Extramural Trainee Reporting and Career Tracking (xTRACT) User Guide

August 22, 2019
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### DOCUMENT HISTORY

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**IMPORTANT:** Did you know the information in this user guide is available as online help, too? Access the xTRACT Online Help directly at [https://era.nih.gov/erahelp/xTract/](https://era.nih.gov/erahelp/xTract/) or click the ‘?’ icon anywhere within xTRACT for help specific to that screen.
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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 pre-populate some training data for training tables and reports by using xTrain appointment and related data. This includes trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards. xTRACT also allows the manual entry of data, for information not found in Commons or xTrain. This 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.

**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 (Feb. 20, 2018)

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:
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:
• Grant Number
• Grant Status
• PI Name
• Project Title
• Status
• Action

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.

![Add PI button in xTRACT](image)

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.

![Search for Persons]

---

**Search Criteria**
- Either Commons User ID or Person ID or Last Name is required to perform person search.
- **Commons User ID**
- **Person ID**
- **First Name**
- **Middle Name**
- **Last Name**

**Search for persons who have a Commons affiliation with my institution**

You can perform a wildcard search on Commons ID or Last Name, by using the "%" character. For example: abcd% or %abcd% or ab%cd%

- **Search Persons**
- **Clear**

---

*Close*
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
xTRACT User Guide

- 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.

![Training Support & Summary](image)

**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.

![Overlap Faculty Table]

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*.

![Add Overlapping Faculty Table]

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.

### 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.

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)**

Use the Edit button to open the fields in a pop-up for editing. Select Save to save your changes.
**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, 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 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**

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

Includes the NIH Grant number, Role on Project or Subproject, Project Title, Project Period, and Current Year Direct Costs. This information is displayed as read-only.

**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 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 student. Refer to the topic titled *Student Detail (New Application)* on Page 42.
  - 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 Individual 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:** *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 194**.

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.
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 42.

**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.

   ![Search for Faculty](image)

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:
   a. Degree: Select from the list
   b. 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.
   c. 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. Select the **Add Employment** button.

2. Provide the following information:
   - **Faculty Teaching Position**: Select from the list
     - Professor; Associate Professor; Assistant Professor; Instructor; Other

   - **Academic Administrative Position**: Select from the list
     - President; Vice President; Dean; Assistant or Associate Dean; Chairperson of Department (or Director); Other

   - **Primary Employment Indicator**: Select the Yes, No, as appropriate.

   - **Full Time Employment Indicator**: Select Full-Time or Part Time

   - **Current/Initial Employment Indicator**: Select Primary Current or Primary Initial or both, as appropriate

   - **Primary Activity**: Select from list
     - Research-intensive; Research-related; Further training; Other
• **Employment Position**: Enter the position title for the employment. This is required.

• **Institution**: Use the type ahead feature to find the appropriate institution. 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.

• **Primary Department of Position**: Use the type ahead feature to find the appropriate department. Start typing in part of the department's name and a drop-down menu displays with related department names. Select the department name from that menu. If the desired department name does not appear, a link is provided at the bottom of the drop-down menu that will accept the name of the department as typed in.

• **Start Date**: Select a date in MM/YYYY format. This is required.

• **End Date**: Select a date MM/YYYY format.

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**

**To add a publication:**

1. Select the **Add Publication** button.
2. The **Add Publication** pop-up will appear. You will first be prompted to perform step 1 in that process which is the identification of the faculty member associated with the student’s publication. To search for the faculty member, enter search criteria, including one or more of the *required* information: **Commons User ID**, **Person ID**, or **Last Name**
   a. Once you have entered your desired search parameters, 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**.
   b. All matching records display in the **Person(s)** table. Click the **Add Faculty** button to add the person. You will then advance to the second step, to search for the publication you wish to cite. Please note that the faculty member you selected in step 1 is also displayed during step 2, near the bottom of the pop-up.
3. You may now search for a PubMed publication by one of the following: **PMID/PMCID**, **First Name**, **Last Name**, or **Title**
   a. Upon entering the desired search criteria, click the corresponding **Search** button.
   b. A set of publications will be returned that satisfy the search criteria you have entered. Click the **Add** button next to the publication you wish to cite.
   c. You will then advance to the final step of Reviewing and Confirming the publications. Examine the list of authors and check the box where the student's name appears in this list.
4. In lieu of searching/citing an existing PubMed publication, you may enter the necessary citation manually, by clicking the **Manual Edit Publication** button.
a. The information needed to define a citation are then shown on the screen -- Title, Journal, Volume, Inclusive Pages, Year, Authors, and a checkbox that may be used to indicate whether the publication is abstract-only. Enter information for all fields that apply, being sure to enter information for the required fields: Title, Journal, and Authors.

b. When entering Authors, be aware that this is a list – a list that is empty at first but grows as successive author names are provided. In order to enter an author to the list, enter the author’s name as you wish it to appear, in the text box shown and click the button labeled Add New Author:

As authors are entered, the list of authors is displayed and extends to show each new author as illustrated below. Use the on-screen controls as noted, to re-order the list. Use the waste-can icon to delete an author from the list, and use the checkbox next to the author’s name to indicate which author is the student for whom this publication is cited:

c. When finished entering the citation information, click the Continue to Review &
Confirm button. You will then advance to the final step of Reviewing and Confirming the citation information. Review the information shown on this screen, this is what will be saved for this publication.

5. Finally click the Save button to save the information. You will see a confirmation at the top of the pop-up.

Use the Edit and Delete buttons next to a specific publication to update or remove that record.

To indicate no publications, mark the check box titled Check this box if there are no publications for this trainee.

After checking the no publications check box, you will be guided through the following steps:

1. Select a reason for No Publications from the drop-down list.
2. Search for and select a faculty member.
3. Select the Save button to save the information.

**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 andEntrants, 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

Diversity

Enter the percent of entrants with a disability and the percent from under-represented racial and ethnic groups for the following:

• New Entrants to the Program
• New Entrants Eligible for Support
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:
Prepare RTD for a New Application

- 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

Diversity

Enter the percent of entrants with a disability and the percent from under-represented racial and ethnic groups for the following:

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

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 69.
  - 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 62 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.

![Search for Trainees](image.png)
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 189*. 
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 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:

- 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 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 RTD.

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

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 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

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

To add additional NIH or Other Agency support:

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

2. 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 NIH Funding Source(s) list, select the funding source by clicking the appropriate Select Funding Source link in the Action column.

3. Select an option from the Role during funding drop-down.

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

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

6. Select Save.
7. Repeat the search to add more.
8. Select Close when finished.

Use the Edit and Delete links in the Action column 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 Select Funding Source 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. Enter the Other role description if Other was selected for Role during funding.
5. Select Save.
6. Repeat the search to add more.
7. Select Close when finished.

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

**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:
   - **Faculty Teaching Position**: Select from the list:
     - Professor; Associate Professor; Assistant Professor; Instructor; Other
• **Academic Administrative Position**: Select from the list:
  - President; Vice President; Dean; Assistant or Associate Dean; Chairperson of Department (or Director); Other
• **Primary Employment Indicator**: Select the Yes or No.
• **Full Time Employment Indicator**: Select Full-Time or Part-Time
• **Current/Initial Employment Indicator**: Select Primary Current or Primary Initial
• **Primary Activity**: Select from list
  - Research-intensive; Research-related; Further training; Other
• **Employment Position**: This is required.
• **Institution**: Enter the institution or select the icon to open a search box
• **Primary Department of Position**: Enter the department or select the icon to open a search box
• **Start Date**: Select a date in MM/YYYY format. This is required.
• **End Date**: Select a date MM/YYYY format.

3. Select the **Save** button to save your changes.
4. Repeat to add another.
5. Select **Close** to close the window.

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 **Add Source of Support** button to open the *Edit/Add Sources of Support* pop-up.
2. Select the search icon next to **Funding Source** to open query fields.
   a. Enter search criteria in the fields.

   ![Search for Funding Source](image1.png)

   b. Select the **Search Funding Sources** button.

   ![Add Source of Support](image2.png)

   c. From the NIH Funding Source(s) list, select the funding source by clicking the appropriate **Select Funding Source** link in the **Action** column.

3. Select an option from the **Role during funding** drop-down.
4. Enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of this person's involvement.
5. Select **Save**.
6. Repeat the search to add more.
7. Select **Close** when finished.

Use the **Edit** and **Delete** links in the Action column 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 **Select Funding Source** 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**.
5. Repeat the search to add more.
6. Select **Close** when finished.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the funding source as necessary.
Program Statistics (RPPR)

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
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.

![Participating Departments and Programs](image)

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.

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.

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**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 96 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.

![Search for Faculty](image)

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**.

![Persons](image)
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)**
Use the **Edit** button to open the fields in a pop-up for editing. Select **Save** to save your changes.

**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**

**NIH and Other Agency Sources of Support**

Includes the NIH Grant number, Role on Project or Subproject, Project Title, Project Period, and Current Year Direct Costs. This information is displayed as read-only.

**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 108.
  - 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 194*

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.
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 108.
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 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 RTD.

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, 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. Select the **Add Employment** button.

2. Provide the following information:
   - **Faculty Teaching Position**: Select from the list
     - Professor; Associate Professor; Assistant Professor; Instructor; Other
   - **Academic Administrative Position**: Select from the list
     - President; Vice President; Dean; Assistant or Associate Dean; Chairperson of Department (or Director); Other
   - **Primary Employment Indicator**: Select the **Yes, No**, as appropriate.
   - **Full Time Employment Indicator**: Select **Full-Time** or **Part Time**
   - **Current/Initial Employment Indicator**: Select **Primary Current** or **Primary Initial** or both, as appropriate
   - **Primary Activity**: Select from list
     - Research-intensive; Research-related; Further training; Other
   - **Employment Position**: Enter the position title for the employment. This is required.
   - **Institution**: Use the type a head feature to find the appropriate institution.
   - **Primary Department of Position**: Use the type a head feature to find the appropriate department.
   - **Start Date**: Select a date in MM/YYYY format. This is required.
   - **End Date**: Select a date MM/YYYY format.

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 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**

To add a publication:

1. Select the **Add Publication** button.
2. From the *Add Publication* pop-up, enter one of more of the **required** information:

   **Commons User ID, Person ID, or Last Name**
   a. 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**.
   b. All matching records display in the **Person(s) table. Click the Add Faculty button to add the person. This will populate the name into the Add Publication pop-up, which will display on your screen once again.
3. Search for a publication by one of the following:
   a. PMID/PMCID
   b. First Name, Last Name, or Title
   c. Click the Search button.
   d. Click the Add button to add the appropriate publication.
   e. Next select the appropriate Authors check boxes.

4. To edit a publication click the Manual Edit Publication button.
   a. Enter the required fields: Title, Journal, or Authors.
   b. Click the Continue to review & confirm button.

5. Finally click the Save button to save the information. You will see a confirmation at the top of the pop-up.

To indicate no publications, mark the check box titled Check this box if there are no publications for this trainee.

After checking the no publications check box, you will be guided through the following steps:

1. Select a reason for No Publications from the drop-down list.
2. Search for and select a faculty member.
3. Select the Save button to save the information.

Use the Edit and Delete buttons next to a specific publication to update or remove that record.

**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 116.
  - 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 194

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 116.

**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 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 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 RTD.

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 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 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

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. Select an option from the Role during funding drop-down.
3. Enter Start of Funding and End of Funding in mm/yyyy format.
4. Enter the Other role description if Other was selected for Role during funding.
5. Select Save.
6. 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.

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. Select the **Add Employment** button.
2. Provide the following information:
   - **Faculty Teaching Position**: Select from the list:
     - Professor; Associate Professor; Assistant Professor; Instructor; Other
   - **Academic Administrative Position**: Select from the list:
     - President; Vice President; Dean; Assistant or Associate Dean; Chairperson of Department (or Director); Other
   - **Primary Employment Indicator**: Select the **Yes** or **No**.
   - **Full Time Employment Indicator**: Select **Full-Time** or **Part-Time**
   - **Current/Initial Employment Indicator**: Select **Primary Current** or **Primary Initial**
   - **Primary Activity**: Select from list
     - Research-intensive; Research-related; Further training; Other
   - **Employment Position**
   - **Institution**: Enter the institution or select the icon to open a search box
   - **Primary Department of Position**: Enter the department or select the icon to open a search box
   - **Start Date**: Select a date in MM/YYYY format.
   - **End Date**: Select a date MM/YYYY format.
3. Select the **Save** button to save your changes.
4. Repeat to add another.
5. Select **Close** to close the window.

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:
   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**.
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**

To add a publication:

1. Select the **Add Publication** button.
2. From the *Add Publication* pop-up, enter one of more of the **required** information:
   - **Commons User ID, Person ID, or Last Name**
     a. 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**.
     b. All matching records display in the **Person(s)** table. Click the **Add Faculty** button to add the person. This will populate the name into the *Add Publication* pop-up, which will display on your screen once again.
3. Search for a publication by one of the following:
   a. **PMID/PMCID**
   b. **First Name, Last Name, or Title**
   c. Click the **Search** button.
   d. Click the **Add** button to add the appropriate publication.
   e. Next select the appropriate **Authors** check boxes.
4. To edit a publication click the **Manual Edit Publication** button.
   a. Enter the required fields: **Title, Journal, or Authors**.
   b. Click the **Continue to review & confirm** button.
5. Finally click the **Save** button to save the information. You will see a confirmation at the top of the pop-up.

To indicate no publications, mark the check box titled **Check this box if there are no publications for this trainee**.

After checking the no publications check box, you will be guided through the following steps:

1. Select a reason for **No Publications** from the drop-down list.
2. Search for and select a faculty member.
3. Select the **Save** button to save the information.

Use the **Edit** and **Delete** buttons next to a specific publication to update or remove that record.

**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 Diverse Backgrounds
- Postdoctoral Appointed
- Postdoc MD or Equivalent
- Postdoc PhD or Equivalent
- Postdoc DDS, DVM, Other
- Postdoc Dual Degree
- Postdoc Diverse Backgrounds
- Short-Term Appointed
- Short-Term Diverse Backgrounds

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 82. 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 Entrants Appointed 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 Entrants Appointed 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 Entrants Appointed 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 Entrants Appointed to this Grant

Diversity

Enter the percent of entrants with a disability and the percent from under-represented racial and ethnic groups for the following:
- New Entrants to the Program
- New Entrants Eligible for Support
- New Entrants Appointed to this Grant
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 Entrants Appointed 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 Entrants Appointed 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 Entrants Appointed to this Grant

**Diversity**

Enter the percent of entrants with a disability and the percent from under-represented racial and ethnic groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support
- New Entrants Appointed to this Grant
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.

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 150 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.

![Search for Faculty](image)

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**.

![Search for Faculty](image)
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 the **Participating Faculty Detail** to display faculty data as described below.

- **Commons User ID** (read only)
- **Person ID** (read only)
- **Email** (read only)
- **Rank**
- **Primary Department or Program**
- **Research Interest**
- **Training Role(s)**
Use the **Edit** button to open the fields in a pop-up for editing. Select **Save** to save your changes.

**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, DOT, 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

NIH Sources of Support

Includes the NIH Grant number, Role on Project or Subproject, Project Title, Project Period, and Current Year Direct Costs. This information is displayed as read-only.

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.
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 162**.
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 194

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 162.
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.

![Student Detail](image)

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 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 RTD. 

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 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. Select the Add Employment button.
2. Provide the following information:
   - **Faculty Teaching Position**: Select from the list
     - Professor; Associate Professor; Assistant Professor; Instructor; Other
   - **Academic Administrative Position**: Select from the list
     - President; Vice President; Dean; Assistant or Associate Dean; Chairperson of Department (or Director); Other
   - **Primary Employment Indicator**: Select the Yes, No, as appropriate.
   - **Full Time Employment Indicator**: Select Full-Time or Part Time
   - **Current/Initial Employment Indicator**: Select Primary Current or Primary Initial or both, as appropriate
   - **Primary Activity**: Select from list
     - Research-intensive; Research-related; Further training; Other
   - **Employment Position**: Enter the position title for the employment. This is required.
   - **Institution**: Use the type a head feature to find the appropriate institution.
   - **Primary Department of Position**: Use the type a head feature to find the appropriate department.
   - **Start Date**: Select a date in MM/YYYY format. This is required.
   - **End Date**: Select a date MM/YYYY format.

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 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**

To add a publication:

1. Select the **Add Publication** button.

2. From the **Add Publication** pop-up, enter one of more of the **required** information:

   **Commons User ID, Person ID, or Last Name**
   a. 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.

b. All matching records display in the Person(s) table. Click the Add Faculty button to add the person. This will populate the name into the Add Publication pop-up, which will display on your screen once again.

3. Search for a publication by one of the following:
   a. PMID/PMCID
   b. First Name, Last Name, or Title
   c. Click the Search button.
   d. Click the Add button to add the appropriate publication.
   e. Next select the appropriate Authors check boxes.

4. To edit a publication click the Manual Edit Publication button.
   a. Enter the required fields: Title, Journal, or Authors.
   b. Click the Continue to review & confirm button.

5. Finally click the Save button to save the information. You will see a confirmation at the top of the pop-up.

To indicate no publications, mark the check box titled Check this box if there are no publications for this trainee.

After checking the no publications check box, you will be guided through the following steps:

1. Select a reason for No Publications from the drop-down list.
2. Search for and select a faculty member.
3. Select the Save button to save the information.

Use the Edit and Delete buttons next to a specific publication to update or remove that record.

**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 171.
  - 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 194

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 171.
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.

**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 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 RTD.

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 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**

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. 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**
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. Select an option from the **Role during funding** drop-down.
3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Enter the Other role description if Other was selected for Role during funding.
5. Select **Save**.
6. 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.

**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. Select the **Add Employment** button.
2. Provide the following information:
   - **Faculty Teaching Position**: Select from the list:
     - Professor; Associate Professor; Assistant Professor; Instructor; Other
   - **Academic Administrative Position**: Select from the list:
     - President; Vice President; Dean; Assistant or Associate Dean; Chairperson of Department (or Director); Other
   - **Primary Employment Indicator**: Select the Yes or No.
   - **Full Time Employment Indicator**: Select Full-Time or Part-Time
   - **Current/Initial Employment Indicator**: Select Primary Current or Primary Initial
   - **Primary Activity**: Select from list
     - Research-intensive; Research-related; Further training; Other
   - **Employment Position**
   - **Institution**: Enter the institution or select the icon to open a search box
- **Primary Department of Position**: Enter the department or select the icon to open a search box.
- **Start Date**: Select a date in MM/YYYY format.
- **End Date**: Select a date MM/YYYY format.

3. Select the **Save** button to save your changes.
4. Repeat to add another.
5. Select **Close** to close the window.

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**

To add a publication:

1. Select the **Add Publication** button.
2. From the **Add Publication** pop-up, enter one of more of the **required** information:

   **Commons User ID, Person ID, or Last Name**
   a. 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**.
   b. All matching records display in the **Person(s) table**. Click the **Add Faculty** button to add the person. This will populate the name into the **Add Publication** pop-up, which will display on your screen once again.

3. Search for a publication by one of the following:
   a. **PMID/PMCID**
   b. **First Name, Last Name, or Title**
   c. Click the **Search** button.
   d. Click the **Add** button to add the appropriate publication.
   e. Next select the appropriate **Authors** check boxes.
4. To edit a publication click the **Manual Edit Publication** button.
   a. Enter the required fields: **Title**, **Journal**, or **Authors**.
   b. Click the **Continue to review & confirm** button.

5. Finally click the **Save** button to save the information. You will see a confirmation at the top of the pop-up.

To indicate no publications, mark the check box titled **Check this box if there are no publications for this trainee**.

After checking the no publications check box, you will be guided through the following steps:

1. Select a reason for **No Publications** from the drop-down list.
2. Search for and select a faculty member.
3. Select the **Save** button to save the information.

Use the **Edit** and **Delete** buttons next to a specific publication to update or remove that record.

**Program Statistics (Revision)**

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 andEntrant 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 82*. The following fields are provided for data entry on each department or program:

- Department or Program (read only)
- Total Applicant Pool
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

Diversity

Enter the percent of entrants with a disability and the percent from under-represented racial and ethnic groups for the following:

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

**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

**Diversity**

Enter the percent of entrants with a disability and the percent from under-represented racial and ethnic groups for the following:

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

**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 Diverse Backgrounds
- Postdoctoral Appointed
- Postdoc MD or Equivalent
- Postdoc PhD or Equivalent
- Postdoc DDS, DVM, Other
- Postdoc Dual Degree
- Postdoc Diverse Backgrounds
- Short-Term Appointed
- Short-Term Diverse Backgrounds

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 189.

**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 194 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 194 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.

**Person Data**

Use the View link in the Person Data panel of the xTRACT Person Profile to display the following information:
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

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

To add additional NIH or Other Agency support:

1. Select the Add a Funding Source button to display fields for editing.
2. 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.
3. Enter Start of Funding and End of Funding in mm/yyy format to indicate the dates of this person's involvement.
4. Select an option from the Role during funding drop-down.
5. Select Save.
6. 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 Another Source** button to display fields for editing.

   Search for support or create new funding source:
   
   To search:
   a. Select the magnifying glass icon next to the **Funding Source** field.
   b. Search for support entering the parameters given and selecting **Search Funding Sources** button.
   c. From the result list, click the **Select** link from the **Action** column for the correct project.

   **NOTE:** You can edit this information using the **Edit** link before selecting.

   To create:
   a. Select the magnifying glass icon next to the **Funding Source** field.
   b. Select the **Create New Funding Source** button.
   c. Update the fields. Required fields show a red asterisk (*).
   d. Select **Save**.
   e. Select the created source from the results list, by clicking the **Select** link.

2. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
3. Select an option from the **Role during funding** drop-down.
4. Enter the **Other role description** if Other was selected for **Role during funding**.
5. Select **Save**.
6. 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.

**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
   - **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:
   - **Faculty Teaching Position**: Select from the drop-down.
     - Professor; Associate Professor; Assistant Professor; Instructor; Other
• **Academic Administrative Position**: Select from the drop-down.
  ○ President; Vice President; Dean; Assistant or Associate Dean; Chairperson of Department (or Director); Other

• **Primary Employment Indicator**: Select the Yes or No.

• **Full Time Employment Indicator**: Select Full-Time or Part-Time

• **Employment Position**

• **Institution**: Enter the institution or select the icon to open a search box

• **Primary Department of Position**: Enter the department or select the icon to open a search box

• **Start Date**: Select a date in MM/YYYY format.

• **End Date**: Select a date MM/YYYY format.

3. Select the Save button to save your changes.

4. Repeat to add another.

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 189* for more information.
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 include 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 197* 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/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.

---

**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.
• 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.
Overview

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.

This is an ongoing project and the set of instructions will grow as resources permit.

Table 1: Census of Participating Departments and Interdepartmental Programs

The content of Table 1 is populated with data pulled from the Participating Department/Programs Detail component 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.
Table 2: Participating Faculty 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>Training Role</th>
<th>Mentoring Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>van Pett, Lucy</td>
<td>PhD</td>
<td>Asso. Prof.</td>
<td>Psychiatry</td>
<td>Development of borderline personality disorder</td>
<td>Preceptor</td>
<td>In Training 1</td>
</tr>
<tr>
<td>van Beethoven, Schroeder</td>
<td>MS, MD</td>
<td>Asst Prof.</td>
<td>Emergency Medicine</td>
<td>Using communication technology platforms to improve patient care</td>
<td>Preceptor</td>
<td>Graduated 1</td>
</tr>
<tr>
<td>Brown, Charlie</td>
<td>PhD</td>
<td>Prof.</td>
<td>Pharmaceutical Sciences</td>
<td>Neurobehavioral antecedents and consequences of substance abuse</td>
<td>Preceptor</td>
<td>Continued 5</td>
</tr>
<tr>
<td>Gray, Viola</td>
<td>PhD, MS</td>
<td>Prof.</td>
<td>Epidemiology</td>
<td>Maternal nutritional status and birth outcomes</td>
<td>Preceptor</td>
<td>Completed 2</td>
</tr>
</tbody>
</table>
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.

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

<table>
<thead>
<tr>
<th>Grant Title</th>
<th>Award Number</th>
<th>Project Period</th>
<th>PD/PI</th>
<th>Number of Positions</th>
<th>Number of Participating Faculty (Number Overlapping)</th>
<th>Names of Overlapping Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predoctoral Training in Basic Neuroscience</td>
<td>T32NIH513546-19</td>
<td>07/1/1998 - 08/2018</td>
<td>Pevensie, Lucy; Pore, Jill</td>
<td>8</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Medical Scientist Training Program</td>
<td>T32GM513456-28</td>
<td>07/1/1987 - 06/2017</td>
<td>Scrubb, Eustace; Digory, Kikis</td>
<td>20</td>
<td>13</td>
<td>4</td>
</tr>
<tr>
<td>Training Program in the Neurobiology of Substance Use and Abuse</td>
<td>T32DA123456-20</td>
<td>07/01/11 - 06/2017</td>
<td>Plummer, Polly; Mouse, Rescipeen</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>32</td>
<td>22</td>
<td>6</td>
</tr>
</tbody>
</table>

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**

<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>Tolkien, John</td>
<td>NUS</td>
<td></td>
<td></td>
<td>Implicit Alcohol Cognitions and</td>
<td>07/2013-06/2016</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:
### NIH & Other Agency... to Table 4

<table>
<thead>
<tr>
<th>NIH &amp; Other Agency...</th>
<th>to</th>
<th>Table 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>&gt;&gt; Grant Number</td>
<td></td>
</tr>
<tr>
<td>Role on Project or Subproject</td>
<td>&gt;&gt; Role on Project</td>
<td></td>
</tr>
<tr>
<td>Project Title</td>
<td>&gt;&gt; Grant Title</td>
<td></td>
</tr>
<tr>
<td>Project Period</td>
<td>&gt;&gt; Project Period</td>
<td></td>
</tr>
<tr>
<td>Current Year Direct Costs</td>
<td>&gt;&gt; Current Year Direct Costs</td>
<td></td>
</tr>
</tbody>
</table>

This is the mapping for Other Sources of Support which is the second table in the Research Support section:

### Other Sources to Table 4

<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; Funding Source</td>
<td></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; Grant Number</td>
<td></td>
</tr>
<tr>
<td>Project Role</td>
<td>&gt;&gt; Role on Project</td>
<td></td>
</tr>
<tr>
<td>Project Title</td>
<td>&gt;&gt; Grant Title</td>
<td></td>
</tr>
<tr>
<td>Project Period</td>
<td>&gt;&gt; Project Period</td>
<td></td>
</tr>
<tr>
<td>Current Year Direct Costs</td>
<td>&gt;&gt; Current Year Direct Costs</td>
<td></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

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.
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;</td>
<td>Trainee Name</td>
</tr>
<tr>
<td><strong>In Training Data</strong> (see below)</td>
<td>&gt;&gt;</td>
<td>Past or Current Trainee</td>
</tr>
<tr>
<td><strong>Start Date</strong> and <strong>End Date</strong> information defines...</td>
<td>&gt;&gt;</td>
<td>Training Period</td>
</tr>
<tr>
<td><strong>Publications</strong> in <strong>Participating Trainee Detail</strong> (see below)</td>
<td>&gt;&gt;</td>
<td>Faculty Member</td>
</tr>
<tr>
<td><strong>Publications</strong> in <strong>Participating Trainee Detail</strong> (see below)</td>
<td>&gt;&gt;</td>
<td>Publication...</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.