Note to Potential X-TRAIN Pilot Testers (5/23/2007)

Thank you for considering testing the new X-TRAIN system in the eRA Commons. X-TRAIN is the system that will be used to electronically process and submit Statement of Appointment Forms (PHS2271s) and Termination Notices (PHS 416-7) associated with trainees receiving support under NIH Training grants. Initially the system will be available for all trainees (predoc, postdoc, short-term, pre-baccalaureate) supported on NIH T32s, T34, and T35s.

Currently scheduled to be deployed in mid-October 2007, this will be considered a "production pilot"; i.e., the system will be deployed to production so the pilot data submitted will be live data going through the official process. No test data or database will be available; however, the Commons Demo site will be revised at the same time to include the new X-TRAIN functionality.

In order to have a critical mass of appointment forms to process in October and November, **those participating in the pilot will be given permission to delay processing of 2271s normally processed via paper during the summer months.**

There is wide-spread interest across all NIH Institutes/Centers (ICs) for this pilot so there are no plans on the NIH side to limit participation to only certain ICs. However, participating institutions may decide to limit pilot testing to certain Departments or particular training programs if desired.

While many of the implementation details are still being discussed, here are some expectations of institutions who agree to participate.

- Establish a single point of contact at your institution to coordinate with the pilot testers. We recognize that the actual users in this case are based in many Departments. So we ask that you designate one individual whom NIH can use to initially communicate with as implementation of the pilot is rolled out.
- Be available for implementation communications in September & October. These will be e-mails, perhaps group conference calls, video/web-casts.
- Hold processing paper 2271 & Termination Notices forms normally submitted in summer and early fall 2007 until mid-October.
- Compile a list of potential testers, including Name, Department, Phone Number, e-mail. **Be prepared to provide list to the NIH by 7/31/2007.** If you plan to limit testing to certain Departments and/or training programs, include your implementation plans along with this list.
- Use the 6-week period October 12, 2007 – November 30, 2007 to process forms through X-TRAIN
- Provide feedback to NIH (NIH will be developing a feedback loop)

If interested in participating in the pilot, by June 22, 2007 please send the name and contact information of your institution's coordinating contact to:

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