Electronic Research Administration

Sponsored by: The National Institutes of Health, Office of Extramural Research

xTrain for Institution Users

NIH Regional Workshop – 2008

Sheri Cummins
eRA Customer Relationship Manager

Agenda

- xTrain Basics
  - Research Training Grants
  - What is xTrain?
  - xTrain Users & Roles
  - Account Set-up
- Using xTrain
  - PI Delegation
  - Appointments
  - Re-Appointments
  - Terminations
  - Amendments
- Resources
- Finding Help

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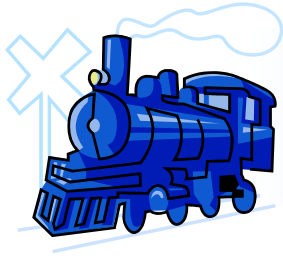

xTrain Basics

Research Training Programs

- Ruth L. Kirschstein National Research Service Awards (Kirschstein-NRSA)
  - Institutional Training Grants ("T" Awards)
  - *Individual Fellowships ("F" Awards)*
    - *Not yet supported in xTrain*
- Training grants are awarded to domestic institutions that have the facilities and faculty to provide for research training programs in scientific specialties

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Research Training Programs

- Purpose:
  - To develop or enhance research training opportunities for individuals, **selected by the institution** who are training for research careers in specified areas
- Learn more about Research Training Programs at: http://grants.nih.gov/training/nrsa.htm

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Research Training Grants

- Training grants are typically awarded for a specific number of Pre-doc and Post-doc "slots" for each budget period
- Program Directors appoint Trainees to the grant by submitting a Statement of Appointment form (PHS 2271) to the Agency
- Program Directors/Business Officials must notify the Agency when Trainees are no longer receiving support from the grant by submitting a Termination Notice (PHS 416-7)

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What is xTrain?

- xTrain allows users to electronically process the required paperwork associated with awarded Kirschstein-NRSA training grants
- Grantee institution staff can use xTrain to:
  - create, route and submit Appointments, Re-Appointments, Amendments and Termination Notices
  - track the status and timing of training actions
- xTrain is part of **eRA Commons**, an online interface where grantees and federal staff can access and share administrative grant information

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xTrain – Production Status

- xTrain made its debut in December 2007
  - Used by nine pilot institutions involved in more than 80 Training Grant Awards
  - Currently implementing pilot participant suggestions for improvement
  - Expect to expand xTrain usage in June 2008
  - *If you'd like to explore using xTrain during this pilot period, please contact*

    Sheri Cummins
    cumminss@mail.nih.gov

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xTrain Users

- An eRA Commons account is needed to use xTrain
- The xTrain functions available to users are based on the "roles" associated with their accounts
  - Generally a single eRA Commons user account can have multiple roles
  - Complete list of eRA Commons roles: http://era.nih.gov/files/eRA_Commons_Roles.pdf

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xTrain Users & Roles

- Business Official (BO role)
  - Person working in research institution's business office who has signature or other authority related to administering training grants
  - BOs are the only users with the authority to submit Termination Notices on behalf of the institution

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xTrain Users & Roles

- Program Director/Principal Investigator (PD/PI; PI role)
  - Responsible for overall direction of the training program
  - Has skills, knowledge, and resources necessary to organize and implement a high-quality research training program
  - Selects and Appoints Trainees, Amends Appointments (when necessary) and initiates Termination Notices

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xTrain Users & Roles

- PD/PI Delegate (ASST role)
  - Person, delegated by the PD/PI, with the authority to perform xTrain-related functions on his/her behalf
  - Same actions and notifications as PI except for the ability to submit Appointments to Agency

Throughout this presentation assume
PD/PI Delegate (ASST) = PD/PI (PI)
(except when submitting actions to Agency).

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xTrain Users & Roles

- Trainee
  - Person at grantee institution who will be appointed as a Trainee on a training grant
  - Trainees must have the opportunity to carry out supervised biomedical or behavioral research with the goal of developing or extending their research skills and knowledge

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Account Set-up

- eRA Commons users with the **Signing Official (SO)**, **Administrative Official (AO)**, or **Accounts Administrator (AA)** role can create accounts with BO, PI or ASST roles or they can add these roles to existing account
  - Seek out these individuals for assistance with your account set-up
- Trainees without eRA Commons accounts currently are registered as part of xTrain actions

Future Enhancement:
- Trainee account set-up by SOs, AOs & AAs
- Improvements to general account administration

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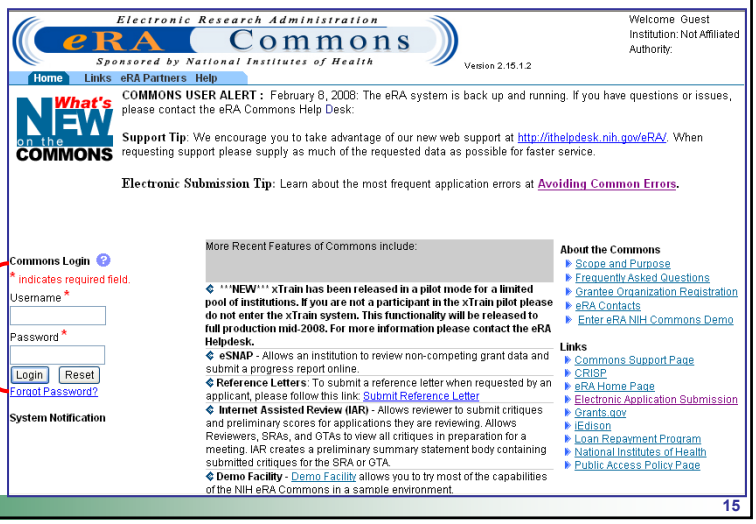
Accessing eRA Commons

In your Web browser go to:
https://commons.era.nih.gov/commons/

Enter Commons Username and Password and Click Login



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Using xTrain

Getting Started

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

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

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Delegate xTrain Authority

- A PD/PI can delegate to an assistant the authority to perform all xTrain-related functions on their behalf **except for the authority to submit** Appointments to the Agency
  - eRA Commons allows PD/PIs to delegate several types of authority (e.g., PI, PPF Edit, Status, xTrain). Currently, each type of authority must be delegated separately.

Future Enhancement: Single interface for all PI Delegations

- Quick Reference
  - http://era.nih.gov/files/PI_delegation_xtrain_authority.pdf

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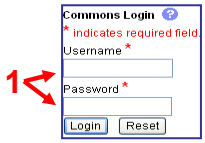
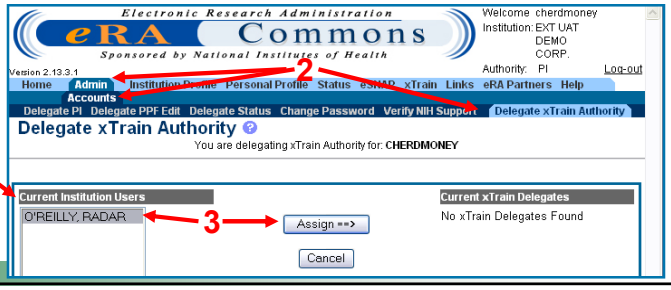
Delegate xTrain Authority

Assign Delegation

1. PD/PI logs into eRA Commons at https://commons.era.nih.gov/commons/
2. PD/PI selects the ***Admin*** tab in the blue navigation bar across the top of the screen then selects the ***Accounts*** and ***Delegate xTrain Authority*** sub menus
3. PD/PI selects the user to receive delegation from the list of ***Current Institution Users*** and clicks the ***Assign*** button



Only eRA Commons users with the ASST role will appear in list



Hands-on: Delegation

Access eRA Commons

1. Open an Internet connection and go to the eRA Commons non-production environment:
   - External User Acceptance Test (Ext-UAT) https://commons.uat.era.nih.gov/commons/
2. Enter the PI Username and password provided by your trainer
   - eRA Commons is not case sensitive

Assign Delegation

- ***Delegate xTrain Authority*** to the ASST user provided by your trainer
- Select another ASST user from the list and ***Delegate xTrain Authority*** to that user as well

Revoke Delegation

- ***Revoke*** xTrain Authority from the second ASST user
  - Your assigned assistant should remain delegated

Using xTrain – PD/PI

- PI users are brought to the ***My Grants*** screen when the ***xTrain*** Tab is selected
  - List of all grants for which you are the PI

The grant ***Number*** links to the ***Grant Summary*** page.

The ***View Trainee Roster*** link will bring you to the page from which you will perform xTrain actions.

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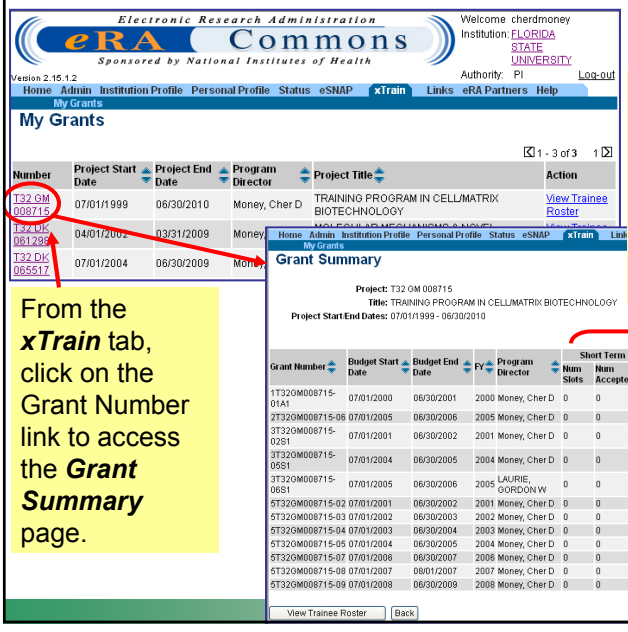
Grant Summary



From the ***xTrain*** tab, click on the Grant Number link to access the ***Grant Summary*** page.

Numbers displayed reflect paper/electronic actions accepted by NIH **AND** entered in eRA database. Data entry for paper actions still in progress.

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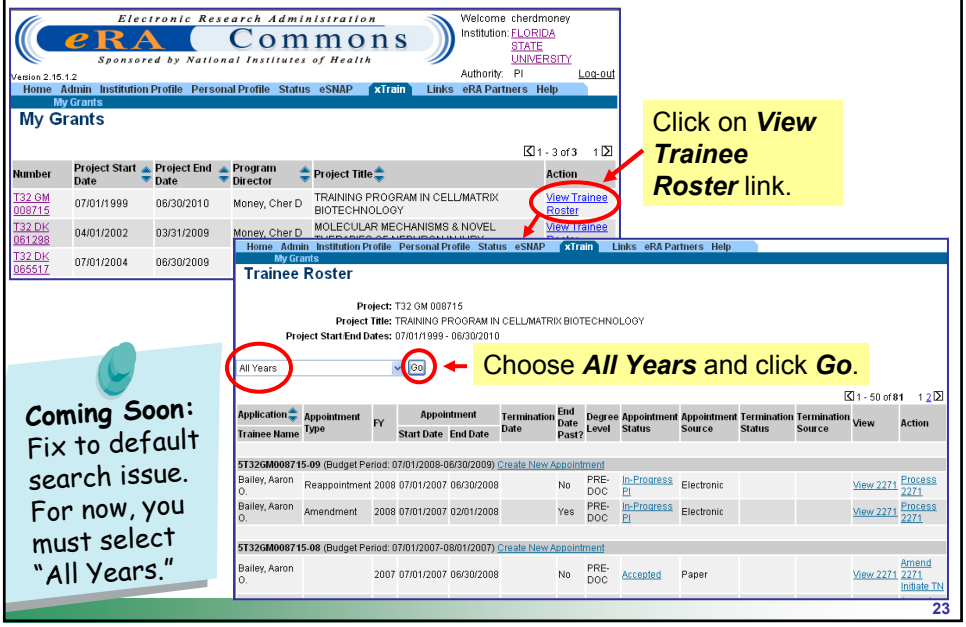
Trainee Roster

PD/PI



Click on ***View Trainee Roster*** link.

Choose ***All Years*** and click ***Go***.

Coming Soon: Fix to default search issue. For now, you must select "All Years."

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Trainee Roster

PD/PI

Appointment/Termination Source: Paper or Electronic

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008) Create New Appointment													
Gibb, Scarlett K.	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	Accepted	Electronic			View 2271	Amend 2271 Initiate TN
Money, Cher D		2007	07/01/2007	06/30/2008	06/30/2008	No	PRE-DOC	Accepted	Paper	Pending Agency Review	Electronic	View 2271 View TN	Amend 2271
Test Trainee s, x	New	2007	07/01/2007	06/01/2008		No	PRE-DOC	In-Progress PI	Electronic			View 2271	Process 2271
Test Trainee s, x	New	2007	07/01/2007	01/01/2008		Yes	PRE-BAC	Accepted	Electronic			View 2271	Amend 2271 Initiate TN
Test Trainee s, x	New	2007	07/01/2007	06/01/2008		No	PRE-DOC	Pending Agency Review	Electronic			View 2271	

Appointment Type:
New
Re-appointment
Amendment

Appointment Status:
In Progress PI
In Progress Trainee
Pending Agency Review
Accepted
Terminated

Termination Status:
In Progress BO
In Progress PI
In Progress Trainee
Pending Agency Review
Accepted

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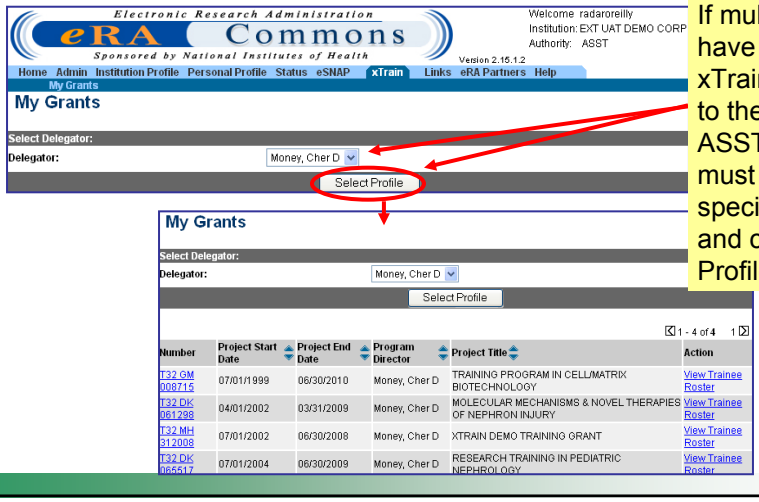
Using xTrain - ASST

- PD/PI Delegates (ASSTs) are brought to the ***My Grants*** screen when the ***xTrain*** Tab is selected



If multiple PD/PIs have Delegated xTrain Authority to the same ASST, the ASST must select a specific PD/PI and click Select Profile.

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Hands-on: Summary & Roster

**** Hands-on exercise from PI perspective. ****

Grant Summary

1. Once in eRA Commons, select the ***xTrain*** tab in the blue navigation bar across the top of the screen. You will be brought to the **My Grants** page.
2. Select a ***Grant Number*** and follow the link to the ***Grant Summary*** page.

Trainee Roster

1. Select the ***xTrain*** tab in the blue navigation bar across the top of the screen. You will be brought back to the **My Grants** page.
2. Select a ***View Trainee Roster*** and follow the link to the ***Trainee Roster*** page.

**** If time permits, repeat the exercise from the ASST perspective. ****

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Trainee Appointments

Program Director/
Principal Investigator

PD/PI identifies Trainee, initiates Appointment by filling out the 2271 and routes 2271 to Trainee

Trainee fills out the 2271 form and routes it back to PD/PI

Trainee

PD/PI reviews completed 2271 and routes it to Agency for final approval

Agency

Quick Reference: http://era.nih.gov/files/xTrain_Initiate_Appointment.pdf

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Create New Appointment

PD/PI

For now, let's assume the Trainee has an eRA Commons account…

PI Trainee Roster screen

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008)					Create New Appointment								
Gibb, Scarlett K.	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	Accepted	Electronic			View 2271	Amend 2271 Initiate TN
Money, Cher D		2007	07/01/2007	06/30/2008	06/30/2008	No	PRE-DOC	Accepted	Paper	Pending Agency Review	Electronic	View 2271 View TN	Amend 2271
Test Trainee s, x	New	2007	07/01/2007	06/01/2008		No	PRE-DOC	In-Progress PI	Electronic			View 2271	Process 2271

Create New Appointment

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help
My Grants

Enter Trainee Commons User ID

In order to proceed with this operation, you must enter the Commons User ID for the Trainee associated with the grant.

* Trainee User ID:
KimBeaker

Identify Trainee

Continue Cancel

Provide the Commons Username for the trainee and click Continue.

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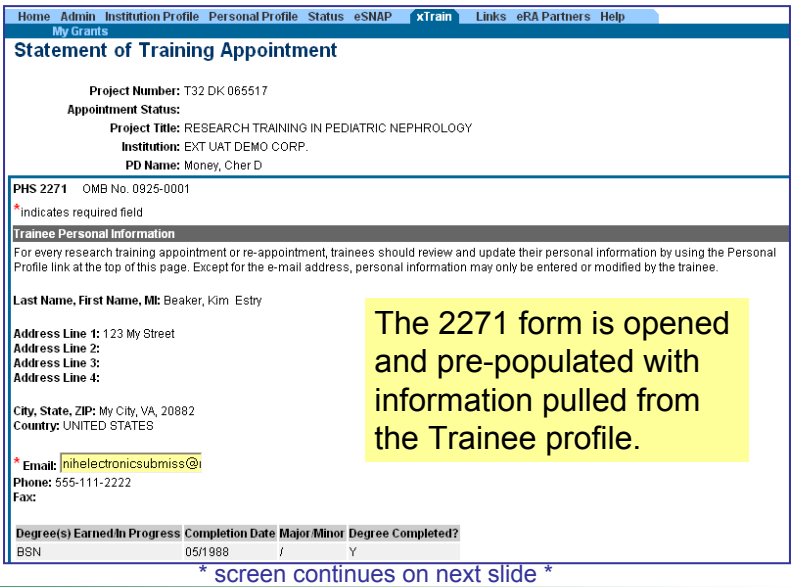
Create New Appointment

PD/PI



The 2271 form is opened and pre-populated with information pulled from the Trainee profile.

* screen continues on next slide *

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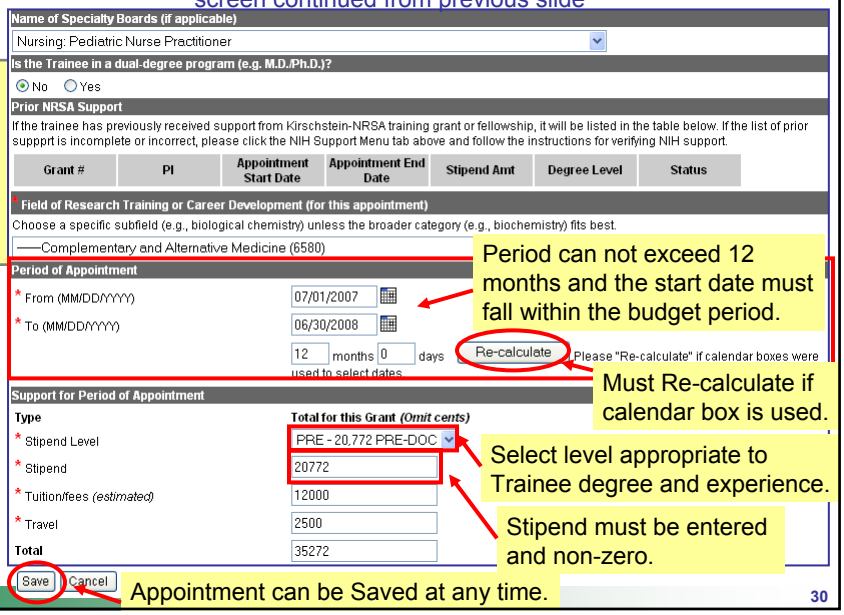
Create New Appointment

PD/PI

* screen continued from previous slide *

From Trainee Profile or Trainee Supplied

PD/PI Supplied



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

Must Re-calculate if calendar box is used.

Select level appropriate to Trainee degree and experience.

Stipend must be entered and non-zero.

Appointment can be Saved at any time.

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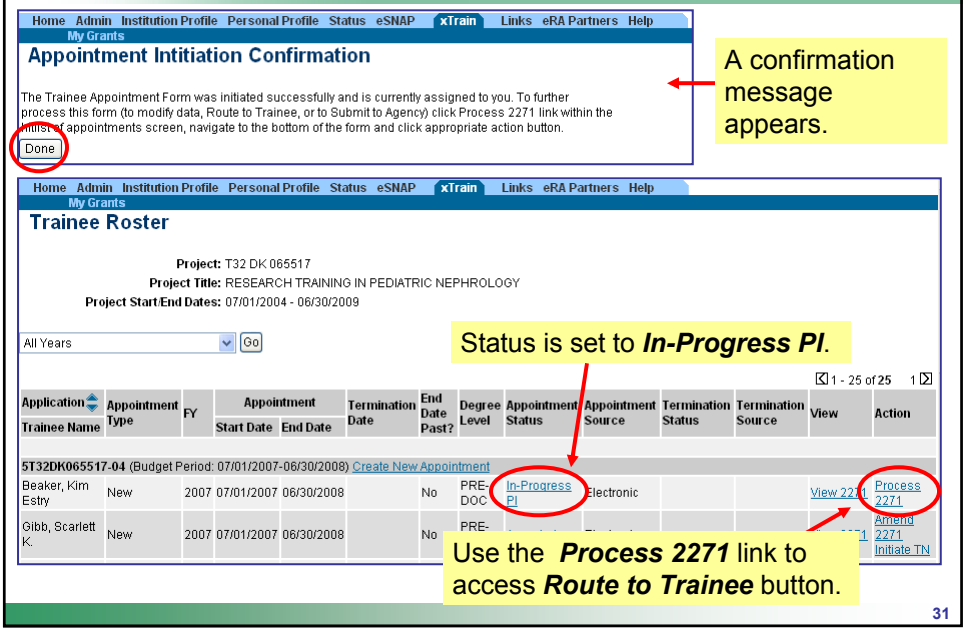
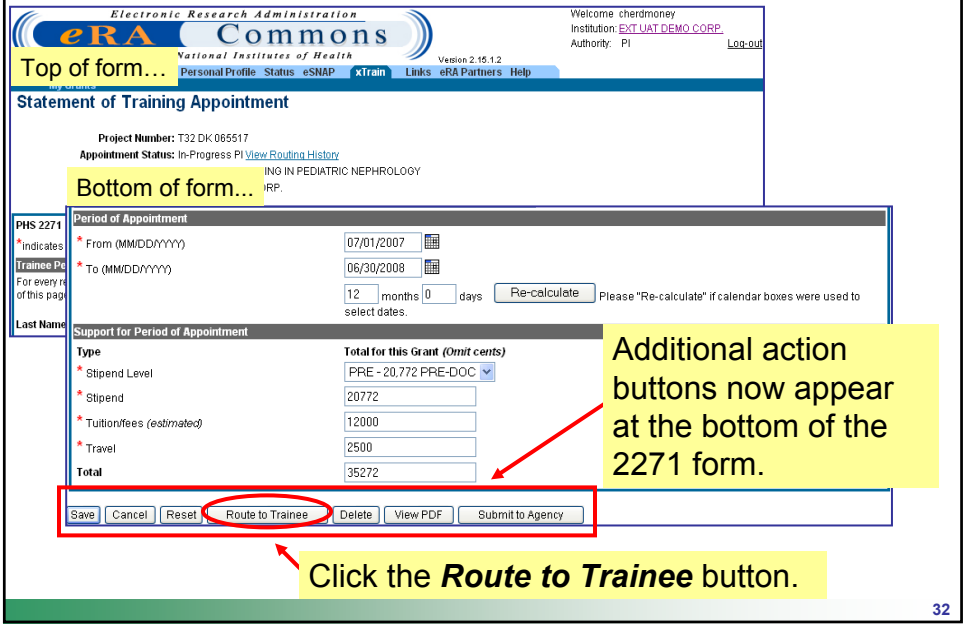
Create New Appointment



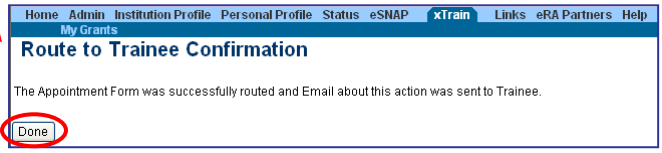
Process 2271



Process 2271

PD/PI

Comments (up to 2000 characters) will be included in email message sent to Trainee. Click ***Continue*** button.



PI Trainee Roster screen

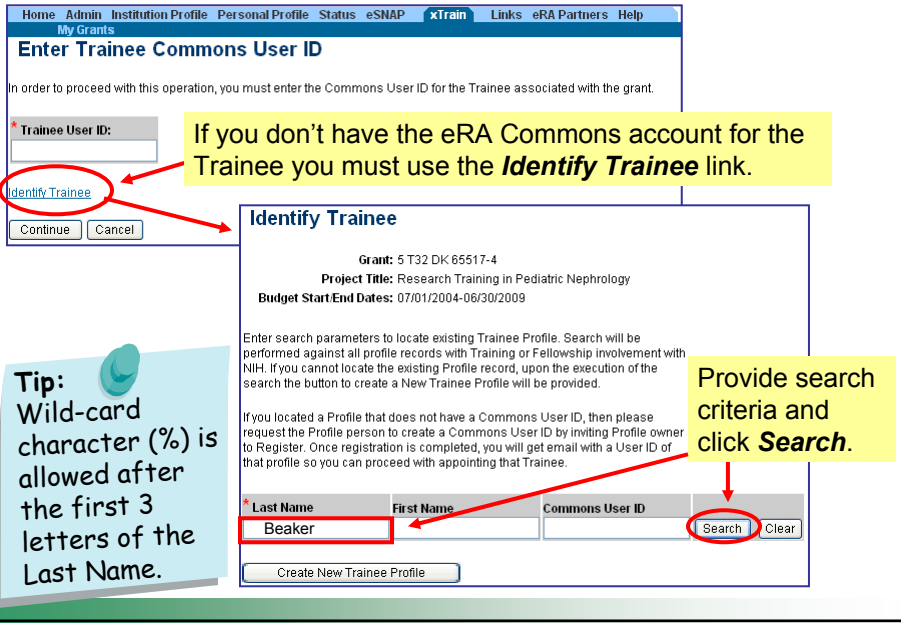
Status is set to ***In-Progress Trainee***.

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008) Create New Appointment													
Beaker, Kim Estry	New	2007	07/01/2007	06/30/2008		No	PRE DOC	In-Progress Trainee	Electronic			View 2271	

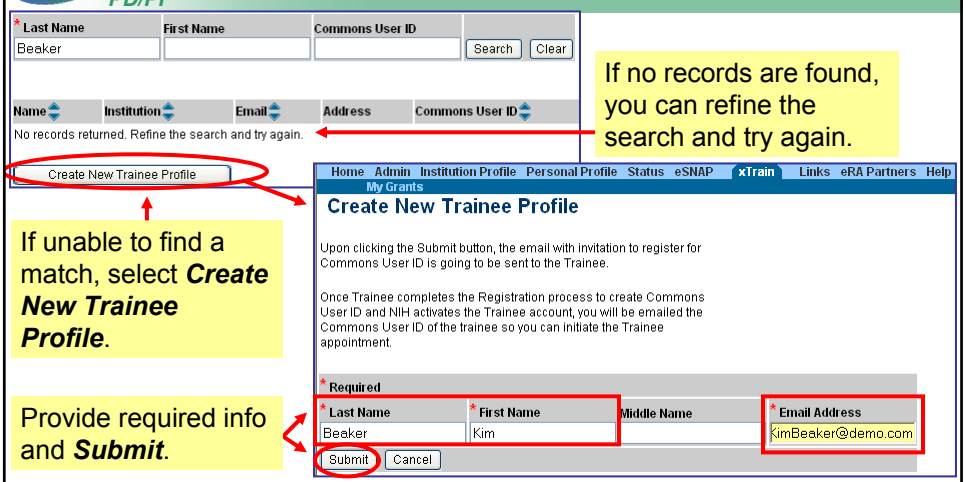
Before we move on…

- Let's go back to the beginning of the ***Create New Appointment*** process and look at the steps you will take to initiate an Appointment for a Trainee without an eRA Commons account.

Identify Trainee



Create New Trainee Profile

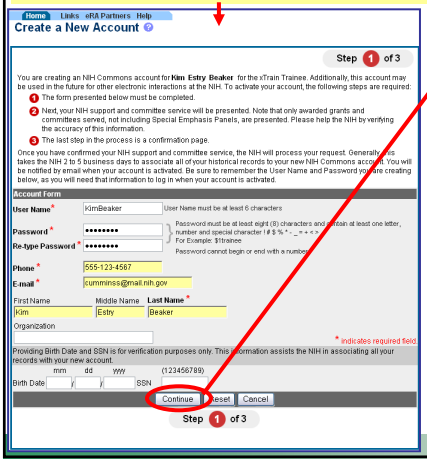


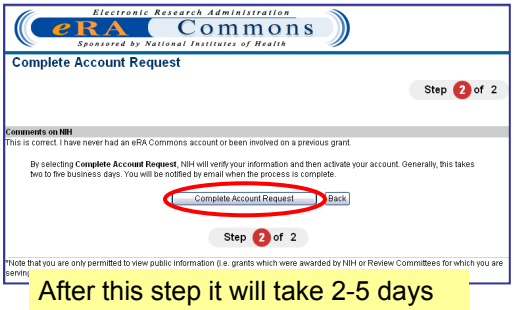
A confirmation screen will appear. Trainee is sent an email with link to register in Commons. The PI is sent an email with the Commons Username to use for the Appointment once the account is established.

New Trainee Profile

Trainee

Trainee receives email with link to register and is directed to complete the presented form and to verify the support identified as a potential match to the Trainee.





After this step it will take 2-5 days for the account to be activated.

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Trainee Profile

Trainee

- Once a Trainee account is created, the Trainee must log into eRA Commons and access each of the Personal Profile pages to provide the information used to populate xTrain-related forms.

Personal Information | Race/ Ethnicity | Residential Address | Degrees | Trainee-Specific

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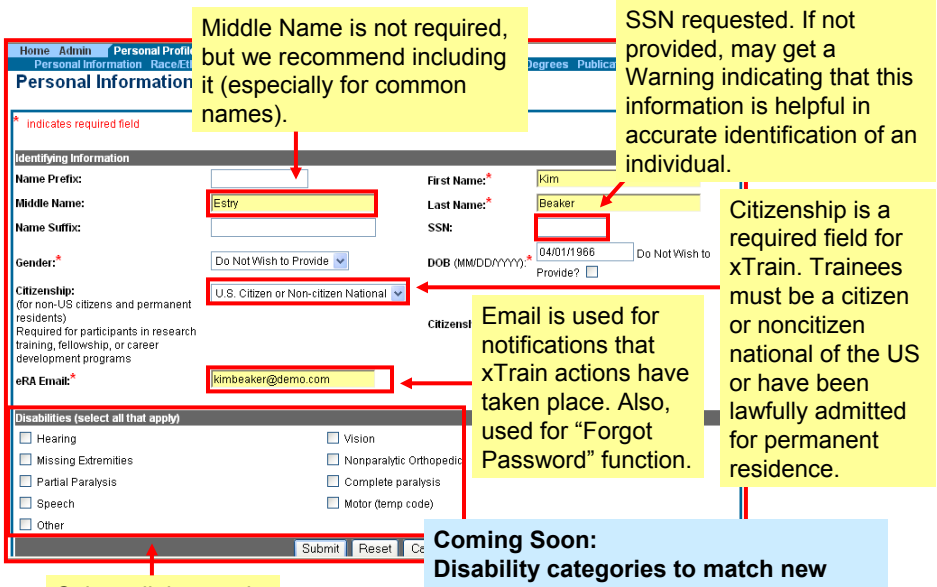
Trainee Profile

- xTrain will check the Trainee's Profile during the Appointment and Termination process and will generate Errors/Warnings if expected information is not available or violates xTrain business rules.
  - Not all fields that are checked are marked as required on the profile screens.
    - Personal Profile is used by multiple eRA services and some fields are required only in specific circumstances.

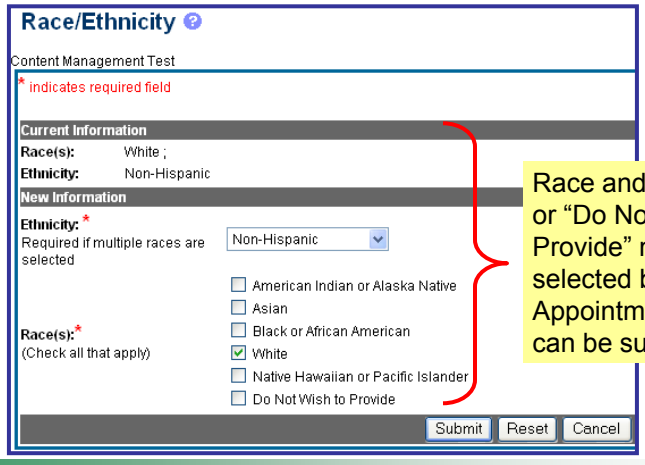
Profile – Personal Info

Trainee



Profile – Race/Ethnicity

- Information is used for aggregate reporting only.



Race and Ethnicity or "Do Not Wish to Provide" must be selected before an Appointment can be submitted.

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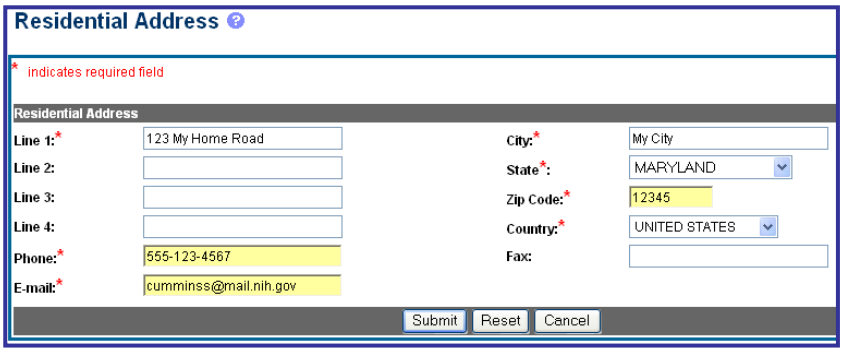
Profile – Residential Address

- Trainee should provide permanent address (i.e., where trainee can be reached after the completion of the program)



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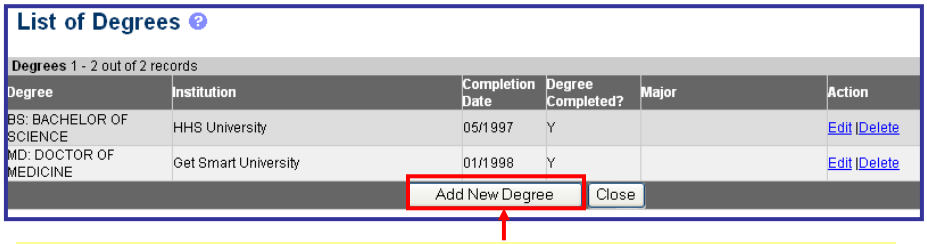
Profile - Degrees

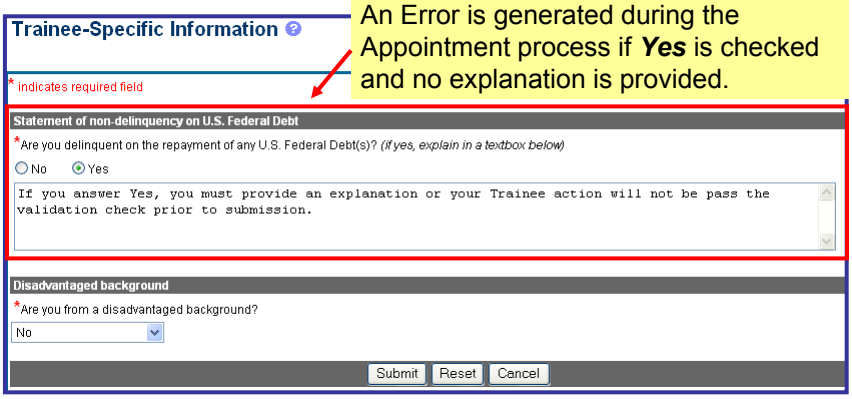
- xTrain checks Degree information as part of the Appointment process
  - PRE-DOC: must have a Bachelor's Degree or equivalent
  - POST-DOC: must have a PhD, MD or equivalent
- Remember to provide information on degrees in progress and the expected completion date



Use ***Add New Degree*** button to provide additional degree information.

Profile – Trainee-Specific

- Information used exclusively for Training grant actions.



An Error is generated during the Appointment process if ***Yes*** is checked and no explanation is provided.

Disadvantaged Background

Individuals from disadvantaged backgrounds are defined as:

1. Individuals who come from a family with an annual income below established low-income thresholds. These thresholds are based on family size, published by the U.S. Bureau of the Census; adjusted annually for changes in the Consumer Price Index; and adjusted by the Secretary for use in all health professions programs. The Secretary periodically publishes these income levels at http://aspe.hhs.gov/poverty/index.shtml. For individuals from low income backgrounds, the institution must be able to demonstrate that such candidates have qualified for Federal disadvantaged assistance or they have received any of the following student loans: Health Professional Student Loans (HPSL), Loans for Disadvantaged Student Program, or they have received scholarships from the U.S. Department of Health and Human Services under the Scholarship for Individuals with Exceptional Financial Need.

2. Individuals who come from a social, cultural, or educational environment such as that found in certain rural or inner-city environments that have demonstrably and recently directly inhibited the individual from obtaining the knowledge, skills, and abilities necessary to develop and participate in a research career. Recruitment and retention plans related to a disadvantaged background are most applicable to high school and perhaps undergraduate candidates, but would be more difficult to justify for individuals beyond that level of achievement.

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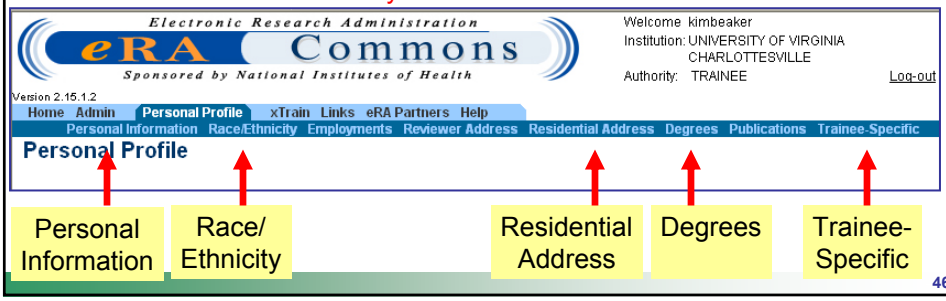
Hands-on: Trainee Profile

Trainee Profile

1. Log into the **Trainee** account provided by your trainer.
   Note: If still logged in from the previous exercise, you may need to ***Log-out*** of that session using the link in the upper, right-hand corner of the screen.
2. Select the ***Personal Profile*** tab in the blue navigation bar across the top of the screen.
3. Select each of the profile areas used with xTrain. Enter/update the information required by xTrain.
   Remember, not all of the fields required by xTrain will be marked required in the profile.

** We'll see how well you did in a later exercise. **



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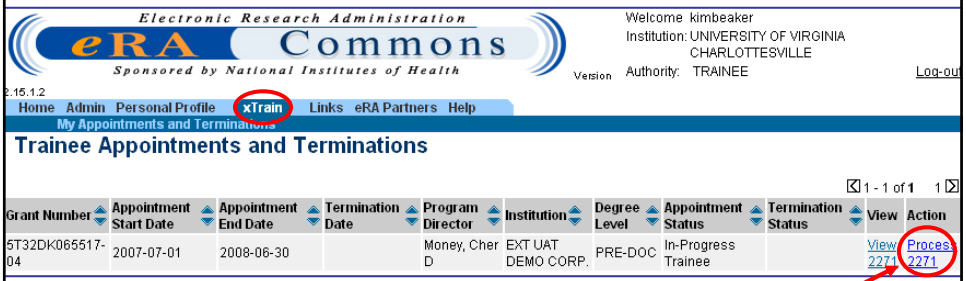
New Appointment

Trainee

Now back to that New Appointment from the Trainee perspective…

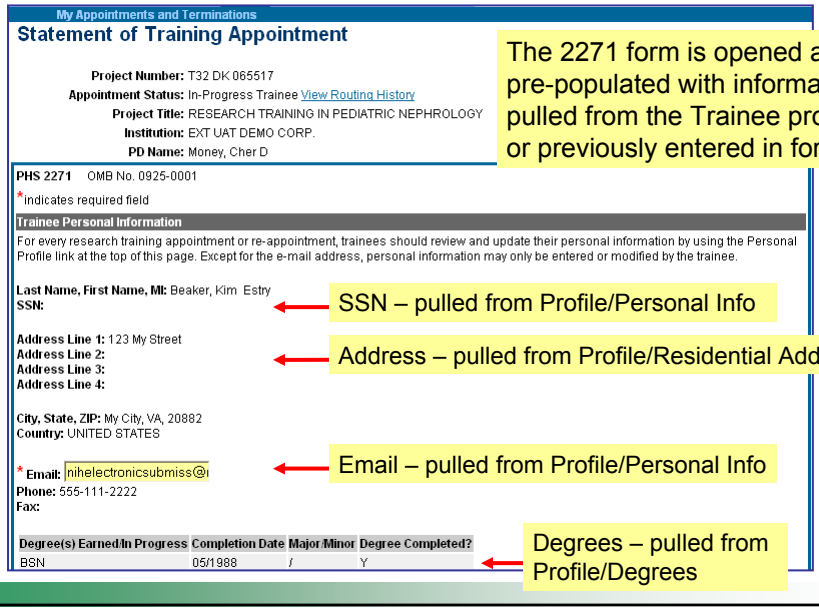
- Trainee users are brought to the ***Trainee Appointments and Terminations*** screen when the ***xTrain*** tab is selected



Click the ***Process 2271*** to access the Appointment form.

New Appointment

Trainee



The 2271 form is opened and pre-populated with information pulled from the Trainee profile or previously entered in form.

SSN – pulled from Profile/Personal Info

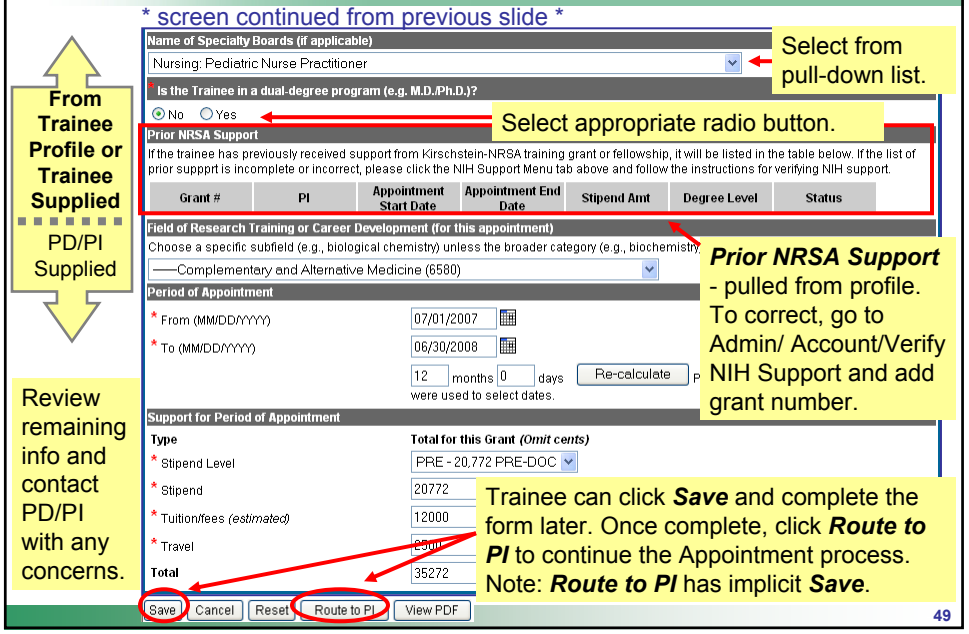
Address – pulled from Profile/Residential Address

Email – pulled from Profile/Personal Info

Degrees – pulled from Profile/Degrees

New Appointment

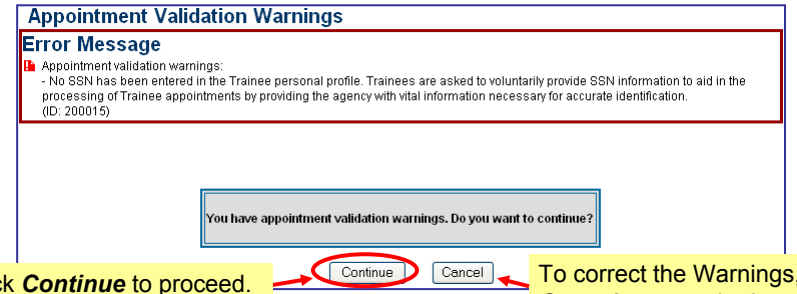
eRA Trainee



New Appointment

eRA Trainee

- When the Trainee clicks the ***Route to PI*** button, the system will validate the information contained in the 2271 form and will flag any Errors or Warnings found.
  - Errors must be corrected before the Appointment is routed. Warnings are corrected at your discretion.



Click ***Continue*** to proceed.

To correct the Warnings, click ***Cancel***, correct the item and click ***Route to PI*** again.

New Appointment

Trainee

Provide Comments

If you would like to send comments by e-mail to the next recipient of this form, please insert them below.

Comments:

I have completed the form. Please let me know if you require any additional information.

Kim Beaker

Comments (up to 2000 characters) will be included in email message sent to PD/PI. Click ***Continue*** button.

Continue | Cancel

Route to PI Confirmation

I certify that the statements herein are true and complete to the best of my knowledge and that I will comply with all applicable Public Health Service terms and conditions governing my appointment. I am aware that any false, fictitious or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

I Accept | Cancel

Electronic Signature recorded.

Route to PI Confirmation

The 2271 Form was successfully routed and Email about this action was sent to PI.

Done

Trainee Appointments and Terminations screen

Grant Number	Appointment Start Date	Appointment End Date	Termination Date	Program Director	Institution	Degree Level	Appointment Status	Termination Status	View	Action
5T32DK065517-04	2007-07-01	2008-06-30		Money, Cher D	EXT UAT DEMO CORP.	PRE-DOC	In-Progress PI		View 2271	

Status is set to ***In-Progress PI***.

51

New Appointment

PD/PI

- To complete the Appointment, the PD/PI must review the 2271 form one last time and then ***Submit to Agency***.

PI Trainee Roster screen

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008) Create New Appointment													
Beaker, Kim Estry	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	In-Progress PI	Electronic			View 2271	Process 2271

Bottom of 2271 form

Support for Period of Appointment

Type	Total for this Grant *(Omit cents)*
* Stipend Level	PRE - 20,772 PRE-DOC
* Stipend	20772
* Tuition/fees *(estimated)*	12000
* Travel	2500
Total	35272

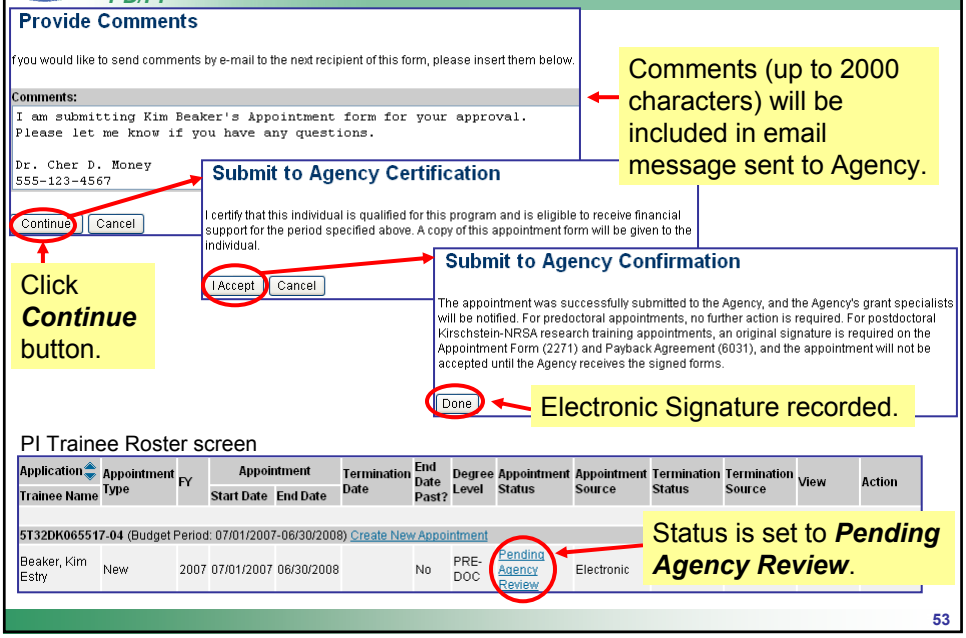
Click ***Submit to Agency*** to complete the Appointment initiation process.

Save | Cancel | Reset | Route to Trainee | Delete | View PDF | Submit to Agency

52

New Appointment

PD/PI



New Appointment

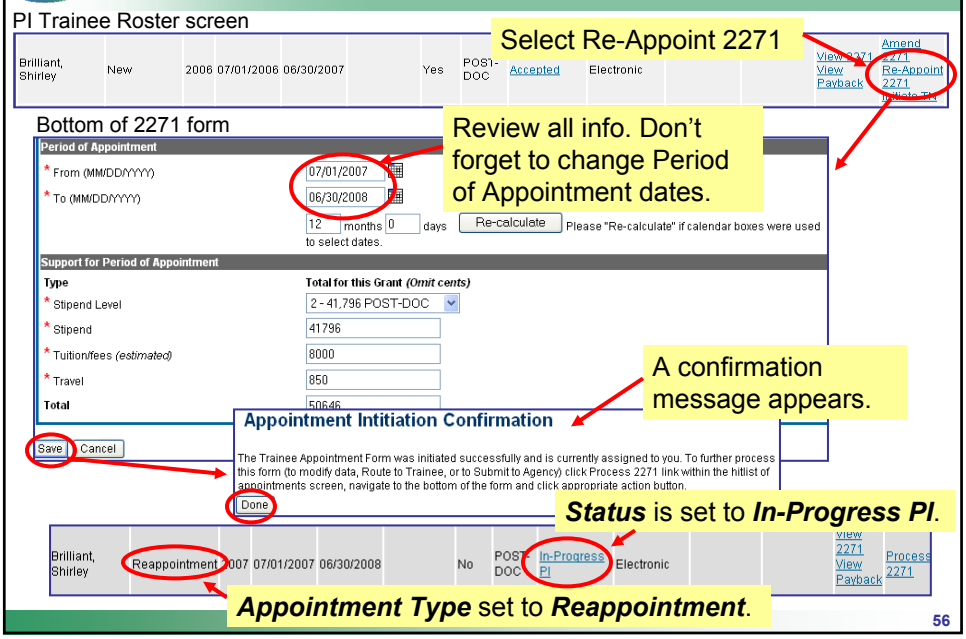
- For Pre-doc Appointments
  - No further action is needed, unless confirmation of permanent residency status is required
- For Post-doc Appointments Only
  - Mail the following forms with original Trainee signatures to the awarding NIH Institute
    - Appointment (2271) form
    - Payback Agreement (6031) form
    - Confirmation of permanent residency (if needed)

Tip: For Post-docs, use links provided at time of submission to print forms to ensure most recent info.

Re-Appointment

- An Appointment (2271) form is needed for each budget period for which the Trainee receives support.
- The initial year of support on a specific grant is referred to as a “New” Appointment, subsequent periods are **Re-appointments**.
- Re-appointments follow the same basic flow as an Appointment.

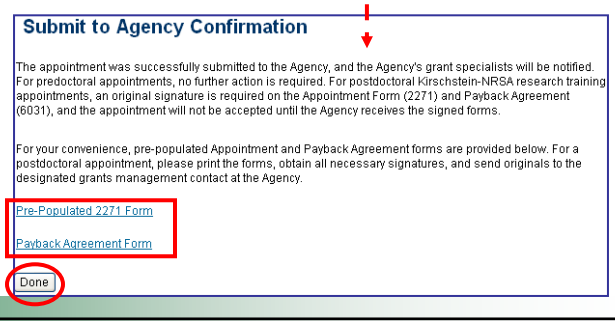
Re-Appointment



Re-Appointment

- The rest of the process is the same as the one followed for Appointments.
  - For Post-docs, the ***Submit to Agency Confirmation*** page includes links to print the 2271 and Payback Agreement forms which must be signed and mailed to the Agency.

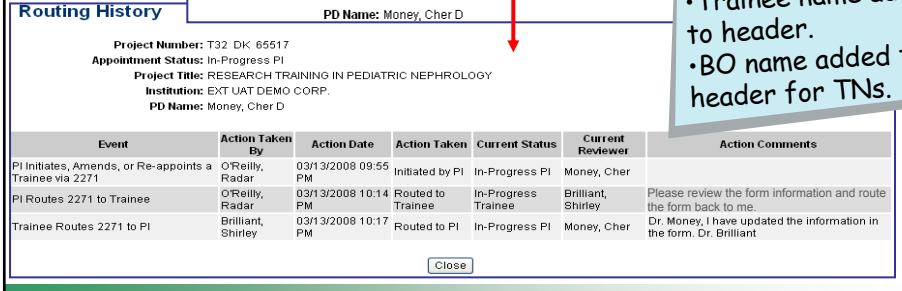
Tip: For Post-docs, use links provided at time of submission to print forms to ensure most recent info.



Routing History

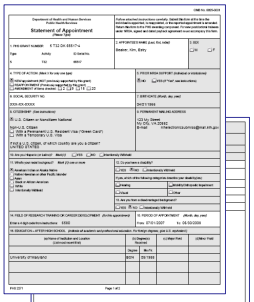
- The View Routing History link is available throughout many of the xTrain processes
  - Provides event history including routing comments

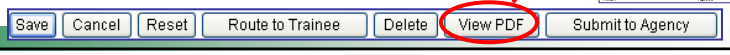
Coming Soon:
- Registration events to be added to history.
- Trainee name added to header.
- BO name added to header for TNs.



View 2271

- Any xTrain user can use the View 2271 link in their hitlist or the View PDF button at the bottom of the form to look at the current document
  - If not yet submitted to Agency (or if previously submitted on paper), the system creates the view "on the fly," pulling the most current information from the profile/database and any entered data
  - If already electronically submitted, a "snapshot" of the form at time of submission is displayed
  - Uses most recently OMB-approved form
    - For historical paper submissions, the form may not look identical to the one submitted





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Hands-on: Appointment

Appointment

- From your PI's ***Trainee Roster*** screen, go to the most recent budget period listed (make note of the budget period dates) and select the ***Create New Appointment*** link. Supply the Trainee Username provided by your trainer and follow the Appointment process all the way through to ***Submit to Agency***.
  - You will need to:
    - Enter PI-supplied information
    - ***Route to Trainee***
    - Login as Trainee and enter Trainee-supplied information
    - ***Route to PI***
    - Login as PI, review the form and ***Submit to Agency***

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Hands-on: Re-Appointment

Re-Appointment

- From your PI's ***Trainee Roster*** screen, select a ***Re-Appoint 2271*** link (your trainer will identify one for you) and process the Re-Appointment.

** You may want to try this exercise using your ASST account to initiate the Re-Appointment. **

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Amendment

- Once an Appointment is Accepted by Agency, an Amendment is needed to change any of the following items:
  - Name
  - Permanent Mailing Address
  - Appointment Period
  - Support from the Grant
- Submit an Amendment as soon as the change occurs

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Amendment

eRA PD/PI

Amendments follow the same basic flow as Appointments/Re-appointments

PI Trainee Roster screen

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008) Create New Appointment													
Beaker, Kim Estry	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	Pending Agency Review	Electronic			View 2271	
Gibb, Scarlett K.	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	Accepted	Electronic			View 2271	Amend 2271 Initiate TN

PD/PI selects ***Amend 2271***

Top of 2271 form

Statement of Training Appointment

Project Number: T32 DK 065517
Appointment Status: Accepted View Routing History
Project Title: RESEARCH TRAINING IN PEDIATR
Institution: EXT UAT DEMO CORP.
PD Name: Money, Cher D

PHS 2271 OMB No. 0925-0001

*indicates required field

Trainee Personal Information

For every research training appointment or re-appointment, trainees sho top of this page. Except for the e-mail address, personal information ma

Last Name, First Name, MI: Gibb, Scarlett K.

The 2271 form is opened and the PD/PI can edit the appropriate fields.

Bottom of 2271 form

Period of Appointment

* From (MM/DD/YYYY) 07/01/2007
* To (MM/DD/YYYY) 03/20/2008
8 months 20 days Re-calculate
select dates.

Support for Period of Appointment

Type	Total for this Grant *(Omit cents)*
* Stipend Level	PRE - 20,772 PRE-DOC
* Stipend	14887
* Tuition/fees *(estimated)*	2000
* Travel	200
Total	17087

PD/PI ***Saves*** the edits.

Save Cancel

Amendment

eRA PD/PI

A new line is added to the ***Trainee Roster*** with ***Appointment Type*** of ***Amendment*** and ***Appointment Status*** of ***In Progress PI***.

PI Trainee Roster screen

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008) Create New Appointment													
Beaker, Kim Estry	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	Pending Agency Review	Electronic			View 2271	
Gibb, Scarlett K.	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	Accepted	Electronic			View 2271	Amend 2271 Initiate TN
Gibb, Scarlett K.	Amendment	2007	07/01/2007	03/20/2008		No	PRE-DOC	In-Progress PI	Electronic			View 2271	Process 2271

The ***Process 2271*** action link is used to continue the process just like an Appointment (i.e., Route to Trainee, Submit).

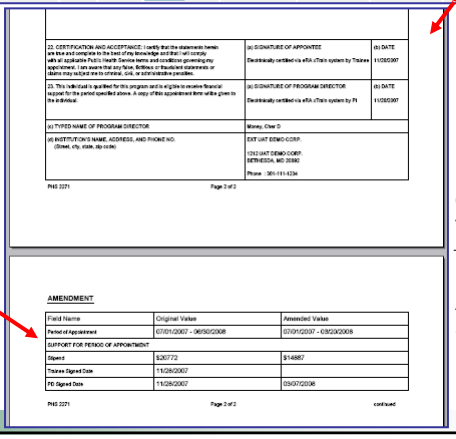
Amendment

PD/PI

The document accessed via the ***View 2271*** link for the ***New Appointment*** remains intact.

PI Trainee Roster screen

Gibb, Scarlett K.	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	Accepted	Electronic			View 2271	Amend 2271 Initiate TN
Gibb, Scarlett K.	Amendment	2007	07/01/2007	03/20/2008		No	PRE-DOC	Pending Agency Review	Electronic			View 2271	



The ***View 2271*** link for the ***Amendment*** shows the original 2271 (as it was submitted) with an Amendment section appended at the end.

AMENDMENT

Field Name	Original Value	Amended Value
Period of Appointment	07/01/2007 - 06/30/2008	07/01/2007 - 03/20/2008
SUPPORT FOR PERIOD OF APPOINTMENT		
Stipend	$20772	$14887
Trainee Signed Date	11/28/2007	
PD Signed Date	11/28/2007	03/07/2008

Bottom of original 2271 form

New Amendment section

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Hands-on: Amendment

Amendment

- From your PI's ***Trainee Roster*** screen, select the ***Amend 2271*** link (your trainer will identify one for you). Change the Period of Appointment date and any other information you want to alter. Process the Amendment.
  - What happened to the Stipend when you altered the Period of Appointment?
- From your PI's Trainee Roster screen, select the ***View 2271*** link for the Amendment.
  - Note the new section added to the bottom of the document.

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Termination

Program Director/ Principal Investigator

PD/PI locates Trainee on Roster, initiates a Termination Notice (TN), inputs additional info and routes TN to Trainee

Trainee

Trainee fills out required information and routes the TN back to PD/PI

PD/PI reviews TN and routes it to BO

BO approves and routes TN to Agency

Agency

Quick Reference: http://era.nih.gov/files/xTrain_Initiate_Termination.pdf

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Termination Notice

PD/PI

- Termination Notices are typically initiated by the PD/PI
  - BOs also can initiate a Termination Notice

PI Trainee Roster screen

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008) Create New Appointment													
Beaker, Kim Estry	New	2007	07/01/2007	06/30/2008		No	PRE-DOC	Accepted	Electronic			View 2271	Amend 2271 / Initiate TN

Select ***Initiate TN*** to begin Termination process.

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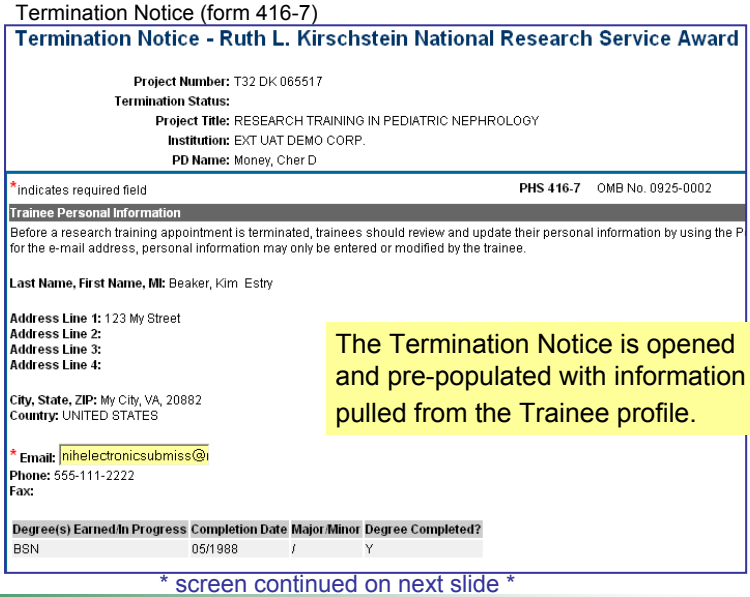
Termination Notice

PD/PI

Termination Notice (form 416-7)



Termination Notice - Ruth L. Kirschstein National Research Service Award

Project Number: T32 DK 065517
Termination Status:
Project Title: RESEARCH TRAINING IN PEDIATRIC NEPHROLOGY
Institution: EXT UAT DEMO CORP.
PD Name: Money, Cher D

*indicates required field — **PHS 416-7** OMB No. 0925-0002

Trainee Personal Information

Before a research training appointment is terminated, trainees should review and update their personal information by using the P for the e-mail address, personal information may only be entered or modified by the trainee.

Last Name, First Name, MI: Beaker, Kim Estry

Address Line 1: 123 My Street
Address Line 2:
Address Line 3:
Address Line 4:

City, State, ZIP: My City, VA, 20882
Country: UNITED STATES

* **Email:** nihelectronicsubmiss@i
Phone: 555-111-2222
Fax:

Degree(s) Earned/In Progress	Completion Date	Major/Minor	Degree Completed?
BSN	05/1988	/	Y

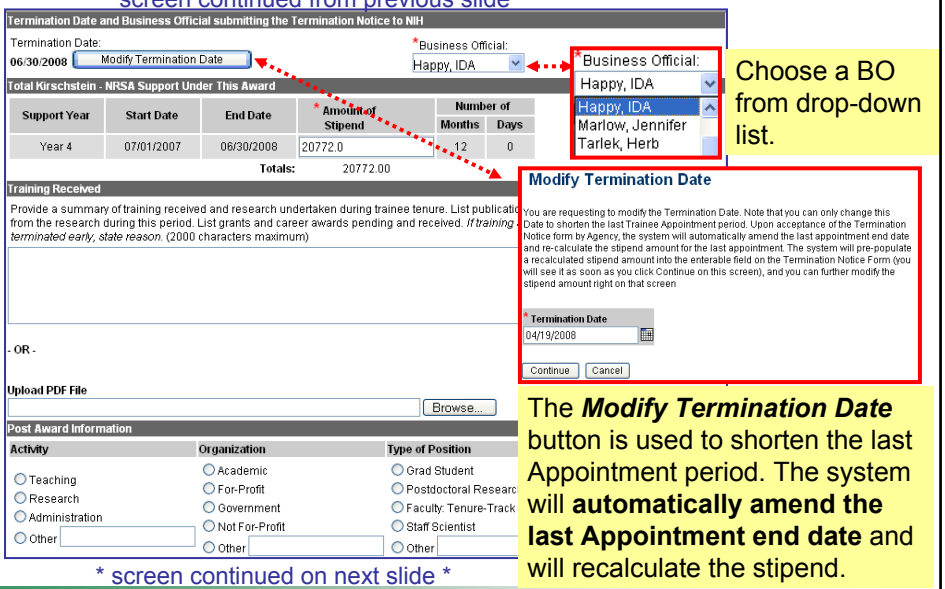
The Termination Notice is opened and pre-populated with information pulled from the Trainee profile.

* screen continued on next slide *

Termination Notice

PD/PI

* screen continued from previous slide *



Termination Date and Business Official submitting the Termination Notice to NIH

Termination Date: 06/30/2008 — Modify Termination Date

*Business Official: Happy, IDA

Total Kirschstein - NRSA Support Under This Award

Support Year	Start Date	End Date	* Amount of Stipend	Number of Months	Number of Days
Year 4	07/01/2007	06/30/2008	20772.0	12	0
		Totals:	20772.00		

*Business Official: Happy, IDA (Happy, IDA / Marlow, Jennifer / Tarlek, Herb)

Choose a BO from drop-down list.

Training Received

Provide a summary of training received and research undertaken during trainee tenure. List publicati from the research during this period. List grants and career awards pending and received. *If training terminated early, state reason.* (2000 characters maximum)

- OR -

Upload PDF File — Browse...

Post Award Information

Activity	Organization	Type of Position
Teaching	Academic	Grad Student
Research	For-Profit	Postdoctoral Researc
Administration	Government	Faculty: Tenure-Track
Other	Not For-Profit	Staff Scientist
	Other	Other

Modify Termination Date

You are requesting to modify the Termination Date. Note that you can only change this Date to shorten the last Trainee Appointment period. Upon acceptance of the Termination Notice form by Agency, the system will automatically amend the last appointment end date and re-calculate the stipend amount for the last appointment. The system will pre-populate a recalculated stipend amount into the enterable field on the Termination Notice Form (you will see it as soon as you click Continue on this screen), and you can further modify the stipend amount right on that screen

* Termination Date: 04/19/2008

Continue | Cancel

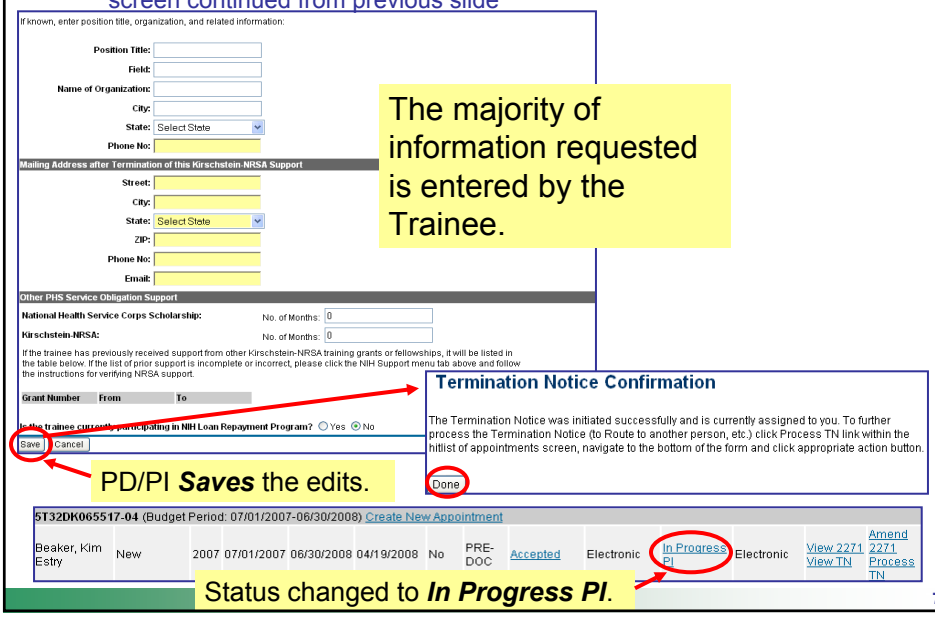
The ***Modify Termination Date*** button is used to shorten the last Appointment period. The system will **automatically amend the last Appointment end date** and will recalculate the stipend.

* screen continued on next slide *

Termination Notice

PD/PI

* screen continued from previous slide *



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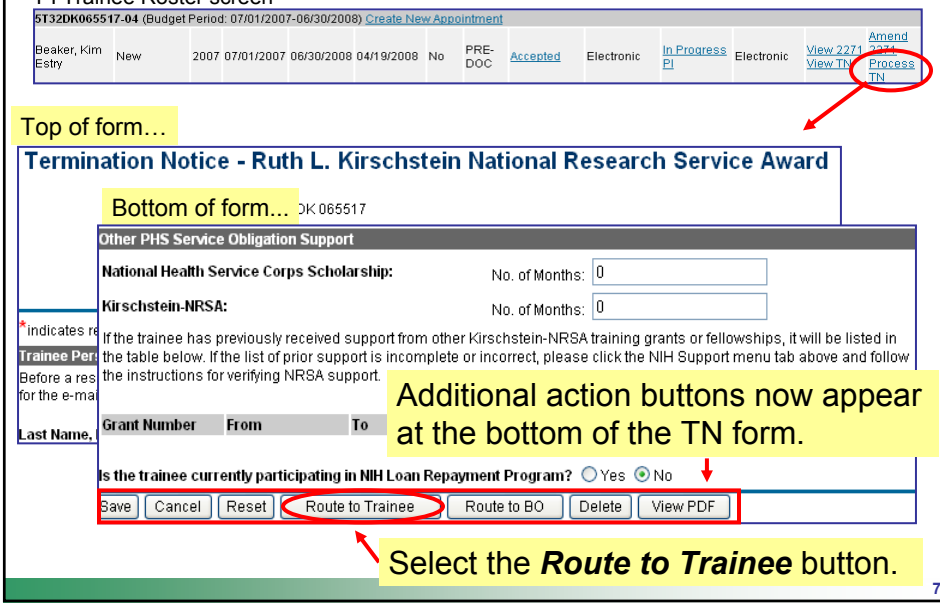
Termination Notice

PD/PI

PI Trainee Roster screen



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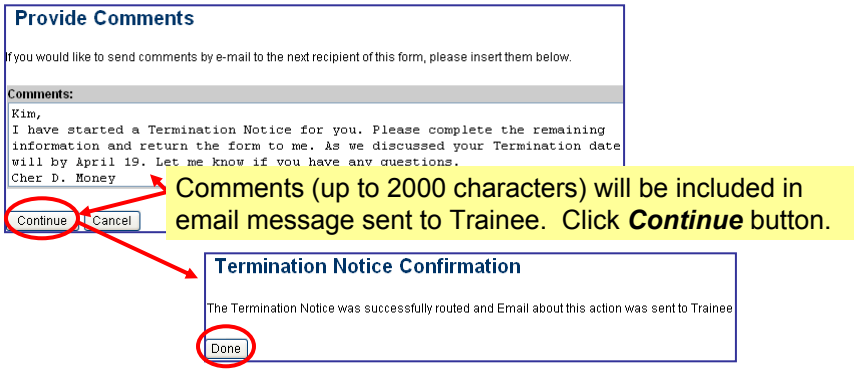
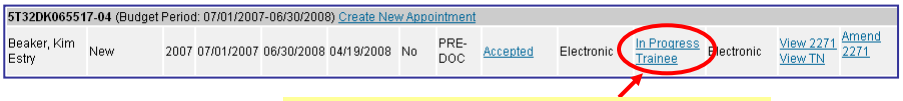
Termination Notice

PD/PI



PI Trainee Roster screen

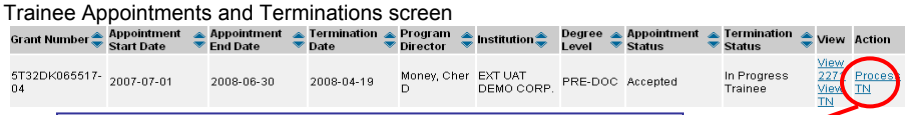


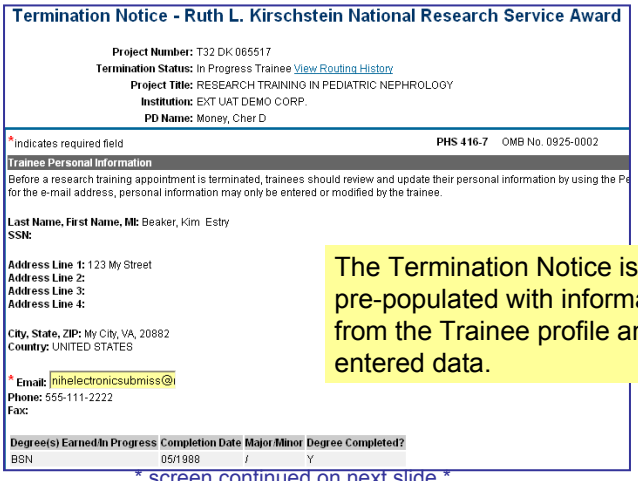
Status is set to ***In-Progress Trainee***.

Termination Notice

Trainee

Trainee Appointments and Terminations screen





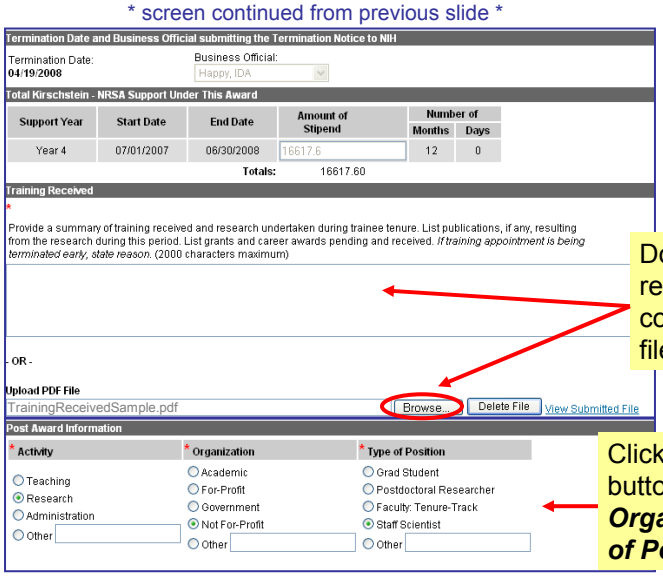
The Termination Notice is opened and pre-populated with information pulled from the Trainee profile and previously entered data.

* screen continued on next slide *

Termination Notice

eRA Trainee

* screen continued from previous slide *



Document training received either in comment field or via file upload.

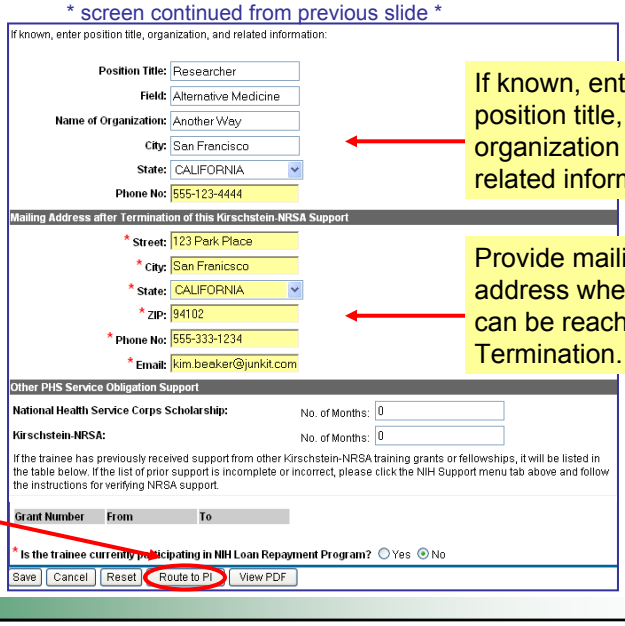
Click appropriate radio buttons for: ***Activity***, ***Organization*** and ***Type of Position***.

* screen continued on next slide *

Termination Notice

eRA Trainee

* screen continued from previous slide *



If known, enter position title, organization and related information.

Provide mailing address where you can be reached after Termination.

Review all information, then ***Route to PI***.

Termination Notice

eRA Trainee

Trainee Appointments and Terminations screen

Grant Number	Appointment Start Date	Appointment End Date	Termination Date	Program Director	Institution	Degree Level	Appointment Status	Termination Status	View	Action
5T32DK065517-04	2007-07-01	2008-06-30	2008-04-19	Money, Cher D	EXT UAT DEMO CORP.	PRE-DOC	Accepted	In Progress PI	View 2271 View TN	

Status is set to ***In Progress PI***.

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Termination Notice

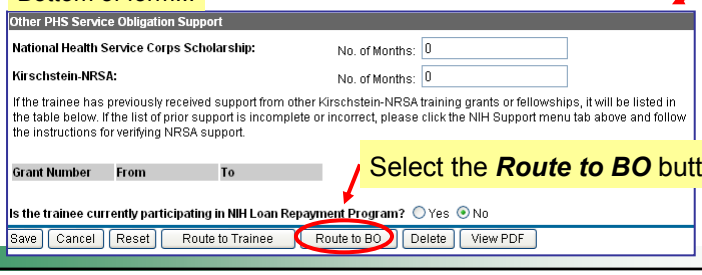
eRA PD/PI

- The PD/PI cannot submit the Termination Notice. It must be routed to the Business Official (BO) for submission.

PI Trainee Roster screen

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008) Create New Appointment													
Beaker, Kim Estry	New	2007	07/01/2007	06/30/2008	04/19/2008	No	PRE-DOC	Accepted	Electronic	In Progress PI	Electronic	View 2271 View TN	Amend 2271 Process TN

Bottom of form...



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Termination Notice

PD/PI

Provide Comments

If you would like to send comments by e-mail to the next recipient of this form, please insert them below.

Comments:

Ida,
Here is the Termination Notice for Kim Beaker. Her new termination date is April 19. I've reviewed the document and believe it is complete.
Let me know if you have any questions.
Cher Money

Comments (up to 2000 characters) will be included in email message sent to BO.

Continue | Cancel

Click ***Continue*** button.

Termination Notice Certification

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

I Certify | Cancel

Electronic Signature recorded.

Termination Notice Confirmation

The Termination Notice was successfully routed to the designated Business Official. For predoctoral trainees, no further action is required. To terminate postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Termination Notice, and the appointment will not be terminated until the Agency receives the signed form.

Done

PI Trainee Roster screen

5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008) Create New Appointment

Beaker, Kim Estry	New	2007	07/01/2007	06/30/2008	04/19/2008	No	PRE-DOC	Accepted	Electronic	In Progress BO	Electronic	View 2271 View TN	Amend 2271

Status is set to ***In Progress BO***.

Termination Notice

BO

- xTrain users with the BO role are brought to a grant search screen when the xTrain tab is selected.

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health
Version 2.15.1.2

Welcome bhappy
Institution: EXT UAT DEMO CORP.
Authority: BO
Log-out

Home | Admin | Institution Profile | Personal Profile | eSNAP | xTrain | Links | eRA Partners | Help
Search for Grants

List of Grants

Activity Code	IC	Serial Number	PD Last Name	Project Start Date	Project End Date	
			Money			Search Clear

Provide search criteria and click the ***Search*** button.

BO Trainee Roster

Home | Admin | Institution Profile | Personal Profile | eSNAP | xTrain | Links | eRA Partners | Help
Search for Grants

List of Grants

Activity Code	IC	Serial Number	PD Last Name	Project Start Date	Project End Date	
			Money			Search Clear

1 - 2 of 2

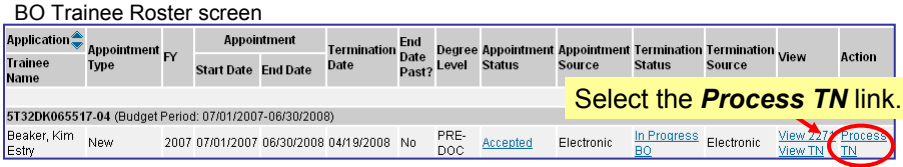
Number	Project Start Date	Project End Date	Program Director	Project Title	Action
T32 DK 061298	04/01/2002	03/31/2009	Money, Cher D	MOLECULAR MECHANISMS & NOVEL THERAPIES OF NEPHRON INJURY	View Trainee Roster
T32 DK 065517	07/01/2004	06/30/2009	Money, Cher D	RESEARCH TRAINING IN PEDIATRIC NEPHROLOGY	View Trainee Roster

Select the ***View Trainee Roster*** link.

Termination Notice

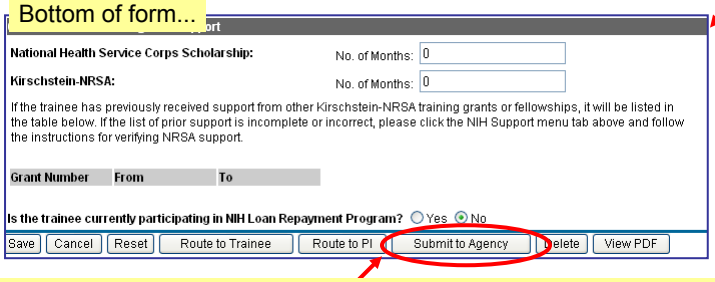
- The BO has access to xTrain Actions from the ***Trainee Roster***.

BO Trainee Roster screen



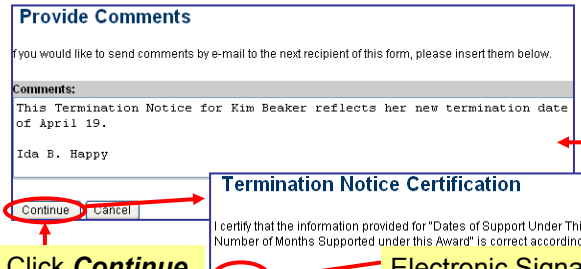
Select the ***Process TN*** link.

Bottom of form...



BO reviews TN and clicks ***Submit to Agency*** to complete the process.

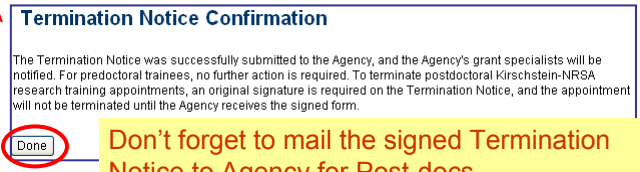
Termination Notice



Comments (up to 2000 characters) will be included in email message sent to Agency.

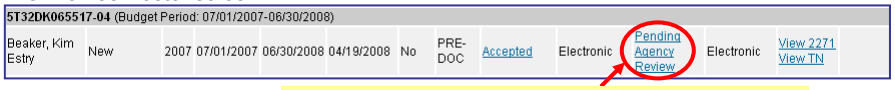
Click ***Continue*** button.

Electronic Signature recorded.



Don't forget to mail the signed Termination Notice to Agency for Post-docs .

BO Trainee Roster screen

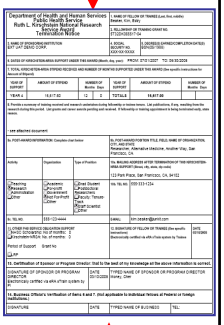


Status is set to ***Pending Agency Review***.

View TN & View PDF

Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	View	Action
5T32DK065517-04 (Budget Period: 07/01/2007-06/30/2008)													
Beaker, Kim Estry	New	2007	07/01/2007	06/30/2008	04/19/2008	No	PRE-DOC	Accepted	Electronic	Pending Agency Review	Electronic	View 2271 View TN	

- Any xTrain user can use the View TN link in the Trainee Roster or use the View PDF button at the bottom of the form to look at the current document
  - If not yet submitted to Agency (or if previously submitted on paper), the system creates the view "on the fly" pulling the most current info from the profile/database and any entered data.
  - If already electronically submitted, a "snapshot" of the form at time of submission is displayed.
  - Uses most recently OMB-approved form.
    - For historical paper submissions, the form may not look identical to the one submitted.



Save | Cancel | Reset | Route to Trainee | Route to PI | Submit to Agency | Delete | View PDF

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Hands-on: Termination

Termination

- From your PI's ***Trainee Roster*** screen, identify the trainee that you will be terminating and select the ***Initiate TN*** link.
  - You will need to:
    - Enter PI-supplied information (don't forget to select your BO account from the Business Official drop-down menu)
    - ***Route to Trainee***
    - Login as Trainee and enter Trainee-supplied information
    - ***Route to PI***
    - Login as PI, review the form and ***Route to BO***
    - Login as BO, review the form and ***Submit to Agency***

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Resources

- Links of Interest
  - eRA Commons https://commons.era.nih.gov/commons/
  - eRA Web site http://era.nih.gov/
  - xTrain Web Page: application guide, quick reference sheets, FAQs, training materials http://era.nih.gov/services_for_applicants/other/xTrain.cfm
  - Ruth L. Kirschstein National Research Service Award page: policy information, stipend levels, FAQs http://grants.nih.gov/training/nrsa.htm
  - NIH Forms & Applications http://grants.nih.gov/grants/forms.htm

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Finding Help

eRA Commons Help Desk

- Hours: Mon–Fri, 7 a.m. – 8 p.m. Eastern
- Web: http://ithelpdesk.nih.gov/eRA/
- Toll-free: 1-866-504-9552
- Phone: 301-402-7469
- TTY: 301-451-5939

Don't forget to get a help desk ticket number if your issue isn't immediately resolved.

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