Add Student** feature allows you to search for and add students or create new xTRACT persons to add to the RTD.

**Add Student**

To add a student:

1. Select the **Add Student** button.
2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled **Search for persons who have a Commons affiliation with my institution**.

**NOTE:** You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.
3. All matching records display in the **Person(s)** table. Select the **Add Student as** link in the **Action** column to add the person.

**NOTE:** After you perform a search, the **Create a new xTRACT Person here** link is enabled. Use this link to create an xTRACT person record. Refer to the topic titled **Create xTRACT Person on Page 227**

4. Select the **Student Type** from the pop-up box.
5. Repeat to add other students. Added students appear in the **Person(s)** list with the word **Added** shown in the **Action** column.
6. Use the **Close** button to close the search screen.
Edit Student

From the list of students, select the **Edit** link in the **Actions** column to edit the student detail.

Refer to the topic titled *Student Detail (Revision)* on Page 186.

Remove

Select the **Remove** link in the **Actions** column to remove the student from the RTD. At the confirmation, select **Yes**.

Student Detail (Revision)

Use the + plus sign icon to display individual sections of the *Student Detail*. The **Open All Sections** link reveals all collapsed sections at once.
Each section provides a means for viewing or editing the information. Refer to the steps below.

**Student Data**

Use the + plus sign icon in the **Student Data** panel of the **Student Detail** to display the following read-only information:

- Commons User ID or Person ID
- Email

**In Training Data**

Use the + plus sign icon in the **In Training Data** panel of the **Student Detail** to display in training data as described below. Use the **Edit** button to open the fields in a pop-up for editing.

- In Training
- Type
• Research Topic
• Start Date
  • Into Current Degree-Granting Program, for a Predoctoral trainee
  • Into Postdoctoral Research, for Postdoctoral trainee
• End Date (when Trainee Left Program)

**Faculty Members**
Displays the faculty members for the student on the RTD.
To add faculty, select the **Add Faculty Member** button.

**NOTE:** Up to two faculty members may be associated with a student. If there already two faculty members listed, then the **Add Faculty Member** button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the *Search for Person(s)* window to find the faculty member.
2. In the Search for Faculty screen, uncheck the box titled **Search for persons who have a Commons affiliation with my institution** to search for persons outside of your institution.
   **NOTE:** You must enter a Commons ID, Person ID, or Last Name to perform a search.
3. Select the **Search Persons** button. All matching records display in the **Person(s)** table.

4. In the Persons table, select the **Add Faculty** button for the person to add to the RTD.
   When the **Add Faculty** button is clicked, the **Action** column will display the word *Added*. 
5. (Optional) Repeat the steps above to search for and add other faculty as necessary.

**NOTE:** Once two faculty members are added, the ability to add more is disabled.

6. Select the **Close** button to close the search screen when finished.

To remove a faculty member from the Student, select the **Delete** link from the **Action** column.

**Degrees**

xTRACT displays a list of completed degrees and associated data.

The **Source** of degrees is displayed as read-only as *xTRACT* (meaning that the degree was added or edited to the person in xTRACT) or as **Commons Profile** (meaning that the degree is from the Commons Personal Profile of the person).

To add a degree:

1. Select the **Add Degree** button.
2. Update the fields in the **Create a New Degree** pop-up:
   
   - **Degree**: Select from the list
   
   - **Other Degree Text**: Enter if Degree selected is *OTH (other type of degree)* or an other category like BOTH, DDOT, DOTH, MDOT, MOTH, and VDOT.
   
   - **Degree Date**: Enter in MM/YYYY format
- **Terminal Degree**: Select the *Yes* or *No*. When *Yes* is selected, the terminal degree indicator (*This is the terminal degree of this person.*) displays next to the degree details in the view. Only one degree per person can be set as the Terminal Degree.

- **Degree Status**: Select Completed or In Progress, as appropriate

- **Received in Training**: Select Yes or No. Up to three degrees can be selected as Received in Training.

- **Degree Institution**: Enter the institution name, one institution per degree. Start typing in some of the institution's name and a drop-down menu displays with related institution names.

3. Select the **Save** button to save the new degree.

4. Repeat for any additional degrees.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the degrees as necessary. Degrees with *Commons Profile* as a **Source** cannot be deleted.

### Post-Training Positions

Displays post-training positions employment information. The **Source** of positions is displayed as read-only as *xTRACT* (meaning the position was added or updated for the person in xTRACT) or as *Commons Profile* (meaning the position is from the Commons Personal Profile of the person).

To add employment:

1. Click the **Add Employment** button.

2. Provide the following information:
   - **Workforce Sector**: Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
   - **Principal Activity**: Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
   - **Position**: Type the title of the position.
   - **Start Date**: Type the month/year the position started.
   - **End Date**: Type the month/year the position ended, or leave blank if employed to present time.
   - **Primary Employment Indicator**: Select *Yes* if this is the main employment; otherwise, select *No*.
   - **Full Time Employment Indicator**: Select Full-Time or Part-Time
• **Current/Initial Employment Indicator**: Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.

• **Institution**: Enter the institution or start typing to see matches to your typed text.

• **Primary Department of Position**: Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.

3. Click the **Save** button.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the positions as necessary. Positions with a **Source** of *Commons Profile* cannot be deleted.

**Subsequent Grants**

**NIH or Other Agency Sources of Support**

Includes the NIH or Other Agency Grant number, Project Title, Award Start Date, Period of Support.

To add additional NIH or Other Agency support:

1. Select the **Add NIH Source of Support** button to open the *Add NIH Source of Support* pop-up.

2. Enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of this person's involvement.

3. Select **Save**.

Use the **Edit** and **Delete** links to update or remove the funding source as necessary.

**Other Sources of Support**

Includes Funding Source, Support Type, Project Number, Project Role, and Award Start Date.

To add additional support:

1. Select the **Add Other Source of Support** button to open the *Add Non-NIH Source of Support* pop-up.

Search for support or create new funding source:

To search:

a. Search for support entering the parameters given and selecting **Search Funding Sources** button.
b. From the result list, click the Select link from the Action column for the correct project.

To create:
   a. Select the Create Funding Source button.
   b. Update the fields. Required fields show a red asterisk (*).
   c. Select Save.

2. Select an option from the Role during funding drop-down.
3. Enter Start of Funding and End of Funding in mm/yyyy format.
4. Select Save.

Use the Edit and Delete links in the Action column to update or remove the funding source as necessary.

Publications

List peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals. For students/trainees, list all publications resulting from their period of training in the participating faculty member’s laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

Prior to adding publications, add the faculty to which the publications will be associated, using the Participating Faculty section. If faculty are not added prior, you cannot add publications and you get the following message "There are no Faculty Members added to the RTD, you must add the Faculty Member to the RTD in the Participating Faculty section, in order to add publications."

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled Check this box if there are no publications for this trainee. NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.

   The No Publications popup appears.

2. Select the Faculty Member and Reason for No Publications, and click Save.
3. If you change your mind and want to add a publication, clear the checkbox and the Add Publication button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the Add Publication button.
   NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.
The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

![Add Publication Popup](image)

2. Enter search criteria using one of the methods below and click its **Search** button.
   a. **PMID/PMCID**: Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed and PubMed Central.
   b. **First Name/Last Name/Title**: Enter all or a portion of the first name; articles with the text you enter here are found. Enter the exact last name; only exact matching last names are found. For publication title, enter one or more keywords; only those publications whose titles that contain all keywords are found.

The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.
3. To add a publication from search results:
   1. Mark its **Include in RTD** checkbox.
   2. Choose from the **Faculty Member** dropdown. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
   3. Choose the current trainee/student that you are editing from the **Author** dropdown. The list of authors is pulled from PubMed/PubMed Central.
   4. Click **Save and exit** if you are finished adding publications, or click **Save and search again** if you want to perform another search. Both buttons save the publications whose checkbox is marked. Click **Cancel** if you did not mark any publications and if you are finished searching.
   5. To search again without saving, simply enter new search criteria in PMID/PMCID or by name, and click the **Search** button again.

If you indicate a **Faculty Member**, an **Author**, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: *No publications were selected to report on the RTD*. This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.
To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can click the **Manual Edit Publication** button and manually enter all the necessary information to create a citation.

1. In the Publications section, click the **Add Publication** button.
   
   **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

2. The **Add Publication** popup appears.

3. In the Add Publication popup:

   a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.

   b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author’s name in the **Authors** text box and click the **Add New Author** button:

   ![Add New Author](image)

   Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls, which are described onscreen, to re-order the list. Use the trash icon to delete an author from the list, and use the checkbox next to the author’s name to indicate which author is the trainee/student for whom this publication is cited:

   ![Authors List](image)
c. When finished entering the citation information, click the Continue to review & confirm button, which gives you the opportunity to review the citation you entered.

4. Click Save and exit to add the manual citation and stop searching, or click Save and search again if you want to perform another search. Both buttons save the manual citation. Click Cancel to discard the manual citation and not search again.

The publications you added appear in a table in the Publications section.

<table>
<thead>
<tr>
<th>Publication</th>
<th>PMID</th>
<th>Faculty Member</th>
<th>Action</th>
</tr>
</thead>
</table>

Use the Edit and Delete buttons to update or remove a publication.

**Participating Trainees (Revision)**

Displays the participating trainees added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove participating trainees.
Participating trainee(s) are listed in a table at the bottom of the screen along with the following information:

- **Person Name**
- **Commons User ID** (if available)
- **Person ID**
- **Trainee Type**: Pre-doc; Post-doc; Short Term
- **Start Date**
- **End Date**
- **Actions**
  - The *Edit* link opens the *Participating Trainee Detail* for the selected trainee. Refer to the topic titled *Participating Trainee Detail (Revision)* on Page 199.
  - The *Remove* link removes the person from the RTD.

The *Add Trainee* feature allows you to search for and add existing trainees or create new xTRACT persons to add to the RTD.

**Add Trainee(s)**

*To add an individual trainee:*

1. Select the *Add Trainee* button.
2. Enter parameters and select the *Search Persons* button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled *Search for persons who have a*
Commons affiliation with my institution.

NOTE: You must enter a Commons ID, Person ID, -or- Last Name to perform a search.

3. All matching records display in the Person(s) table. Select the Add Trainee link in the Action to add the person.

NOTE: After you perform a search, the Create xTRACT Person button is enabled. Use this button to create an xTRACT Person record. Refer to the topic titled Create xTRACT Person on Page 227.

4. Select the Trainee Type from the pop-up box: Pre Doctoral, Post Doctoral, or Short Term and click OK.
5. Repeat for any to add other students. Added students appear in the Person(s) list with the word Added shown in the Action column.
6. Use the Close button to close the search screen.

To add multiple trainees via Bulk Upload:

1. Click on the Upload Participating Trainees button below the Participating Trainees table.
2. The top part of the Upload Participating Trainees section of the page will list the guidelines for the upload file as well as instructions for converting an Excel file to the correct tab-delimited format.
3. A link will be displayed below the guidelines to download a template showing the file format.
4. Click on the Browse button at the bottom of the section to go to the file location for an existing upload file.
5. When the file is selected, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.
   • A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
   • If there are no validation errors then the data will be applied and a success message will appear.

Edit Trainee

From the list of trainees, select the Edit link in the Actions column to edit the trainee detail for the selected trainee.

Refer to the topic titled Participating Trainee Detail (Revision) on Page 199.
Remove

Select the Remove link in the Actions column to remove the trainee from the RTD. At the confirmation, select Yes.

Participating Trainee Detail (Revision)

While preparing an RTD for a Renewal, you can open the Participating Trainee Detail for a trainee by selecting that trainee's Edit link. The Participating Trainee Data for the selected person is grouped into panels. Use the + plus sign icon, Edit buttons, and links to display and edit the information as detailed below.

[Image of Participating Trainee Detail]

**IMPORTANT:** The information displayed in the trainee detail is comprised of information pulled from the trainee's eRA Commons Personal Profile, where available. However, updates made to the xTRACT trainee detail will not update that trainees Personal Profile in Commons.
Trainee Data

Use the View link in the Trainee Data panel of the Participating Trainee Detail to display the following read-only information, as applicable:

- Person ID or Commons ID
- Email

In Training Data

Use the View link in the In Training Data panel of the Participating Trainee Detail to display in training data as described below. Use the Edit button to open the fields in a pop-up for editing.

- In Training
- Type
- Research Topic
- Start Date
  - Current Degree-Granting Program for a Predoctoral trainee
  - Postdoctoral Research for Postdoctoral trainee
- End Date (when Trainee Left Program)

NOTE: In order to finalize the RTD for an RPPR, all trainees must have a start date in the In Training Data section. Additionally, trainees with No selected for In Training status must have an end date.

Faculty Members

Displays the participating faculty added to the RTD.

To add faculty, select the Add Faculty Member button.

NOTE: Up to two faculty members may be associated with a student. If there already two faculty members listed, then the Add Faculty Member button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the Search for Person(s) window to find the faculty member.
2. In the Search for Faculty screen, uncheck the box titled Search for persons who have a Commons affiliation with my institution to search for persons outside of your institution.

NOTE: You must enter a Commons ID, Person ID, or Last Name to perform a search.
3. Select the **Search Persons** button. All matching records display in the **Person(s)** table.

4. In the Persons table, select the **Add Faculty** button for the person to add to the RTD. When the **Add Faculty** button is clicked, the **Action** column will display the word **Added**.

5. (Optional) Repeat the steps above to search for and add other faculty as necessary.
NOTE: Once two faculty members are added, the ability to add more is disabled.

6. Select the Close button to close the search screen when finished.

To remove a faculty member from the RTD, select the Delete link in the Action column.

Support During Training

NOTE: This section applies to pre-doc and and post-doc trainees only.

Sources of support, both within and outside of NIH, can be maintained in this section. Click on the collapsed panel to display the information.

After a start date has been added for the trainee in In Training Data, the Training Years (TYs) will be displayed as read-only with corresponding abbreviations for funding sources in Support During Training.

This NIH Training Grant

Includes the NIH Grant number, Project Title, Period of Support.

Click the Add This NIH Source of Support to add support from This NIH Training Grant. Enter the Start of Funding and End of Funding. To remove support from This NIH Training Grant, select Delete All from This NIH Funding Source of Support.

NIH Sources of Support

NIH Sources of Support include the NIH Grant number, Project Title, Period of Support, and Source.

IMPORTANT: You cannot delete training grant appointments that are reported from xTrain.

To add additional NIH or Other Agency support:
1. Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
2. Select **Save**.
3. Repeat the search to add more.

Use the **Edit** and **Delete** links to update or remove the funding source as necessary.

**Other Sources of Support**

"Other sources" of support include Funding Source, Support Type, Project Number, Project Role, and Award Start Date. You can also specify a Leave of Absence in this section to account for periods when the trainee remains on the grant but does not receive support from the grant.

To add a source of support:

1. Click the **Add Other Source of Support** button to open the **Enter Source of Support** pop-up. Required fields show a red asterisk (*).
   a. To search:
      - Enter search criteria in the fields and select the **Search Funding Sources** button.
      - From the **Action** column in the **Results** list, select the **Select** button for the correct project.
   b. To create:
      - In the **Information** box (at the top or bottom of the list), select the **Create Funding Source** button.
      - Complete the fields and then select **Create Funding Source and Continue**.

2. Select an option from the Role during funding dropdown.
3. Complete the **Start of Funding** and **End of Funding** fields.
4. Select **Save**.

To add a Leave of Absence:
1. Under *Other Sources of Support*, click the **Add Leave of Absence** button.

![Add Leave of Absence Period](image)

2. In the *Add Leave of Absence Period* window that appears, enter the start month/year and end month/year for the leave of absence.

3. Click **Save**.

**Degrees**

xTRACT displays a list of completed degrees and associated data in reverse chronological order, with incomplete degrees following.

To add a degree:

1. Select the **Add Degree** button.

2. Update the fields in the *Create a New Degree* pop-up:
   - **Degree**: Select from the list
   - **Other Degree Text**: Enter the name of the degree if an *OTH* type of degree was selected.
   - **Degree Date**: Enter in MM/YYYY format
   - **Terminal Degree**: Select the **Yes** or **No** as appropriate. When **Yes** is selected, the terminal degree indicator (*This is your terminal degree.*) displays next to the degree details in the view. A person can only have one terminal degree.
   - **Degree Status**: Select Completed or In Progress, as appropriate
   - **Received in Training**: Select Yes or No. Up to three degrees can be set as Received in Training.
   - **Degree Institution**: Enter the institution name, one institution per degree. You can search for an institution by selecting the magnifying glass search icon.

3. Select the **Save** button to save your changes.
4. Repeat for any additional degrees.
5. Select the Close button when finished.

Use the Edit and Delete links in the Action column to update or remove the degree(s) as necessary. Degrees *Commons Profile* as the Source cannot be deleted.

**Post-Training Positions**

Displays post-training positions employment information.

To add employment:

1. Click the **Add Employment** button.
2. Provide the following information:
   - **Workforce Sector**: Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
   - **Principal Activity**: Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
   - **Position**: Type the title of the position.
   - **Start Date**: Type the month/year the position started.
   - **End Date**: Type the month/year the position ended, or leave blank if employed to present time.
   - **Primary Employment Indicator**: Select Yes if this is the main employment; otherwise, select No.
   - **Full Time Employment Indicator**: Select Full-Time or Part-Time
   - **Current/Initial Employment Indicator**: Select Primary Initial if this is the initial employment for the trainee, or select Primary Current if it is the current employment.
   - **Institution**: Enter the institution or start typing to see matches to your typed text.
   - **Primary Department of Position**: Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.
3. Click the Save button to save your changes.

Use the Edit and Delete links in the Action column to update or remove the position(s) as necessary. Positions with *Commons Profile* as the Source cannot be deleted.

**Subsequent Grants**

**NIH and Other Agency Sources of Support**

Includes the NIH Grant number, Project Title, Period of Support.
To add additional NIH or Other Agency support:

1. Select the search icon next to Funding Source to open query fields.
   a. Enter search criteria in the fields.
   b. Select the Search Funding Sources button.
   c. From the list, select the funding source by clicking the appropriate Select link in the Action column.

2. Enter Start of Funding and End of Funding in mm/yyyy format to indicate the dates of this person's involvement.

3. Select Save.

4. Repeat the search to add more.

Use the Edit and Delete links to update or remove the funding source as necessary.

Other Sources of Support

Includes Funding Source, Support Type, Project Number, Project Role, and Award Start Date.

To add additional support:

1. Select the Add Other Source of Support button to open the Edit/Add Sources of Support pop-up.

   Search for support or create new funding source:

   To search:
   a. Search for support entering the parameters given and selecting Search Funding Sources button.
   b. From the result list, click the link from the Action column for the correct project.

   To create:
   a. Select the Create Funding Source button.
   b. Update the fields. Required fields show a red asterisk (*).
   c. Select Save.

2. Enter Start of Funding and End of Funding in mm/yyyy format.

3. Select Save.

4. Repeat the search to add more.

Use the Edit and Delete links in the Action column to update or remove the funding source as necessary.
Publications

List peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals. For students/trainees, list all publications resulting from their period of training in the participating faculty member’s laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

Prior to adding publications, add the faculty to which the publications will be associated, using the Participating Faculty section. If faculty are not added prior, you cannot add publications and you get the following message "There are no Faculty Members added to the RTD, you must add the Faculty Member to the RTD in the Participating Faculty section, in order to add publications."

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled Check this box if there are no publications for this trainee. NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.

   The No Publications popup appears.

2. Select the Faculty Member and Reason for No Publications, and click Save.

3. If you change your mind and want to add a publication, clear the checkbox and the Add Publication button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the Add Publication button. 
   NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.
The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

2. Enter search criteria using one of the methods below and click its **Search** button.
   a. **PMID/PMCID**: Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed and PubMed Central.
   b. **First Name/Last Name/Title**: Enter all or a portion of the first name; articles with the text you enter here are found. Enter the exact last name; only exact matching last names are found. For publication title, enter one or more keywords; only those publications whose titles that contain all keywords are found.

The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.
3. To add a publication from search results:
   1. Mark its **Include in RTD** checkbox.
   2. Choose from the **Faculty Member** dropdown. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
   3. Choose the current trainee/student that you are editing from the **Author** dropdown. The list of authors is pulled from PubMed/PubMed Central.
   4. Click **Save and exit** if you are finished adding publications, or click **Save and search again** if you want to perform another search. Both buttons save the publications whose checkbox is marked. Click **Cancel** if you did not mark any publications and if you are finished searching.
   5. To search again without saving, simply enter new search criteria in PMID/PMCID or by name, and click the **Search** button again.

If you indicate a **Faculty Member**, an **Author**, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: **No publications were selected to report on the RTD.** This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.
To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can click the **Manual Edit Publication** button and manually enter all the necessary information to create a citation.

1. In the Publications section, click the **Add Publication** button.  
   **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.
2. The *Add Publication* popup appears.
3. In the Add Publication popup:
   a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.
   
   b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author’s name in the **Authors** text box and click the **Add New Author** button:

   ![Add New Author](image)

   Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls, which are described onscreen, to re-order the list. Use the trash icon to delete an author from the list, and use the checkbox next to the author’s name to indicate which author is the trainee/student for whom this publication is cited:
c. When finished entering the citation information, click the **Continue to review & confirm** button, which gives you the opportunity to review the citation you entered.

4. Click **Save and exit** to add the manual citation and stop searching, or click **Save and search again** if you want to perform another search. Both buttons save the manual citation. Click **Cancel** to discard the manual citation and not search again.

The publications you added appear in a table in the Publications section.

---

Use the **Edit** and **Delete** buttons to update or remove a publication.
The Program Statistics section is only available for training grants that have Predoctorate Trainees.

1. Enter the program statistics as follows:
   - Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D.
   - Average Time to Ph.D. for Trainees in the Last 10 Years (not including leaves of absence)

2. Select the Save Program Statistics button.

Use the checkbox to indicate that Program Statistics are not applicable for this reporting period.

Applicants and Entrants (Revision)

To enter Pre-doc and Post-doc applicants and entrants, first enter the start year of the most recently completed academic year and click the Submit button.

Select the Pre-Doc Applicants and Entrants and Post-Doc Applicants and Entrants links to display and enter data for the specific academic year(s).
To change the most recently-completed academic year, change the year entered and select **Submit**. When changing **Academic years**, any data entered for **Applicant and Entrant Counts and Characteristics** are retained and associated with the shifted year based on order of years (rather than previously specified year).

For example, let’s say the first academic year is 2000-2001 and there are applicant/entrant data entered for that year. If the first academic year is changed to 2001-2002 by changing the most recently-completed academic year from 2001 to 2002, the same applicant/entrant data display for that first year.

**Predoctoral Applicant and Entrant Counts and Characteristics (Revision)**

**Edit the Counts and Characteristics**

For each **Academic Year**, update the **Applicant and Entrant Counts and Characteristics** appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it. Or select **Cancel** to exit editing without saving the changes.
Counts table

For Predoctoral Applicants and Entrants, Counts are entered by Participating Departments or Program. If a Department or Program is missing, refer to the topic titled *Participating Departments and Programs (Renewal) on Page 91*. The following fields are provided for data entry on each department or program:

- Department or Program (read only)
- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Characteristics

The following tables exist for Characteristics:
GPA

Enter the Mean GPA, Lowest GPA, and Highest GPA for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Research Experience

Enter the mean, lowest, and highest number of months of prior, full-time research experience for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

Prior Institutions

Use the Characteristics: Research Experience section to search and select an institution. Start typing in the Institution field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the New Entrants to the Program and/or New Entrants Eligible for Support fields. Select the Add Prior Institution link in the Action column.

Use the Edit and Remove links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

See Notice of NIH's Interest in Diversity.

Summary of Counts and Characteristics

Select the Summary tab to display a summary for predoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

To edit this information, refer to the above section of this topic.
Postdoctoral Applicant and Entrant Counts and Characteristics (Revision)

For each Academic Year, update the Applicant and Entrant Counts and Characteristics appropriately. Use the Edit buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the Save buttons to save it. Or select Cancel to exit editing without saving the changes.

Counts table

For PhDs, MDs, dual-degree holders, and other degree holders, update the following information:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant
Characteristics

The following tables exist for Characteristics:

Publications

Enter the mean, lowest, and highest number of publications as well as the mean, lowest, and highest number of first author publications for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Prior Institutions

Use the Characteristics: Research Experience section to search and select an institution. Start typing in the Institution field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the New Entrants to the Program and/or New Entrants Eligible for Support fields. Select the Add Prior Institution link in the Action column.

Use the Edit and Remove links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

See Notice of NIH's Interest in Diversity.

Summary of Counts and Characteristics

Select the Summary tab to display a summary for postdoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

To edit this information, refer to the above section of this topic.

Appointments (Revision)

Displays the training positions awarded and appointed, separately within two tables.
Training Positions Awarded

The Training Positions Awarded table shows the number of awarded Predoctoral, Postdoctoral, and Short-Term appointments for each budget year. The last column of the table shows the sum of each appointment over all budget years.

This information is read-only.
Training Positions Appointed

The **Training Positions Appointed** table shows the number of appointed training positions for each budget year. The last column of the table shows the sum of each appointment over all budget years. Training positions include:

- Predoctoral Appointed
- Predoc Dual Degree
- Predoc Underrepresented Groups
- Postdoctoral Appointed
- Postdoc MD or Equivalent
- Postdoc PhD or Equivalent
- Postdoc DDS, DVM, Other
- Postdoc Dual Degree
- Postdoc Underrepresented Groups
- Short-Term Appointed
- Short-Term Underrepresented Groups

Use the **Edit Appointments** button to open the table fields for editing. After updating the fields, select the **Save Appointments** button to save the information.

**Preview PDF (Revision)**

Select the **Preview PDF** link to open save, and/or print the training tables. An *In Progress* watermark will be printed on the *Training Table* PDF until the RTD is finalized.

**Finalize RTD (Revision)**

Certain users have the ability to finalize the RTD for a training grant. Finalized RTDs are marked as *Final* and cannot be edited.

To finalize an RTD

1. Select the **Finalize RTD** link from the **RTD** links on the left side of the screen.

   A confirmation message warns: *Are you sure you want to finalized this RTD? Once finalized, the RTD cannot be edited?*

   **IMPORTANT:** Once you finalize, the RTD cannot be edited. Select the **No** button if you do not wish to finalize.
2. Select the Yes button to finalize the RTD.

xTRACT generates a PDF version of the training tables without the In Progress watermark, updates the status of the RTD to Final, and locks the RTD for editing.

You will have the option to view the finalized PDF at any time on the Search New RTDs screen and unfinalize the RTD if needed.

If data are needed to finalize the RPPR RTD, the appropriate error message(s) display as follows:

- **Missing Required Data: Start Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.**
- **Missing Required Data: End Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.**

All trainees must have a start date in the In Training Data section. Additionally, trainees with No selected for In Training status must have an end date.
Search for Persons

Use the Search for Person(s) screen to search for and access trainee information to maintain profiles or prepare research training data sets for revisions, renewals, or progress reports.

1. Select the Persons tab to access the Search for Person(s) screen.
2. Enter parameters and select the Search Persons button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by checking the Search for persons who have a Commons affiliation with my institution box.

**NOTE:** You must enter a Commons ID, Person ID, -or- Last Name to perform a search.
All records matching the entered search criteria display in the Person(s) section of the screen. If no programs meet the entered criteria, the following message displays: Nothing found to display.

The matching records are presented in a table and include the following related information:

- Person Name
- Commons User ID
- Person ID
- Commons Institution
- Email
- Action

Depending on your role, you may see the Edit or View link in the Action column. The Edit link allows you to access the xTRACT Person Profile for editing, while the View link provides read-only access. For more information on maintaining a person’s profile, refer to the topic titled xTRACT Person Profile on Page 222.

**NOTE:** After searching for persons, the create a new xTRACT person record here link becomes available. Select this button to access the Create xTRACT Person screen. Refer to the topic titled Create xTRACT Person on Page 227 for more information.

### xTRACT Person Profile

**Accessing the Person Profile**

1. Select the Persons tab to access the Search for Person(s) screen.
2. Enter parameters and select the Search Persons button. By default, the search will be conducted within your institution, but you can expand this search to look outside of your institution by checking the Search for persons who have a Commons affiliation with my institution box.

**NOTE:** You must enter a Commons ID, Person ID, -or- Last Name to perform a search.

All records matching the entered search criteria display in the Person(s) section of the screen. If no programs meet the entered criteria, the following message displays: Nothing found to display.

The matching records are presented in a table and include the following related information:
• Person Name
• Commons User ID
• Person ID
• Commons Institution
• Email
• Action

NOTE: After searching for persons, the create a new xTRACT person record here link becomes available. Select this button to access the Create xTRACT Person screen. Refer to the topic titled Create xTRACT Person on Page 227 more information.

3. Select the Edit link for the specific person profile being modified.

The xTRACT Person Profile screens displays for the selected person. Person Data, Sources of Support, Degrees, and Employment can all be maintained in this profile.

![xTRACT Person Profile](image)

**Person Data**

Use the View link in the Person Data panel of the xTRACT Person Profile to display the following information:
· Full Name
· Commons User ID
· Email
· Primary Institution Affiliation in Commons

Use the Edit links to open the fields for editing. Commons User ID cannot be edited.

Sources of Support

NOTE: This section applies to pre-doc and and post-doc trainees only.

Sources of support, both within and outside of NIH, can be maintained in this section. Use the View button on the collapsed panel to display the information.

IMPORTANT: You must first select the Edit button to open the fields for editing.

NIH Sources of Support

NIH Sources of Support include the NIH Grant number, Project Title, Period of Support, and Source.

To add additional NIH or Other Agency support:

1. Enter Start of Funding and End of Funding to indicate the dates of this person's involvement.
2. Select Save.
3. Repeat the search to add more.

Use the Edit and Delete links to update or remove the funding source as necessary.

Other Sources of Support

"Other sources" of support include Funding Source, Support Type, Project Number, Project Role, and Award Start Date. You can also specify a Leave of Absence in this section to account for periods when the trainee remains on the grant but does not receive support from the grant.
To add a source of support:

1. Required fields show a red asterisk (*).
   a. To search:
      - Enter search criteria in the fields and select the **Search Funding Sources** button.
      - From the *Action* column in the *Results* list, select the **Select** button for the correct project.
   b. To create:
      - In the *Information* box (at the top or bottom of the list), select the **Create Funding Source** button.
      - Complete the fields and then select **Create Funding Source and Continue**.

2. Select an option from the *Role during funding* dropdown.
3. Complete the **Start of Funding** and **End of Funding** fields.
4. Select **Save**.

To add a Leave of Absence:

1. Under *Other Sources of Support*, click the **Add Leave of Absence** button.

2. In the **Add Leave of Absence Period** window that appears, enter the start month/year and end month/year for the leave of absence.
3. Click **Save**.

**Degrees**

Click on the collapsed panel to display degree details. xTRACT displays a list of completed degrees and associated data in reverse chronological order, with incomplete degrees following.
The **Source** of degrees is displayed as read-only as *xTRACT* (meaning that the degree was added to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

Select the **Edit** button to open the fields for editing.

To add a degree:

1. Select the **Add Another Degree** button.
2. Update the fields:
   - **Degree**: Select from the list. See *Degree Key on Page 228*.
   - **Other Degree Text**
   - **Degree Date**: Enter in MM/YYYY format
   - **Terminal Degree**: Select the **Yes** or **No** radio button as appropriate. When the **Yes** button is selected, the terminal degree indicator (*This is your terminal degree.*) displays next to the degree details in the view.
   - **Degree Status**: Select Completed or In Progress, as appropriate
   - **Degree Institution**: Enter the institution name, one institution per degree. You search for an institution by selecting the magnifying glass search icon.
3. Select the **Save This Degree** button to save your changes.
4. Repeat for any additional degrees.

Use the **Edit** and **Delete** links in the **Action** column to update or remove degree information as necessary. Degrees with *Commons Profile* as a **Source** cannot be deleted.

**Employment**

Click on the collapsed panel to display information about post-training employment positions. The employment positions are categorized as follows:

- Primary Position
- Current Positions
- Past Positions

The **Source** of positions is displayed as read-only as *xTRACT* (meaning the position was added or updated for the person in xTRACT) or as *Commons Profile* (meaning the position is from the Commons Personal Profile of the person).

Select the **Edit** button for the appropriate position type to open the fields for editing.

To add employment:
1. Select the Add Employment button.

2. Provide the following information:
   - **Workforce Sector**: Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
   - **Principal Activity**: Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
   - **Position**: Type the title of the position.
   - **Start Date**: Type the month/year the position started.
   - **End Date**: Type the month/year the position ended, or leave blank if employed to present time.
   - **Primary Employment Indicator**: Select Yes if this is the main employment; otherwise, select No.
   - **Full Time Employment Indicator**: Select Full-Time or Part-Time
   - **Current/Initial Employment Indicator**: Select Primary Initial if this is the initial employment for the trainee, or select Primary Current if it is the current employment.
   - **Institution**: Enter the institution or start typing to see matches to your typed text.
   - **Primary Department of Position**: Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.

3. Click the Save button to save your changes.

Use the Edit and Delete links in the Action column to update or remove the funding source as necessary. Positions with a Source of Commons Profile cannot be deleted.

**Create xTRACT Person**

In order to create an xTRACT person, you must first perform a search to verify that the person record does not already exist. Verify that the results of the search – displayed in the Person(s) table – do not include the person you are creating.

To continue creating the xTRACT person, follow the steps below.

1. Enter the person data in the designated fields.
   - **Prefix**: Select an option from the list.
   - **First Name** (required)
   - **Middle Name**
   - **Last Name** (required)
Suffix: Select an option from the list.

Email Address (required)

2. Select the Save button to save the changes.

You can cancel the action at any time without saving changes by selecting the Cancel button.

After saving, the screen updates to show the addition in the Person(s) table.

Use the Edit link to edit the xTRACT Person Profile. Refer to the topic titled xTRACT Person Profile on Page 222 for more information.

Degree Key

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<tr>
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<td>OTHER BACCALAUREATE</td>
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<tr>
<td>---------------</td>
<td>---------------------</td>
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<td>BACHELOR OF SCIENCE</td>
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<td>BACHELOR OF SCIENCE IN NURSING</td>
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<td>DOCTOR OF CHIROPRACTIC</td>
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<tr>
<td>DDOT</td>
<td>OTHER DOCTOR OF MEDICAL DENTISTRY</td>
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<tr>
<td>VMD</td>
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</tr>
</tbody>
</table>
Institution Data

Select the Institution Data tab to display options for maintaining Institution Information. Refer to the related topic for more information on the following:

- Maintain Programs
- Maintain Funding Sources
- Upload Funding Sources

Search for Programs at the Institution

To access the Programs screen, select the Maintain Programs link under the Institution Information section of the Institution Data screen.

To search for a program:

1. Select the Maintain Programs link under the Institution Information section of the screen to display the Programs screen's fields.

If there are no programs at your institution, the Programs screen displays with the following message: There are no programs defined yet for your organization. Use the Create Program to start defining programs.

If there are programs at your institution, the Programs screen displays the programs in a table and includes the following related information:

- Program Name
- Program Description
- Action
Besides listing the programs the *Programs* screen also displays the following message:

*Looking for a Program but don't see it listed? You can also create one.*

![Programs Screen](image)

**NOTE:** The *Programs* screen also displays, the **create one** link. Select this link to access the *Create Program* screen fields. Refer to the topic titled *Create a Program at Institution on Page 232* for more information.

Use the **Edit** link for a specific program to modify that program.

**Create a Program at Institution**

Access the *Create Program* screen by:

- Selecting the **Create Program** link on the *Programs* screen
1. Enter the **Program Name**. This field is required and has a limit of 60 characters.

2. *Optional*: Enter a description of the program in the **Program Description** field. This is an optional field and can be left blank. This field has a limit of 250 characters.

3. Select the **Submit** button to save the changes.

   *You can cancel the action at any time without saving changes by selecting the **Cancel** button.*

### Update Programs

Use the Update Programs screen to edit a program's name and description. To access this screen, select the **Edit** link after successfully searching for the program.

1. Update the name of the program in the **Program Name** field and/or the description of the program in the **Program Description** field as necessary.

2. Select the **Submit** button to save the changes.

   *You can cancel the action at any time without saving changes by selecting the **Cancel** button.*
After submitting, the Update Program screen shows the following message: Your program (name) was saved successfully. Click here to edit it.

![Edit Program](image)

**Maintain Funding Sources**

Select the Maintain Funding Sources link under the Institution Information section of the Institution Data screen.

**To search for a funding source:**

1. Enter and/or select the appropriate search criteria in the Maintain Funding Sources fields:
   - Type of Funding
   - Funding Source Number
   - Organization
   - Start Date
   - End Date
   - Project Title
2. Select the **Search Funding Sources** button.

   You can use the **Clear** button to remove the entered search criteria and start over.

   Matching records display beneath the search fields. The information includes **Project Title; Type; Number; Organization; Project Dates** (if available); and available **Action** links.

Select the **Edit** button to modify a specific funding source or click the **create a new funding source here** link. See [Edit Funding Source](#) or [Create Funding Source](#) topic respectively.
To upload funding sources
Select Upload Funding Sources from the side menu

Create Funding Source

Access the Create Non-NIH Funding Source screen by selecting the create a new funding source here link on the Maintain Non-NIH Funding Sources screen.

To add the funding source:

1. Enter the following fields as appropriate, taking note of the required fields marked with an asterisk (*).
   - **Project Title** (required): Enter the project title for the funding source.
   - **Type of Funding Source** (required): Select the appropriate type of funding source from the list: Fellowship; Other; Research Assistantship; Research Grant; Scholarship; Teaching Assistantship; Training Grant
   - **Funding Source Number**: Enter a funding source number as needed.
   - **Organization**: Select the appropriate choice from the list: NIH; Foundation; National Science Foundation (NSF); Non-US ; Other; Other Federal; University
   - **Start Date (mm/yyyy or yyyy)**: Enter as MM/YYYY or YYYY
   - **End Date (mm/yyyy or yyyy)**: Enter as MM/YYYY or YYYY
   - **Description**: Enter a description of the source as needed. This field has a maximum limit of 200 characters.

2. Select the Save button to save the information.
Edit Funding Source

xTRACT users with the proper privileges can maintain an institution's funding sources for use in research training data sets for progress reports, revisions, or renewals on existing training grants or for new applications.

The Edit Funding Source screen is used to maintain the funding source data.

To access this screen, select the Edit link after successfully searching for the funding source.

To maintain a funding source:

1. Complete the fields in the Edit Funding Source section.
   - **Project Title** (required): Enter the project title for the funding source.
   - **Type of Funding Source** (required): Select the appropriate type of funding source from the list: Fellowship; Other; Research Assistantship; Research Grant; Scholarship; Teaching Assistantship; Training Grant
   - **Funding Source Number**: Enter a funding source number as needed.
   - **Organization**: Select the appropriate choice from the list: NIH; Foundation; National Science Foundation (NSF); Non-US; Other; Other Federal; University
   - **Start Date (mm/yyyy or yyyy)**: Enter as MM/YYYY or YYYY
- **End Date (mm/yyyy or yyyy):** Enter as MM/YY or YYYY
- **Description:** Enter a description of the source as needed. This field has a maximum limit of 200 characters.

2. Select the **Save** button to save the information.

---

**Upload Funding Sources**

Funding sources can be uploaded.

1. Click on the **Institution Data** tab located on the xTRACT landing page to open the **Institution Data** screen.

2. Select the **Upload Funding Sources** link under the **Institution Information** section of the **Institution Data** screen.
The Upload Funding Sources screen displays with notes regarding uploading your funding source data.

3. **Important notes when performing a bulk upload:**
   - The file format must match the tab-delimited format in the template that is available for download. Click here for instructions on how to convert an Excel File to the Correct Upload Format.
   - Including the column headers is optional. However, they must match those in the template.
   - The tab-delimited template format includes the following required columns: Funding Source Project Title, Type of Funding Source, Funding Source Number, Funding Source Organization, Funding Source Start Date, Funding Source End Date, Funding Source Description.
   - The Funding Source Project Title and Type of Funding Source are required for each uploaded funding source. The other columns are optional.

   ![Image of the Upload Funding Sources screen](image-url)
The Funding Source Project Title must be 200 characters or less.

The Type of Funding Source must be one of "F" for Fellowship, "OTH" for Other, "RA" for Research Assistantship, "RG" for Research Grant, "S" for Scholarship, "TA" for Teaching Assistantship, or "TG" for Training Grant.

If it is provided, the Funding Source Number must be 20 characters or less.

If it is provided, the Funding Source Organization must be one of "NIH" for NIH, "FDN" for Foundation, "NSF" for National Science Foundation, "NUS" for Non-US, "OTH" for Other, "OTHF" for Other Federal, or "UNIV" for University.

If the Funding Source Start Date and/or Funding Source End Date are provided, each must be in the form of mm/yyyy or yyyy.

If the Funding Source Description is provided, it must be 200 characters or less.

The data will be validated upon upload of the file and the results will be presented on the screen.

If a file upload fails for any reason such as incorrect data or incorrect format, none of the records will be saved in IMPACII. You will need to make the corrections and re-upload the file.

Data is committed to the database only after all rows in the upload file pass validation.

4. To use a template, click the You can download a template here link.
   a. Edit, Save and upload the template.

5. To upload your file, click the Browse button to upload your funding source.
How Are Training Tables Populated?

This help section contains information to assist with understanding how the fields in each of the Training Tables are populated from the input entered into the various Research Training Dataset (RTD) screens in the xTRACT module of Commons. An RTD is part of the reporting requirements of a grant.

xTRACT has various data input screens for trainee data. When you input the required data, xTRACT populates a required form in PDF format behind the scenes.

Click here to see a sample of a completed RTD in PDF format. This is the final product of the data that you enter into a subset of xTRACT screens.

This section of the help correlates the data that is entered in xTRACT to where that same data ends up on the RTD PDF.

**Table 1: Census of Participating Departments and Interdepartmental Programs**

This section explains what parts of the xTRACT module fill Table 1 of the resulting PDF-formatted training tables that are in the research training dataset (RTD), which is part of required reporting.

For detailed instructions on every field in the training tables, see https://grants.nih.gov/grants/forms-f/data-tables.htm.

The following table will be located in the PDF of the final RTD after entering xTRACT data.
The content of Table 1 is populated with data pulled from the Participating Department/Programs Detail component (in left sidebar of xTRACT) of the RTD section. Depending on the type of application, this table may or may not be used, or only part of the table may be used. Refer to the Introduction to Data Tables document for specific information.

When working on an RTD, click on Participating Departments/Programs from the left menu.
The Participating Faculty screen will show the table of the current departments and programs. This table is the source of the names of the departments or programs in the first column of Table 1. If you need to add another department or program, select the Add Participating Departments or Programs button above the table.

Once the departments and programs are populated into the table, use the Edit button in order to add or change participant totals.
Click on **Edit** to open the *Participating Department/Program Detail* screen. The table on this screen is used to populate the rest of the columns in Table 1.
Due to instances where some faculty may serve in more than one department or program, the Total for the "Total Faculty" and the "Participating Faculty" columns may not be the sum of the individual department and program breakdown. This applies to both the Predoctorates and Postdoctorates tables. These figures are not calculated by the system, and must be entered in the Training Support & Summary section as outlined below.

Select Training Support & Summary from the left menu, expand the Census Totals section, and then select the Edit button for Faculty.
The Faculty Census Totals pop-up window will open. In this window, enter the number of unique individuals for the Total and Participating faculty. Click on Save to update the table.

These totals will update to the Total field for the first two columns (Total Faculty, Participating Faculty) for Part I and Part II of Table 1.
This section explains what parts of the xTRACT module fill Table 2 of the training tables.

For detailed instructions on every field in the training tables, see https://grants.nih.gov/grants/forms-f/data-tables.htm.
The content in *Table 2* is populated with data from the *Participating Faculty* selection under RTD. This selection will open up to *Participating Faculty Members* and will display a hitlist of members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
<th>Rank</th>
<th>Primary Dept or Program</th>
<th>Research Interest</th>
<th>Mentoring Role</th>
<th>In Training</th>
<th>Graduated</th>
<th>Continued in Research or Related Careers</th>
<th>In Training</th>
<th>Completed Training</th>
<th>Continued in Research or Related Careers</th>
</tr>
</thead>
<tbody>
<tr>
<td>van Pelt, Lucy</td>
<td>PhD</td>
<td>Assoc. Prof.</td>
<td>Psychiatry</td>
<td>Development of borderline personality disorder</td>
<td>Preceptor</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>van Beethoven, Schroeder</td>
<td>M.S. M.D.</td>
<td>Asst. Prof.</td>
<td>Emergency Medicine</td>
<td>Using communication technology platforms to improve patient</td>
<td>Preceptor</td>
<td>15</td>
<td>13</td>
<td>5</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Brown, Charlie</td>
<td>PhD</td>
<td>Prof.</td>
<td>Pharmaceutical Sci.</td>
<td>Neurobehavioral accidents and consequences of substance abuse</td>
<td>Preceptor</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Gray, Violet</td>
<td>PhD, MS</td>
<td>Prof.</td>
<td>Epidemiology Bi</td>
<td>Maternal nutritional status and birth outcomes</td>
<td>Preceptor</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

The **Name** column in *Table 2* is populated with the names in the **Person Name** column of this hitlist of participating faculty members.

The remaining information for *Table 2* is populated with data from the *Participating Faculty Detail* screen which is displayed when the **Edit** button (in the **Action** column) is clicked for a given person in the table.
The **Degree(s)** column of Table 2 pulls information from the *Faculty Degree* section. The degrees that are checked in the *Include in RTD* column will be included in Table 2.

The **Rank**, **Primary Department or Program**, **Research Interest**, and **Training Role** information of Table 2 is pulled from the *Faculty Member Data* section.
All of the **Mentoring Record** numbers are pulled from the *Mentoring Record* section.

**Table 3: Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members**

This section explains what parts of the xTRACT module fill Table 3 of the training tables.

For detailed instructions on every field in the training tables, see https://grants.nih.gov/grants/forms-f/data-tables.htm.
The information in Table 3 is extracted from information in the Training Support & Summary section found in the xTRACT module in Commons. Select Training Support and Summary from the left menu.

The corresponding screen will open. It contains the Summary Statistics, Institutional Training Support Detail, as well as the Census section. The first two sections are used for Table 3.
The information in the first four columns of Table 3 are populated with information from the Institutional Training Support Detail section.
The *Number of Positions Totals* in Table 3 are pulled from the *Summary Statistics* totals.

These totals are derived from the individual grant records listed in the *Institutional Training Support Detail*.

**NOTE:** If not all training support is listed on the *Training Support & Summary* screen, click on the *Add Institutional Training Support* button to add more. Refer to the related help information here; *Institutional Training Support*.

The information for each source of support can be edited or removed via the buttons in the *Action* column.

Clicking on the *Edit* button for a grant in that list will open up the detail screen for that grant.

In the *Detail* screen, select *Edit* in the *Number of Trainee Positions* section to make updates to the trainee position information including *Number of Participating Faculty*.
The number of trainee positions and overlapping faculty, for this grant, are then displayed in the **Number of Positions** and the **Number of Participating Faculty (Number Overlapping)** columns in Table 3 for that grant.
The last column of Table 3 is populated with the information in the Overlapping Faculty section of the individual grant's Institutional Training Support Detail. Only the last name of any overlapping faculty is listed. If any listed faculty should not be categorized as "overlapping", use the Remove button to take them off of this list.

If there are additional faculty who are participating and are also on the Institutional Training Grant, select the Add Overlapping Faculty button from this section to add those individuals.

The last names of the overlapping faculty will appear in the last column of Table 3 and the number of overlapping faculty will appear in parentheses after the total number of participating faculty in the preceding column.
Table 4. Research Support of Participating Faculty Members

This section explains what parts of the xTRACT module fill Table 4 of the training tables.

For detailed instructions on every field in the training tables, see https://grants.nih.gov/grants/forms-f/data-tables.htm.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Funding Source</th>
<th>Grant Number</th>
<th>Role on Project</th>
<th>Grant Title</th>
<th>Project Period</th>
<th>Current Year Direct Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lewis, Clive S.</td>
<td>NIH</td>
<td>1R01AA123456-01A1</td>
<td>PI</td>
<td>Effective Alcohol Text Message Intervention</td>
<td>09/2016-05/2021</td>
<td>$209,839</td>
</tr>
<tr>
<td>Tokien, John</td>
<td>NUS</td>
<td></td>
<td></td>
<td>Implicit Alcohol Cognitions and</td>
<td>07/2013-08/2016</td>
<td>$69,296</td>
</tr>
<tr>
<td>Dyson, Hugo</td>
<td>NIH</td>
<td>5R01DA123456-02</td>
<td></td>
<td>Alterations of Cortical Connectivity and</td>
<td>08/2008-02/2020</td>
<td>$48,750</td>
</tr>
</tbody>
</table>

Average Grant Support per Participating Faculty Member $591,031

The content in Table 4 comes from the Participating Faculty Members data which is accessed from the RTD menu in Commons. (click to view)

The Faculty Member column in Table 4 is populated from the Person Name information in the initial table of results on the Participating Faculty Members screen. (click to view)
The information for the additional columns in Table 4 can be viewed by clicking on the **Edit** button for a member in the results list. This opens up the *Participating Faculty Detail* for that person.

Expand the **Research Support** section to see the relevant data. The funding may be *NIH and Other Agency Sources of Support on Record* or *Other Sources of Support*.

This is the mapping for *NIH and Other Agency Sources of Support on Record* which is the first table in the **Research Support** section:
This is the mapping for *Other Sources of Support* which is the second table in the **Research Support** section:

<table>
<thead>
<tr>
<th>Other Sources</th>
<th>to</th>
<th>Table 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Source</td>
<td>&gt;&gt;</td>
<td>Funding Source</td>
</tr>
<tr>
<td>Support Type</td>
<td>&gt;&gt; [not used]</td>
<td></td>
</tr>
<tr>
<td>Project number (if supplied)</td>
<td>&gt;&gt;</td>
<td>Grant Number</td>
</tr>
<tr>
<td>Project Role</td>
<td>&gt;&gt;</td>
<td>Role on Project</td>
</tr>
<tr>
<td>Project Title</td>
<td>&gt;&gt;</td>
<td>Grant Title</td>
</tr>
<tr>
<td>Project Period</td>
<td>&gt;&gt;</td>
<td>Project Period</td>
</tr>
<tr>
<td>Current Year Direct Costs</td>
<td>&gt;&gt;</td>
<td>Current Year Direct Costs</td>
</tr>
</tbody>
</table>

Additional faculty may be added to the *Participating Faculty* list by clicking on the **Upload Participating Faculty** button below the existing list. Additionally, any faculty who should *not* be listed can be removed using the **Remove** button in the **Action** column.

*Other Sources of Support* may be added, edited, or removed by using the **Add Other Source of Support** button below the list of results or the **Edit** or **Remove** button in the **Action** column as applicable. *NIH or Other Agency Sources* are pulled from NIH records and cannot be changed.

**Table 5 (A & B): Publications of Those in Training**

This section explains what parts of the xTRACT module fill Table 5 of the training tables.

For detailed instructions on every field in the training tables, see [https://grants.nih.gov/grants/forms-f/data-tables.htm](https://grants.nih.gov/grants/forms-f/data-tables.htm).
Tables 5A and 5B are used to document the publications of both Pre-doctorate (5A) and Post-doctorate (5B) trainees who are or who have been supported by the grant.

<table>
<thead>
<tr>
<th>Table 5A. Publications of Those in Training: Predoctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Member</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 5B. Publications of Those in Training: Postdoctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Member</strong></td>
</tr>
<tr>
<td>No additional entries</td>
</tr>
</tbody>
</table>

The information that is populated into Tables 5A and 5B is drawn from data in the Participating Trainees section accessed from the RTD menu.
The doctoral designation in the **Trainee Type** column will dictate the table into which the data is populated.

- The data for **Pre-doc** trainees will populate into Table 5A
- The data for **Post-doc** trainees will populate to Table 5B.

**Data Mapping from the Participating Trainees section to Table 5A/B.**

<table>
<thead>
<tr>
<th>Participating Trainees</th>
<th>to</th>
<th>Table 5A/B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Name</td>
<td>&gt;&gt; Trainee Name</td>
<td></td>
</tr>
<tr>
<td>In Training Data (see below)</td>
<td>&gt;&gt; Past or Current Trainee</td>
<td></td>
</tr>
<tr>
<td>Start Date and End Date information defines...</td>
<td>&gt;&gt; Training Period</td>
<td></td>
</tr>
<tr>
<td>Publications in Participating Trainee Detail (see below)</td>
<td>&gt;&gt; Faculty Member</td>
<td></td>
</tr>
<tr>
<td>Publications in Participating Trainee Detail (see below)</td>
<td>&gt;&gt; Publication...</td>
<td></td>
</tr>
</tbody>
</table>

**Past or Current Trainee**

- Click on the **Edit** button in the **Action** column of the *Participating Trainees* table for a trainee. This opens up the detail view for the trainee.
- Expand the *In Training Data* area. The first field, "**In Training:**" will indicate if the trainee is currently in training or not. A "Yes" = *Current*, while a "No" = *Past*.

**Faculty Member and Publication Information**

- Click on the **Edit** button in the **Action** column of the *Participating Trainees* table for a trainee. This opens up the detail view for the trainee.
- Expand the *Publications* area. The **Faculty Member** and **Publications...** columns of Tables 5A and 5B, are populated with the data residing in the *Publications* area of the Trainee.
- From this section, the *Authors, Year, Title, Journal, Volume,* and *Inclusive Pages* information populates the last column of the tables (*Publication...*).
- The faculty member listed for the publication populates the *Faculty Member* column of the tables for the row corresponding to the publication information.
- The trainee's name is typically shown in **bold** in the list of contributing authors. Depending on the source of the information (NCBI or other), the information in this section may vary slightly in format. The entries may be edited to select the name of the trainee to be shown in
If additional publications should be listed, use the Add Publication button to perform that function.

If an existing publication should not be listed, use the Delete button to remove it.

Refer to information in the Publications section of the Trainee Detail help regarding this process.

**Table 6 (A & B): Applicants, Entrants, and their Characteristics for the Past Five Years**

*Table 6* of the research training dataset (RTD) consists of four sub-tables that detail statistics regarding the number and characteristics of entrants into the training program funded by the grant for the last five years. Use xTRACT to populate the forms and create the final PDF of completed forms.

This section explains what parts of the xTRACT module fill Table 6 of the training tables.
For detailed instructions on every field in the training tables, see [https://grants.nih.gov/grants/forms-f/data-tables.htm](https://grants.nih.gov/grants/forms-f/data-tables.htm).

Table 6 consists of:

- Table 6A Part I, Predoctoral - Counts
- Table 6A Part II, Predoctoral - Characteristics
- Table 6B Part I, Postdoctoral - Counts
- Table 6B Part II, Postdoctoral - Characteristics

**Before Entering Applicant and Entrant Data in xTRACT**

Upon clicking Applicants and Entrants in the RTD menu, you may be prompted to enter the most recently completed academic year. Depending on the grant cycle, you can choose to report by academic or grant year, but always begin with the most recently completed year. Enter this and click Submit, at which time the links for Pre-Doc Applicants and Entrants and Post-Doc Applicants and Entrants become enabled.
Applicants and Entrants screen showing year selection

Also, make sure there are participating departments or programs entered in the Participating Departments/Programs section of the RTD menu, as these will be associated with the counts that you enter.

For details of the fields shown in this section, see the following topics:

- Predoctoral Applicant and Entrant Counts and Characteristics
- Postdoctoral Applicant and Entrant Counts and Characteristics

Table 6A: Part I. Predoctoral – Counts

To populate Table 6A Part I - Counts in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.
In xTRACT, click the Pre-Doc Applicants and Entrants link, then enter data into the Counts area that appears, which subsequently populates the Table 6A - Part I Counts table in the RTD. The totals you enter are used to populate the totals for last five years of the grant and to calculate the mean for those years.

Applicants and Entrants Screen - Predoctorate Counts Section

Table 6A: Part II. Predoctoral – Characteristics

To populate Table 6A Part II - Characteristics in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.
In xTRACT, if prompted to enter the most recently completed academic year, enter it and click Submit. Then click the Pre-Doc Applicants and Entrants link, which prompts for data that subsequently populates Table 6A - Part II Counts table in the RTD.

Applicants and Entrants Screen - Predoctorate Characteristics sections

**Table 6B: Part I. Postdoctoral – Counts**

To populate Table 6B Part I - Counts in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.
In xTRACT, if prompted to enter the most recently completed academic year, enter it and click Submit. Then click the Post-Doc Applicants and Entrants link, which prompts for data that subsequently populates Table 6B - Part I Counts table in the RTD. The totals you enter are used to populate the totals for last five years of the grant and to calculate the mean for those years.

<table>
<thead>
<tr>
<th>Most Recently Completed Year: 2013-2014</th>
<th>Total Applicant Pool</th>
<th>Applicants Eligible for Support</th>
<th>New Entrants to the Program</th>
<th>New Entrants Eligible for Support</th>
<th>New Appointees to this Grant (Renewal/Revision Applications Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhDs</td>
<td>25</td>
<td>15</td>
<td>6</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>MDs</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dual-Degree Holders</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Other Degree Holders</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>32</td>
<td>19</td>
<td>8</td>
<td>7</td>
<td>6</td>
</tr>
</tbody>
</table>

Table 6B: Part II. Postdoctoral – Characteristics

To populate Table 6B Part II - Characteristics in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.
In xTRACT, if prompted to enter the most recently completed academic year, enter it and click Submit. Then click the PostDoc Applicants and Entrants link, which prompts for data that subsequently populates Table 6B - Part II Characteristics table in the RTD.

Table 7: Appointments to the Training Grant for Each Year of the Current Project Period (renewal/revision applications only)

Table 7 of the research training dataset (RTD) consists of one table that counts trainees appointed. Use xTRACT to populate the forms and create the final PDF of completed forms. This section explains what parts of the xTRACT module fill Table 8 of the training tables.

For detailed instructions on every field in the training tables, see https://grants.nih.gov/grants/forms-f/data-tables.htm.
To populate Table 7 in the RTD, navigate to the RTD menu in xTRACT, and go to the Appointments section.

![Sample Table 7. Appointments to the Training Grant for Each Year of the Current Project Period](image)

Click the Appointments section, and then enter data into the Training Position Awarded and Training Positions Appointed areas that appear. Use the **Edit Appointments** button to change values. The totals you enter are used to populate Table 7.
Table 8 consists of three sub-tables detailing the program outcomes for predoctoral and postdoctoral trainees on the grant. This section explains what parts of the xTRACT module fill Table 8 of the training tables.
For detailed instructions on every field in the training tables, see https://grants.nih.gov/grants/forms-f/data-tables.htm.

Table 8 consists of:

- Table 8A - Program Outcomes: Predoctoral
  - Part I. Those Appointed to the Training Grant
  - Part II. Those Clearly Associated with the Training Grant
  - Part III. Recent Graduates
  - Part IV. Program Statistics
- Table 8B. Program Outcomes: Short-Term
- Table 8C. Program Outcomes: Postdoctoral
  - Part I. Those Appointed to the Training Grant
  - Part II. Those Clearly Associated with the Training Grant
  - Part III. Recent Graduates

**Table 8A. Program Outcomes: Predoctoral**

For new applications, this table provides information on the effectiveness of the proposed training program.

**Table 8A. Part I. Those Appointed to the Training Grant**

To populate Table 8A Part I in the RTD, navigate to the RTD menu in xTRACT, and go to the Participating Trainees section.
In xTRACT, on the list of Participating Trainees, click the Edit button on each person in turn, which prompts for data that subsequently populates Table 8A Part I in the RTD.
Table 8A. Part II. Those Clearly Associated with the Training Grant

To populate Table 8A Part II in the RTD, navigate to the RTD menu in xTRACT, and go to the Student section. The Student section in xTRACT is not always available. See Students (Renewal).

Sample Table 8A. Program Outcomes: Predoctoral
Part II. Those Clearly Associated with the Training Grant

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Faculty Member</th>
<th>Start Date</th>
<th>Summary of Support During Training</th>
<th>Terminal Degree(s) Received and Year(s)</th>
<th>Topic of Research Project</th>
<th>Initial Position</th>
<th>Current Position</th>
<th>Subsequent Grant(s)/ Role/Year Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robinson, Brian Smith, Jerry</td>
<td>09/20/10</td>
<td>TY 1: Univ S, TY 2: CA R01, TY 3: CA R01, TY 4: Fed, F</td>
<td>In Training</td>
<td>Reconstitution of Tumor suppressor function</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In xTRACT, on the list of students, click the Edit button on each person in turn, which prompts for data that subsequently populates Table 8A Part II in the RTD.

Table 8A. Part III. Recent Graduates

To populate Table 8A Part III in the RTD, navigate to the RTD menu in xTRACT, and go to the Participating Trainees section.
In xTRACT, on the list of Participating Trainees, click the Edit button on each person in turn, which prompts for data that subsequently populates Table 8A Part III in the RTD.

### Participating Trainee Detail

Bravo, Juan Ivan (Pre-doc)

- [Open All Sections]
Table 8A. Part IV. Program Statistics

To populate Table 8A Part IV in the RTD, navigate to the RTD menu in xTRACT, and go to the Program Statistics section.

<table>
<thead>
<tr>
<th>Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the PhD</th>
<th>Average Time to PhD for Trainees in the Last 10 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.2%</td>
<td>6.5 years</td>
</tr>
</tbody>
</table>

The Program Statistics area prompts for data that subsequently populates Table 8A Part IV in the RTD.
Table 8B. Program Outcomes: Short-Term

For renewal applications, this table provides information about the use of short-term training positions.

To populate Table 8B in the RTD, navigate to the RTD menu in xTRACT, and go to the Participating Trainees section.

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Category of Trainee</th>
<th>Faculty Members</th>
<th>Start Date</th>
<th>Topic of Research Project</th>
<th>Subsequent Training or Related Award/Role/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lin, Mar G.</td>
<td>Medical Student</td>
<td>Doe, John; Smith, Jerry</td>
<td>07/1998</td>
<td>PAI 1 and cardiac fibrosis</td>
<td>NS R25/Participant/2003 HL K23/PI/2006</td>
</tr>
<tr>
<td>Holmes, Will M.</td>
<td>Medical Student</td>
<td>Doe, John</td>
<td>07/1999</td>
<td>Study of Nonaccidental Brain Trauma</td>
<td>HD K12/Scholar/2005</td>
</tr>
</tbody>
</table>

In xTRACT, on the list of Participating Trainees, click the Edit button on each person in turn, which prompts for data that subsequently populates Table 8B in the RTD. Specifically, it populates the category and subsequent training or related award information.
Table 8C. Program Outcomes: Postdoctoral

For new applications, this table provides information on the effectiveness of the proposed training program. For renewal applications, this table provides detailed information about how postdoctoral training positions are used. It also enables evaluation of the effectiveness of the supported training program in achieving the training objectives.

Table 8C. Part I. Those Appointed to the Training Grant

To populate Table 8C Part I in the RTD, navigate to the RTD menu in xTRACT, and go to the Participating Trainee section.
In xTRACT, on the list of Participating Trainees, click the Edit button on each person in turn, which prompts for data that subsequently populates Table 8C Part I in the RTD.
**Table 8C. Part II. Those Clearly Associated with the Training Grant**

To populate Table 8C Part II in the RTD, navigate to the RTD menu in xTRACT, and go to the Student section. The Student section in xTRACT is not always available. See [Students (Renewal)].

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Degree(s) and Year(s)</th>
<th>Faculty Member</th>
<th>Start Date</th>
<th>Summary of Support During Training</th>
<th>Degree(s) Resulting from Postdoctoral Training and Year(s)</th>
<th>Topic of Research Project</th>
<th>Initial Position</th>
<th>Current Position</th>
<th>Subsequent Grant(s)/Role/Year Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>McInnes, Julia</td>
<td>MD 2004</td>
<td>Webs, Duncan</td>
<td>07/2009</td>
<td>TY 1: HD K12 TY 2: HD K12</td>
<td>MPH 2011 Maternal Depression related to hospitalization in a Neonatal Intensive Care Unit</td>
<td>Assistant Professor Pediatrics Yale Academia Primarily Research</td>
<td>Associate Professor Pediatrics Yale Academia Primarily Research</td>
<td>HS R01/PI/2013</td>
<td></td>
</tr>
</tbody>
</table>

In xTRACT, on the list of students, click the Edit button on each person in turn, which prompts for data that subsequently populates Table 8A Part II in the RTD.
Table 8C. Part III. Recent Graduates (Only For New Applications and Predoctoral Renewal/Revision Applications Requesting Postdoctoral Support)

To populate Table 8C Part III in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Doctoral Degree(s) and Year(s)</th>
<th>Faculty Member</th>
<th>Start Date</th>
<th>Summary of Support During Training</th>
<th>Degree(s) Resulting from Postdoctoral Training and Year(s)</th>
<th>Topic of Research Project</th>
<th>Initial Position</th>
<th>Current Position</th>
<th>Subsequent Grant(s)/Role/Year Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roosevelt, Albert S.</td>
<td>PhD 2006</td>
<td>McVier, Rosaline</td>
<td>01/2007</td>
<td>None</td>
<td>Estrogen receptors and ovarian cancer</td>
<td>Assistant Professor Biology University of Colorado Academia Primarily Research</td>
<td>Assistant Professor Biology University of Colorado Academia Primarily Research</td>
<td>CA R21/PI/2013</td>
<td></td>
</tr>
</tbody>
</table>

In xTRACT, click the Post-Doc Participating Trainees link, then click a trainee, which prompts for data that subsequently populates Table 8C Part III in the RTD.