Community for Advanced Graduate Training (CAGT) System User's Guide

Information Resources Management Branch (IRMB)

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Community for Advanced Graduate Training (CAGT) User's Guide

1.0 INTRODUCTION

The Minority Access to Research Careers (MARC) branch of the National Institute of General Medical Sciences (NIGMS) manages the Undergraduate Student Training in Academic Research (U-STAR) program, designated the MARC U-STAR (T34) Program. This program offers biomedical sciences research training to minority juniors and seniors of 4-year colleges, universities and health professional schools to improve their ability to conduct biomedical research at the graduate level. As part of the MARC U-STAR (T34) program, these minorities are junior and senior honors students who have expressed a desire to pursue postgraduate education leading to a Ph.D. Therefore, they are highly qualified candidates for training programs at the graduate level.

NIGMS also manages the Institutional Pre-doctoral Training Grants program, which is designated "T32." The T32 program supports pre-doctoral research training for students enrolled in qualified institutions. Such training covers biomedical sciences, behavioral sciences, and related clinical fields. Therefore, Directors of the T32 Program seek students with the biomedical research skills that the MARC program engenders.

The CAGT website is designed to enable T34 Students to find research training opportunities in T32 programs, and to enable T32 Program Directors at universities to identify and recruit T34 Students who may be interested in their university's research training program. This User's Guide contains all essential information to utilize the CAGT website effectively. This guide includes a description of the system functionalities and capabilities, including step-by-step instructions on how to access and use the website.

1.1   Purpose and Scope

The CAGT User's Guide is intended for all MARC U-STAR (T34) Students, MARC U-STAR (T34) Program Directors, MARC U-STAR (T34) Program Officials, Pre-doctoral Training Grants (T32) Program Directors, and Pre-doctoral Training Grants (T32) Program Officials (for the remainder of this document, the names of these roles will be shortened to T34 Student, T34 PD, T32 PD, T34 PO, and T32 PO.). The purpose of the User's Guide is to explain: 1) how to establish a profile on the website; 2) how to search for information about T32 programs; and 3) how to search for information about T34 Students.

1.2   Privacy Act Considerations

The Privacy Act (Public Law 93-579) requires every Federal Agency to inform each individual why personal information is requested and how it will be used. The information you are asked to enter on our website will be used in our programs and institutes. The information will not be disclosed, without your prior written consent, to anyone who is not an employee of the Department of Health and Human Services. When inquiries are emailed to us, we store the question and the email address information so that we can respond electronically. Unless otherwise required by statute, we do not identify publicly who sends questions or comments to

our web site. We will not obtain information that will allow us to personally identify you when you visit our site, unless you chose to provide such information to us.

1.3   Organization of Document

This document explains the functionalities and illustrates how the CAGT user interface looks from a user's perspective. The sections are organized first by the functionalities of the application and, where applicable, the perspective of specific types of users (e.g. T34 Students, T34 Program Directors, T34 Program Officials, T32 Program Directors and T34 Program Officials).

2.0 OVERVIEW OF CAGT

There are three basic flows in CAGT:

1) Create/Manage your profile

2) Search for a T32 Program

3) Search for a T34 Student

You will initially create a profile. Once you have created a profile, you can search for a T34 Student or a T32 Program. Students are limited to searching for T32 Programs.

3.0 ACCESSING THE APPLICATION

The following sections describe the criteria you must meet before accessing the CAGT website. Note that some web sites throughout the CAGT system use the term "Username" and others "USERID." For the purposes of the CAGT system, both terms mean the same thing.

3.1   Criteria for Students

To use the CAGT website, you must:
- Register with CAGT (section 4.1)
- Be approved by your T34 Program Director
- Change your temporary password to a self-defined password at http://password.nih.gov
- Enroll your permanent password at https://iforgotmypassword.nih.gov/aims/ps/
- Have an internet connection

3.2   Criteria for Program Directors

To use the CAGT website, you must:
- Have an internet connection
- Have a valid eRA Commons System Username and Password
- Be listed in eRA Commons as the "Principal Investigator" for your program; usually, there is only one "Principal Investigator" for a program
- Have your eRA Commons profile and role associated with your current eRA Commons System Username
- Your profile must contain your correct contact information, including your address, state, email address and phone number

  Note: CAGT refers to "Principal Investigator" in eRA Commons as a Program Director.

3.3   Criteria for T32 PD CAGT Assistants

To use the CAGT website, you must:
- Have an internet connection
- Have a valid eRA Commons System Username and Password
- Be listed in eRA Commons as an "ASST" for your institution
- Have your eRA Commons profile and role associated with your current eRA Commons System Username
- Be selected in CAGT by a T32 PD to be a CAGT Assistant

3.4   Criteria for NIGMS Program Officials

To use the CAGT website, you must:
- Have a valid NIH Employee Directory (NED) system Username and Password
- Have an internet connection

3.5   Application's Location

If you meet the criteria above, simply navigate to the location of the CAGT website located at:
https://cagt.nigms.nih.gov

You will need to enter your Username and Password.

3.6   Log-In

If you are a T34 Student and have not met the criteria stated in Section 3.1, please skip to Section 4.1.1. Otherwise, click on the Log-In button on the Welcome page at https://cagt.nigms.nih.gov.

When the Registration period is closed, the opening web page will include text explaining that registration is inactive and, if known, when registration will be active again. When the Registration period is open, the opening web page displays as shown below.

Figure 1. CAGT Opening Web Page

Note that the CAGT Home page includes hyperlinks to various outside programs, such as MARC U-STAR.

At the bottom of the web page is a row of hyperlinks. This includes answers to Frequently Asked Questions (FAQ), access to a Contact Us page, and a link to an online version of this user's guide. This row of hyperlinks can be found as a footer to most CAGT web pages.

Access CAGT

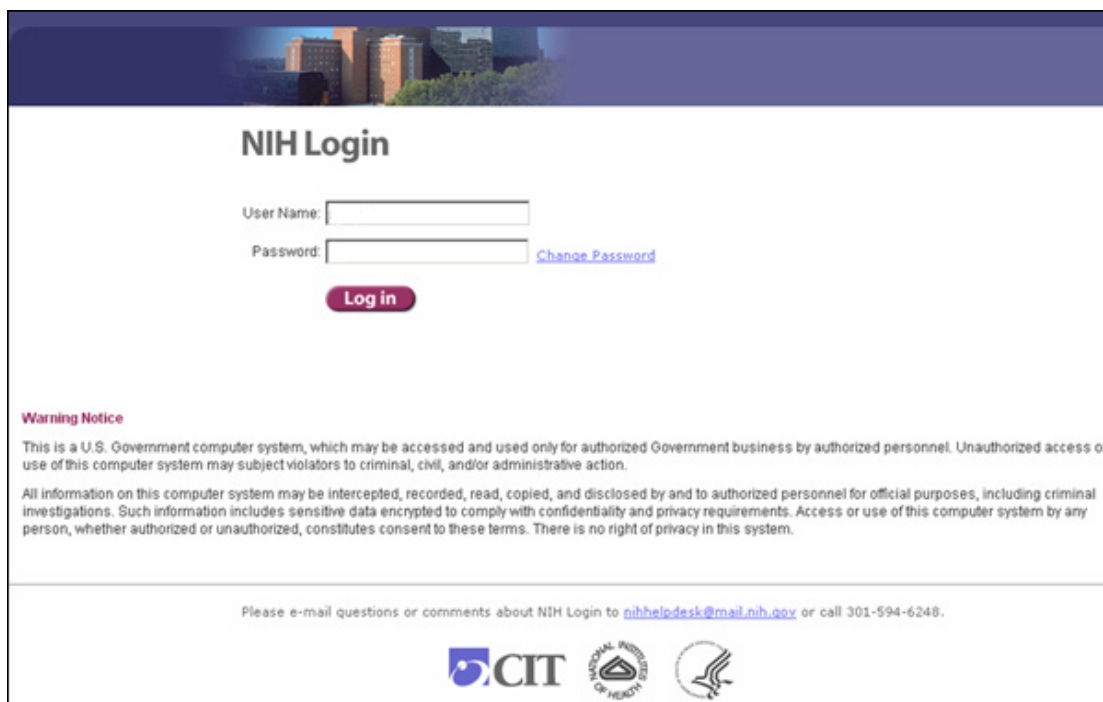| MARC Program Directors	MARC Students	T32 Program Directors and Assistants
MARC Program Directors must **annually** approve current MARC students to access CAGT. For the 2008-2009 academic year this must be completed by Thursday, November 13, 2008.	There are multiple steps for students to follow in order to access CAGT: 1. MARC students must register at the beginning of each academic year and must be approved by their MARC Program Director before accessing CAGT. If you are a MARC student, whether you are new to CAGT or returning from a previous year, please **Register** here. 2. If already registered and approved by your MARC Program Director for 2008-2009, then before your **first** log in you must change your Temporary Password to a Permanent Password. **Click** here to change it.	T32 Program Directors can select up to 3 individuals (called Assistants) to access CAGT on his/her behalf. For more information, **Click** here.
Use your eRA Commons Username and Password to **Log-In** here.	3. Steps 1 and 2 above completed? Then **Log-In** with your permanent password.	Use your eRA Commons Username and Password to **Log-In** here.
• Forgot your Username? Click NIGMSMARCCAGT@nigms.nih.gov	• Forgot your Username? Click NIGMSMARCCAGT@nigms.nih.gov	• Forgot your Username? Click NIGMSMARCCAGT@nigms.nih.gov
• Forgot your Password? Click https://commons.era.nih.gov/ commons/resetPassword.jsp	• Forgot your Password? Click https://iforgotmypassword.nih.gov/aims/ps or NIGMSMARCCAGT@nigms.nih.gov	• Forgot your Password? Click https://commons.era.nih.gov/ commons/resetPassword.jsp
• Frequently Asked Questions (FAQ)	• Frequently Asked Questions (FAQ)	• Frequently Asked Questions (FAQ)
• CAGT User Guide	• CAGT User Guide	• CAGT User Guide

• NIGMS staff **Log-In** here.

• If you have IT-related questions, contact NIGMSMARCCAGT@nigms.nih.gov or call 301-435-9291.

• If you have programmatic questions, contact Dr. Shawn Drew at drewl@mail.nih.gov or call 301-594-3900.

Figure 2. Opening Web Page (bottom portion)

Depending on your user role, there are several columns at the bottom of the opening web page to allow users to log into the system and access sites for username/password help, CAGT User's Guide, and Frequently Asked Questions (FAQ) web page. There are also email hyperlinks and phone numbers to contact staff for IT and programmatic questions.

After clicking on the **Log-In** button, you will be taken to the log-in page to enter your valid Username and Password, as pictured below.

Figure 3. NIH Log-In

Enter your Username and Password. For NIGMS Program Officials (T34 and T32), this is your NED Username and Password.

For Program Directors (T34 and T32) and CAGT Assistants (T32), this is your eRA Commons Username and Password. Please note that if you change your eRA Commons User ID or obtain a new one, you must also associate your eRA Commons profile and role to this User ID. Otherwise, you will not be able to log-in to CAGT. If you have questions about associating your profile and/or role with an eRA Commons User ID, contact eRA Commons at http://ithelpdesk.nih.gov/eRA/.

For T34 Students, this is the Username and Password you established at http://password.nih.gov as part of the registration process (see Section 4.1.1). Once your log-in is successful, you will be taken to the CAGT website.

To ease management of your password, please register your password with NIH's Password Self-Service located at https://iforgotmypassword.nih.gov/aims/ps/ and follow the directions. At this location, if you are a Student or Program Director, select domain "NIHEXT". If you are a NIGMS Program Director, select domain "NIH".

4.0 USER FUNCTIONS

The following sections describe the individual CAGT website functionalities in more detail.

4.1 T34 Student Registration Process

Only T34 Students need to register to access the CAGT website. All other types of users can access the application with existing Username and passwords, as detailed in Section 3.0 above. If you are a T34 Student, continue reading. If you are a T34 PD, skip ahead to Section 4.2. If you are not a T34 Student or a T34 PD, skip ahead to Section 5.0.

4.1.1 T34 Student Registration

You must register and be approved by your T34 Program Director before accessing the CAGT system. To begin the registration process you must navigate your web browser to https://cagt.nigms.nih.gov and click on the "Student User? Register Here" link, as pictured below.

Figure 4. New User Registration Link Location

After clicking on the Register command button under MARC Students, you will be taken to Step 1 of 3 in the registration process, as presented below.

Community for Advanced Graduate Training

Student Registration Form

Step 1 of 3:

To register for an account, enter the requested information below and click the "Next" button to advance to Step 2.

* Indicates required field.

* First Name		
Middle Name		
* Last Name		
* School Email Address		user@domain.edu
* Re-type School Email Address		user@domain.edu
Telephone #		555-555-5555
* User Key		Please create a two-letter User Key and remember it for later use.
* Re-Type User Key		Letters can be upper or lower case.

Registration Instruction

First, enter and submit the requested information. Later, your MARC Program Director will approve your registration, after which you will receive by email a User ID and a System Key. Then go to password.nih.gov to establish your Password.

Already have a User ID?
[Log-In]

Please identify the state and institution of your MARC U-STAR (T34) Program, and your expected graduation date.

* State	Select a State
* Institution	Select an Institution
* Expected Graduation Month	
* Expected Graduation Year	

Figure 5. T34 Student Registration Step 1

Complete the registration form with all required information, which is denoted with a red asterisk (*).

If you have an institutional e-mail address (ending with the suffix ".edu") enter it in the School Email Address field and then, for verification purposes, retype the email address in the following block.

Note: remember your 2-alpha User Key that you have created (including the case of its letters)! You will need to recall it when establishing a self-defined password later in the process.

At the bottom of the web page is a listing of Areas of Research Training Interest (ARTI).

Figure 6. Areas of Research Training Interests

You must select at least one ARTI before continuing with the Registration. If you do not select an ARTI, the system will display an error message.

Figure 7. Error Message - No ARTI Selected

After entering your information, click [Next >] to proceed to Step 2. If you do not complete all the required information or enter invalid information, then you will receive an error message on top of the page and see each invalid field highlighted in red with an error message. To end the process at any time, click [Cancel].

At Step 2, you will see the following screen asking you to confirm your information.

Figure 8. T34 Student Registration Step 2

You can either click ![< Back] to go back to Step 1 to edit your information, or click ![Confirm] to submit your registration information.

After submitting your registration information, you will receive a confirmation page, Step 3, as presented below.

Figure 9. T34 Registration Step 3

At this point, you have submitted your information successfully to your T34 Program Director. Your Program Director should approve your registration request soon. If you do not receive such approval by email within 14 calendar days, contact your T34 Program Director. It is possible that your T34 Program Director has not yet approved your request. It is also possible that you submitted an email address that is no longer valid.

Alternatively, a technical obstacle may prevent your receipt of the approval email, which is sent automatically by CAGT upon your T34 PD's approval of your request. Please note that some universities use anti-spam and anti-virus software with strict security settings. If you are experiencing a delay in receiving the approval email, it is possible that this software has designated CAGT's email as spam and blocked its delivery to you. If you feel you are experiencing technical obstacles, your T34 Program Director should contact the NIGMS Service Desk at NIGMSMARCCAGT@nigms.nih.gov.

4.1.2   Student Approved

After your T34 Program Director has approved your registration, you receive an email from CAGT, which appears like Figure 10 below. Follow its instructions to establish a self-defined password to CAGT. Please note that if you lose or forget your 2-alpha case-sensitive User Key, you need to re-register – the only person who has your User Key is you. After you establish your self-defined password, go to CAGT (https://cagt.nigms.nih.gov) and log-in, as described in Section 3.5.
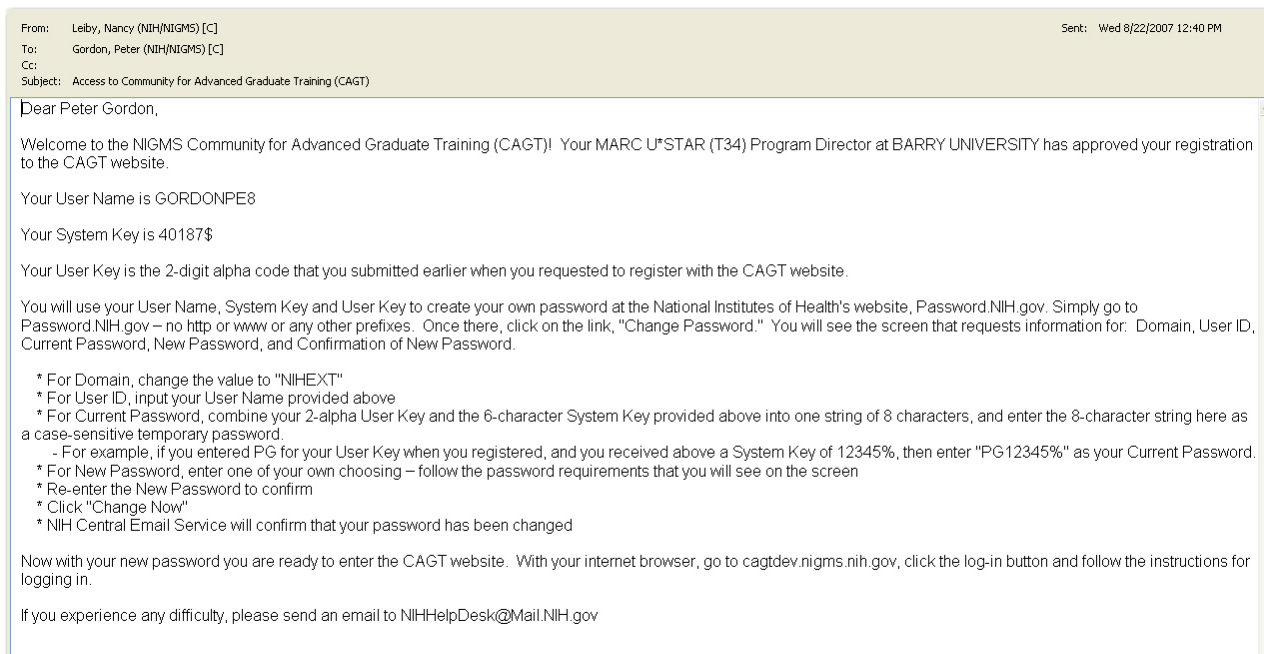
Figure 10. Email Approving Student Registrants with Log-In Instructions

4.1.2.1   Change Password

Follow the steps in the approval email notification to access the CAGT site.

Enter your username and temporary password, provided by the email notification.

Before accessing the CAGT system, change your temporary password to a permanent password.

Under the MARC Students column on the opening page, go to Step 2 and click on the Click command button as illustrated in the following figure.

Figure 11. Log-in to Enter Permanent Password

The system will prompt the user to change their temporary password to a permanent password. The system will display the following URL:

https://password.nih.gov/changepassword.aspx

Click on this URL and the system will display the Change Domain Password web page.

Follow the steps on the web page to enter your new password.

Use the various hyperlinks to understand the "password complexity and history requirements" that all new passwords must satisfy.

Use the "What Not To Do" hyperlink for tips to avoid common mistakes when selecting a password.

Change Domain Password

Please choose the Domain your account belongs to.

New password must meet the password complexity and history requirements.

Here's the list of What Not To Do for choosing your new password.

The new password must have at least 8 characters.
The new password must use at least 3 out of the following:

- Upper-case letters [A...Z]
- Lower-case letters [a...z]
- Numbers [0...9]
- Symbols [{},.;:'?|!@#$%^*()_-+=`~]

Example: Pa@@w0rd

Domain	NIHEXT
UserID	
Current Password	
New Password	
Confirm New Password	

Change Now

Figure 12. Change Domain Password Web Page

Use the drop down list box to select "NIHEXT" as the Domain (the default is "NIH").

Enter your Username in the UserID field.

Enter your current password. This is the two letter User Key you entered during the Registration process (see Section 4.1.1) plus the System Key listed in the approval email notification (see Figure 10).

Enter your new, permanent password in the New Password block. Again, note that your new password must meet the criteria for all new passwords.

Enter your new password a second time in the Confirm New Password field for verification purposes.
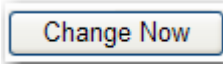
When finished, click the Change Now command button **Change Now** at the bottom of the web page. If there are no problems with the new password, the system will verify that you successfully changed your password.

4.1.2.2   I Forgot My Password Option

It is highly advised that the student use the I Forgot My Password option available on the opening CAGT web page. Under the MARC Students column, click on the I Forgot My Password hyperlink near the bottom of the web page.

Access CAGT

MARC Program Directors	MARC Students	T32 Program Directors and Assistants
MARC Program Directors must **annually** approve current MARC students to access CAGT. For the 2008-2009 academic year this must be completed by Thursday, November 13, 2008.	There are multiple steps for students to follow in order to access CAGT: 1. MARC students must register at the beginning of each academic year and must be approved by their MARC Program Director before accessing CAGT. If you are a MARC student, whether you are new to CAGT or returning from a previous year, please **Register** here. 2. If already registered and approved by your MARC Program Director for 2008-2009, then before your **first** log in you must change your Temporary Password to a Permanent Password. **Click** here to change it.	T32 Program Directors can select up to 3 individuals (called Assistants) to access CAGT on his/her behalf. For more information, **Click** here.
Use your eRA Commons Username and Password to **Log-In** here.	3. Steps 1 and 2 above completed? Then **Log-In** with your permanent password.	Use your eRA Commons Username and Password to **Log-In** here.
• Forgot your Username? Click NIGMSMARCCAGT@nigms.nih.gov • Forgot your Password? Click https://commons.era.nih.gov/ commons/resetPassword.jsp	• Forgot your Username? Click NIGMSMARCCAGT@nigms.nih.gov • Forgot your Password? Click https://iforgotmypassword.nih.gov/aims/ps or NIGMSMARCCAGT@nigms.nih.gov	• Forgot your Username? Click NIGMSMARCCAGT@nigms.nih.gov • Forgot your Password? Click https://commons.era.nih.gov/ commons/resetPassword.jsp

Figure 13. I Forgot My Password Hyperlink

The system will open a new browser window and display the I Forgot My Password web page.

Figure 14. I Forgot My Password Web Page

Select "NIHEXT" using the Domain drop down list box, and then enter your UserID. Read the Privacy Policy and Terms of Use at the bottom of the web page and click the I AGREE command button to continue.

Follow the steps on the I Forgot My Password web page. When finished, close the separate browser window and return to the CAGT system.

If you ever forget your password, click on this option and enter the requested information to have the system retrieve your password information.

4.1.3   Student Registration Declined

If your T34 Program Director has declined your registration, you receive an email notification from CAGT, with contact information in case you have questions about the decision, as in Figure 15, below.

Figure 15. Email Declining Student Registrants

4.2   T34 Program Director Approval of T34 Student Request

As a T34 PD, you must approve your students' registration requests for them to gain access to the CAGT website. When one of your students registers, CAGT will notify you with an email very similar to the one presented in Figure 16, below.

Figure 16. Notification of New Student Registration

If you take no action on these requests, you will receive reminder emails seven and 14 days after a student registers. To approve students, click on the link in the email and log in to the CAGT website as presented earlier in Section 3.5. Once logged in, the system will immediately present any of your students who have requested to register with the website, as pictured below on the Student Access Requests page.

Figure 17. T34 Student Access Request

The top matrix lists students who are waiting for approval; the second matrix lists students whose registration you have already approved; and the third matrix lists students whose registrations you have declined (e.g., a student may be declined because he/she is not a currently appointed MARC student). You can change the status of any student on this page by selecting the appropriate status – click the down arrow in the status column to view a drop-down list of status choices and highlight the appropriate status. Then click Submit All Changes to process the entire page. The Reset button changes all the statuses back to their original states.

You can sort the information by Last Name, First Name, Date Requested, Date Accepted, or Date Declined in each section by clicking on those table headers. The arrow next to a table header indicates the direction of the sort – down arrows indicate ascending sorts, and up arrows indicate descending sorts. For example, in Figure 17, above, the records of each matrix are sorted alphabetically by last name.

Once you approve or decline a student's registration request, CAGT will process the request and send notification and instructions to your student.

Your students are instructed to contact you if they experience a delay in receiving approval. If you are not the cause of the delay, keep in mind a couple of potential technical causes of delay. First, your student may have registered with an email address that no longer works. Second, some universities use anti-spam and anti-virus software with strict security settings. It is possible that this software has designated CAGT's email as spam and blocked its delivery to your student. If you feel your student is experiencing technical obstacles, contact the NIGMS Service Desk at NIGMSMARCCAGT@nigms.nih.gov.

5.0 MANAGE PROFILE/PROGRAM

This section shows you how to create and/or update your profile and program. The profiles differ depending on the type of user, so go to the appropriate section for instructions (Section 5.1 for T34 Students, Section 5.2 for Program Directors, and Section 5.3 for Program Officials).

5.1   T34 Students

When you log in to the website for the first time, you will be taken to the Manage Profile page, as presented below. You must select at least one Area of Research Training Interest on this page, or you will not be able to save your information or complete this process. If you log out without completing this process, the next time you log into CAGT system, you will return to this Manage Profile web page.

After you have selected at least one Area of Research Training Interest, you can manage your profile anytime after log-in by clicking on the **Manage Profile** tab.

Figure 18. T34 Student Manage Profile

At the top of the page, you can update your pre-populated personal information, which you provided at the time of registration. Update the information as appropriate.

In the middle of the page, you must select at least one Area of Research Training Interest to enable Program Directors to find you when searching for T34 Students who are interested in that area. To see detailed information about these Areas of Research Training Interest, click on the "NIGMS Institutional Training Grant" link.

At the bottom of the page is the name of your institution, program director and program director's email address. It may also include the URL of your program's web page if your program director has entered one.

After verifying your profile, click [Save] to submit your updated profile to the system.

5.2   T34/T32 Institution Program Directors

To view your personal profile and program information click on the **Manage Profile/Program** tab anytime after log-in. The following figures present the Profiles for T34 Program Directors and T32 Program Directors, respectively.

Figure 19. T34 PD Manage Profile/Program

Review and verify your profile and program information. All of the read-only information is currently stored in the eRA Commons system. Edits should be done in the eRA Commons system, as detailed in Section 5.2.1 below.

At the bottom of the page is a space for a URL link to your program's web pages. Providing a URL link will enable users to view information about your program when it appears in search results. The CAGT website cannot verify the validity of the URL, so please verify it before clicking the **Save** button. If you are the Program Director for more than one T32 training grant, there will be a field for each program's URL.

Figure 20. T32 PD Manage Profile/Program

T32 Program Directors have the option to select up to three CAGT Assistants. To select a CAGT Assistant, scroll down the drop-down box on the right side of the profile and select the name of the appropriate person. If you want more than one CAGT Assistant, press the CNTL key while you are highlighting your selections. Click the [Save] button. The name of the CAGT Assistant(s) will appear in the left column. The next calendar day, your CAGT Assistant(s) will be able to log in to CAGT with his/her eRA Commons account User ID and password. With this access, (s)he can search for T34 Students or T32 Programs. If you want to

change a CAGT Assistant(s), de-select the name(s) and select the CAGT Assistant(s) you want. If you do not want a CAGT Assistant, select "No CAGT Assistant". Click the ![Save] button.

If the person you wish to designate as your CAGT Assistant is not listed in the drop-down list, this person needs an eRA Commons Account with an "ASST" role. Contact your institution's eRA Commons Account Administrator (AA) or your Scientific Research Office (SRO) to request for your assistant an eRA Commons account as an "ASST". When your assistant receives the ASST eRA Commons account, (s)he will receive an email from eRA Commons. The day after your assistant receives this email, (s)he will appear in the CAGT drop-down list pictured above. CAGT picks up eRA Commons information at about midnight each day, so changes to eRA Commons appear in CAGT the next calendar day.

If your assistant already has an eRA Commons Account that is *not* designated with the ASST role/"authority," ask your institution's AA to add the ASST role/"authority" to your assistant's *existing* account – rather than create a new account. Otherwise, your assistant will not be able to log into CAGT. Please note that if you or your assistant change Commons User IDs or obtain a new Common User ID, you must associate your Commons profile and role to this User ID. Otherwise, you will not be able to log into CAGT. If you have questions about associating your profile and/or role with a Commons User ID, contact eRA Commons at https://commons.era.nih.gov/commons.

5.2.1   Editing Your eRA Commons Data

The information about you in CAGT is automatically retrieved each night from the eRA Commons system. For Program Directors to edit personal information in eRA Commons, click on the "eRA Commons" link in CAGT and the eRA Commons system will open in a new browser window, as presented below. (Note: CAGT Assistants do not have profiles in CAGT. Therefore, this information applies to Program Directors only.)

Figure 21. eRA Commons Log-In Screen

Log-in to eRA Commons. To change your personal information, click on Personal Profile under the main banner. You will see the screen presented below.

Figure 22. eRA Commons Personal Profile Page

A sub-menu will appear. On the sub-menu, click on "Personal Information." Edit your personal information as needed and click the submit button.

If you would like to edit your business contact information, on the sub-menu, click on "Reviewer Address." The screen below will appear. Edit your information and click the submit button.

eRA Commons data is updated in CAGT during a nightly batch process. If you do not see your update in CAGT the next day, then click on the "NIGMS Service Desk" link to notify the help desk of the issue.

Figure 23. eRA Commons Reviewer Address

5.3 NIGMS T34/T32 Program Officials

To view your personal profile and program information click on the [Manage Profile/Program] tab.

Review and verify your profile and program information. All of the read-only information is currently stored in the NED system. If there is incorrect information, then click on the "NIGMS Service Desk" link to notify the help desk of any changes.

At the bottom of the page is a space for a URL link to NIGMS web pages that describe NIGMS-level programs. NIGMS T34 Program Officials see a pre-populated URL leading to the MARC U-STAR (T34) Program page. NIGMS T32 Program Officials see a pre-populated URL leading to the T32 Institutional Training Grant Program description.

Figure 24. NIGMS Program Official Manages Profile/Program

6.0 SEARCH T32 PROGRAMS (ALL USERS)

To search for T32 Programs, click on the [Search Programs] tab. You will see the screen in Figure 25 below (depending on your role, you may see different tabs in the banner).

Figure 25. Search Programs

Enter values for any or all of the available parameters – NIGMS Area(s) of Research Training, State and/or Institution. Click [Search].

To read a description of each NIGMS Area of Research Training, click on the hyperlink "NIGMS Institutional Training Grant," which will present descriptions in a new browser window.

Note that you must select at least one Area of Research Training Interest for search criteria. If you do not, the system will display an error message.
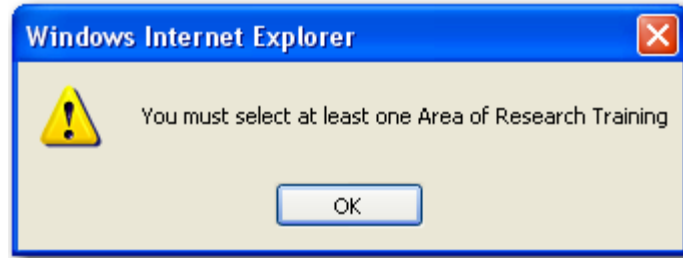
Figure 26. Error Message - Searching without Selecting Area of Research Training

If this occurs, click OK to close this message box and refine your search criteria.   You may search on more than one Area of Research Training at a time by checking multiple check boxes, or click on the Select All checkbox to select all Areas of Research Training.

To search for programs for more than one state, hold down the CTRL key while highlighting additional states. To search multiple institutions, hold down the CTRL key while highlighting additional institutions. If you leave all parameters blank, your search will yield all programs. As illustrated below, your search results are presented at the bottom of the page with the number of programs found, the number of programs shown per page, and the number of pages containing this information.

As presented in Figure 27 below, search results for all PDs and POs are presented at the bottom of the page with the number of T34 Students found, the number of students shown per page, and the number of pages containing the information.

Figure 27. Search Programs with Results

You can change the number of records showing on each page by clicking on the down arrow next to "Display" presented above and to the left of the records grid – you can show 25 records per page, 50 records per page, or all records serially. If you choose 25 or 50 records per page, you can move from page to page by clicking on the page numbers presented above and to the right of the records grid.

The results are sorted as a default by Area(s) of Research Training (ascending). You can also sort the results by Institution or Program. Clicking on the Program's name will open that program's web page in a new browser window. Clicking on the Director's email address will open an email template of your default email application with the "To" field pre-populated with that Director's email address. To see a description of each program listed in the Area(s) of Research Training column, click on the link "NIGMS Institutional Training Grant" just under the header for NIGMS Area(s) of Research Training.

To print the results, click on the "Print search results" icon that is above and to the right of the results table. Alternatively, you may use your internet browser's print functions.

7.0 SEARCH FOR T34 STUDENTS (PD, PO & CAGT ASSISTANT)

Program Directors, their assistants, and NIGMS Program Officials can search for T34 Students. To search, click on the [Search Students] tab. You can search for T34 Students based on their Area(s) of Research Training Interest, State, and Institution, as presented in the following figure. Select values for Student Area(s) of Research Training, States, and/or Institutions. Then click [Search] to perform your search. T34 Program Directors are limited to searching their own students by Area(s) of Research Training Interest.

Figure 28. Search for T34 Students (by POs, T32 PDs & CAGT Assistants)

Note that you must select at least one Student Area of Research Training Interest or the system will display an error message.
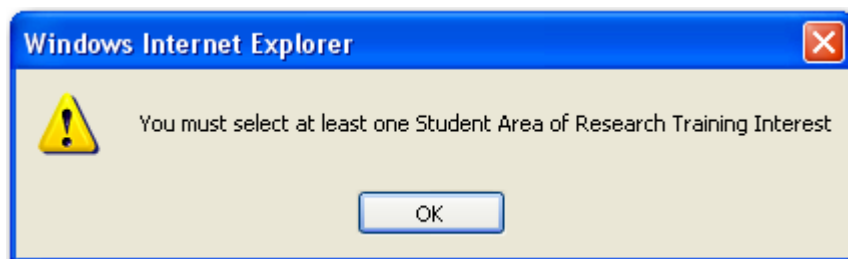
Figure 29. Error Message - No Area of Research Training Interest Selected

If this occurs, click on the OK button to close this message box and refine the search criteria. The user may select more than one Student Area of Research Training Interest to use as search criteria by checking multiple checkboxes.

If you are a T34 PD, you can search for only your own T34 Students by Area(s) of Research Training Interest, as illustrated in Figure 30.

Figure 30. Search for T34 Students (by T34 PDs)

As presented in the following figure, search results for all are presented on the bottom of the page with the number of T34 Students found, the number of students shown per page, and the number of pages containing the information.

You can change the number of records showing on each page by clicking on the down arrow next to "Display" presented above and the left of the records grid – you can show 25 records per page, 50 records per page, or all records serially. If you choose 25 or 50 records per page, you can move from page to page by clicking on the page numbers presented above and to the right of the records grid.

Figure 31. Search for T34 Students with Results

The results are sorted as a default by Area(s) of Training Research Interest (ascending). You can also sort the results by T34 Students or Institution.

Remember, you must select at least one Student Area of Research Training Interest or the system will display an error message.

Clicking on the T34 Student's name will open that student's full profile in a new browser window. Clicking on the institution's name will open that institution's program web page in a new browser window. Clicking on the T34 Student's email address will open an email template of your default email application with the "To" field pre-populated with that T34 Student's email address.

Community for Advanced Graduate Training

MARC U-STAR (T34) Student Profile

Personal Information

First Name	John
Middle Name	
Last Name	Halper
Title	Student
School Email Address	halperj@calstatela.edu
Telephone #	555-555-5555
Area(s) of Research Training Interest	Cellular, Biochemical and Molecular Sciences

Institution Information

Institution Name	CALIFORNIA STATE UNIVERSITY LOS ANGELES
State	CALIFORNIA
Expected Graduation	May 2009
Program URL	

Program Director Information

Name	CARLOS GABRIEL GUTIERREZ
Title	Professor
Email	CGUTIER@CALSTATELA.EDU

Close Window

Figure 32. T34 Student Profile

8.0 PRODUCE REPORTS (NIGMS POs & IRMB CAGT ADMINISTRATORS)

CAGT enables NIGMS POs and IRMB CAGT Administrators to generate standard MS Excel reports of some of its data.

Reports for NIGMS Program Officials are detailed in this section. The report, "Status of Student Registrations & Approval," presents data about those students who have registered in CAGT, including the status of their registrations, the number of days waiting for approval by their T34 Program Director, and contact information for their Program Director. The report, "Number of Log-Ins," presents data about the number of log-ins by types of users and individuals, and includes contact information for individuals.

To generate these reports, click on the Reports tab anytime after log-in to view the Report Selection screen.

Figure 33 Reports Page

Click the selection box arrow ⌄ to reveal the choices presented in Figure 34 below. Highlight the report you wish to generate and click the **View Report** button.

Community for Advanced Graduate Training

Reports Selection

Please choose from one of the following reports, and then click View Report

Select a Report	⌄
Select a Report	
Status of Student Registrations & Approval	
Number of Log-Ins	
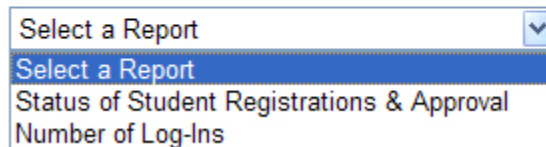
Figure 34 Report Menu

CAGT will generate the appropriate report in an MS Excel spreadsheet. You can open or save the spreadsheet to a local drive using the MS Windows screen function, as pictured below.

File Download

Do you want to open or save this file?

Name: views.StatusOfStudentRegistrationsAndApproval.xls
Type: Microsoft Excel Worksheet, 11.5KB
From: cagtdev.nigms.nih.gov

[Open]   [Save]   [Cancel]

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 35 MS Windows File Download Screen

To view the spreadsheet, click the **Open** button. The spreadsheet will open to present the data you requested, as pictured below in Figure 36. The reports are sorted according to default settings. The sort order for the report below is Status (descending), # Days Waiting/Waited (descending), T34 PD Last Name (ascending), T34 PD First Name (ascending), and Last Name (ascending). The default sort order for the report, "Number of Log-Ins," is Type of User (ascending), Institution (ascending), and Last Name (ascending). Manipulate MS Excel to view

the data as you wish.   You can save the report to a local drive by using MS Window's "Save" or "Save As" functions.

	Last Name	First Name	Status	# Days Waiting/Waited	Registration Date	Institution	T34 PD Last Name	T34
3	Lyman	Kevin	D	1	Jul 20, 2008	UNIVERSITY OF PUERTO RICO MAYAGUEZ	CHAPARRO	MILDRE
4	Liu	Yoshi	W	1	Jul 20, 2008	UNIVERSITY OF MARYLAND EASTERN SHORE	OKOH	JOSEPI
5	Bounds	Rachelle	W	4	Jul 17, 2008	CLARK ATLANTA UNIVERSITY	FINKELSTEIN	ISABEL
6	Ifedi	Faustina	W	8	Jul 14, 2008	UNIVERSITY OF ARIZONA	TISCHLER	MARC
7	Pearson	Yvette	W	11	Jul 10, 2008	CALIFORNIA STATE UNIVERSITY FULLERTON	COHEN	AMYBE
8	Charland	Stacy	D	25	Jun 26, 2008	NORTH CAROLINA CENTRAL UNIVERSITY	ROBINSON	ELWOC
9	Pennington	Jaime	D	31	Jun 20, 2008	UNIVERSITY OF MARYLAND BALT CO CAMPUS	Radtke	Katherir
10	Gordon	Peter	W	32	Jun 19, 2008	UNIVERSITY OF PUERTO RICO AT HUMACAO	VEGA-BERMUDEZ	ESTHEI
11	Chen	Yaping	D	39	Jun 12, 2008	SAN DIEGO STATE UNIVERSITY	Hovell	Melbour
12	Griffin	David	D	53	May 29, 2008	UNIVERSITY OF PUERTO RICO AT HUMACAO	VEGA-BERMUDEZ	ESTHEI
13	Cornwell	Kay	W	59	May 23, 2008	UNIVERSITY OF TEXAS SAN ANTONIO	BAREA-RODRIGUEZ	EDWIN
14	McDaniel	Randy	W	59	May 23, 2008	UNIVERSITY OF ARIZONA	TISCHLER	MARC
15	Dumm	Christopher	W	70	May 12, 2008	UNIVERSITY OF CALIFORNIA LOS ANGELES	TIDBALL	JAMES
16	Baca	Jose	D	222	Dec 12, 2007	CITY COLLEGE OF NEW YORK	LEVITT	JONATH
17	Chen	Vickey	W	231	Dec 03, 2007	JACKSON STATE UNIVERSITY	Stevens	Jacquel
18	Gumucio	Carlos	D	243	Nov 21, 2007	UNIVERSITY OF PUERTO RICO AT HUMACAO	VEGA-BERMUDEZ	ESTHEI

Figure 36 Partial View of Report: Status of Student Registrations & Approval

APPENDIX A   GLOSSARY

This section provides a glossary of all terms and abbreviations used in the Guide.

Term	Definition
Account Administrator (AA)	A person at an institution designated by an institution's Signing Official (SO) to administer eRA Commons accounts at the institutional level. The AA can create, delete and modify accounts. This role is part of the business process that leads to the establishment in CAGT of the CAGT Assistant.
Account Official (AO)	A person at an institution who is designated by an institution's Signing Official (SO) to administer the NIH grant. An AO can create AO and PI accounts. This role can be part of the business process that designates successors to Program Directors. The succession process creates demand for the CAGT role of CAGT Assistant
Approved	A status of a T34 Student Username and Password that indicates the cognizant Program Director has approved the request of the T34 Student to establish a Username and Password and the System has acknowledged this Program Director's approval.
Area of Research Training	One of 11 T32 Program research areas that NIGMS uses to organize the giving of grants to T32 institutions. It is synonymous with "support area" and "area of research interest."
ASST	A code for the eRA Commons user role of Assistant. CAGT uses this code to import ASST users at institutions into CAGT so that a T32 PD can select a CAGT Assistant.
CAGT	Community for Advanced Graduate Training
CAGT Assistant	A person, usually a program assistant, designated by a T32 Program Director who can use all functionality of CAGT except view the profile of the T32 Program Director. The CAGT Assistant must first have an eRA Commons account with an ASST role to be selected as a CAGT Assistant
Declined	A status of a T34 Student Username and Password that indicates the cognizant Program Director has denied the request of the T34 Student to establish a Username and Password and the System has acknowledged this Program Director's denial.
Electronic Research Administration eRA Commons	A virtual meeting place where NIH extramural grantee organizations, grantees, and the public can receive and transmit information about the administration of biomedical and behavioral research. The eRA Commons is divided into both unrestricted and restricted portions that provide for, respectively, public and confidential information.

Term	Definition
Institution	A 4-year college, university, or health professional school that receives an NIGMS research training grant as part of the T34 program or the T32 program.
Minority Access to Research Centers (MARC)	A branch under the MORE Division (see below) that offers special research training support to 4-year colleges and universities with substantial enrollments of minorities such as African Americans, Hispanic Americans, Native Americans (including Alaska Natives), and natives of the U.S. Pacific Islands. The branch's goals are to increase the number and competitiveness of underrepresented minorities engaged in biomedical research by strengthening the science curricula at minority-serving institutions and increasing the research training opportunities for T34 Students and faculty at these institutions.
Minority Opportunities in Research (MORE)	A division within the NIGMS that is responsible for expanding opportunities of minorities in NIGMS-support research activities. It manages several research training programs that span the full range of post-secondary academic levels – community college, undergraduate, post-baccalaureate, masters, doctoral, post-doctoral and faculty.
NED	NIH Employee Directory
NIGMS	National Institute of General Medical Sciences
NIH	National Institutes of Health
Program	A grant provided by NIGMS to an institution that funds a coherent set of research training activities and is managed by an institution's Program Director.
Program Director	An employee of an institution that receives a NIGMS T34 or T32 grant who manages the grant on behalf of the institution and the NIGMS.
Program Official	A NIGMS manager who is responsible for and oversees the T32 or T34 grants awarded to institutions.
Registrant	A person who must register with the CAGT to access it; e.g., a T34 Student; not a Commons Account holder such as a Program Director or a NED Account holder such as a NIGMS Program Official.
Signing Official (SO)	A person at an institution responsible for binding an institution to the terms of an NIGMS grant (signing the grant agreement). This person also approves at their institution the use of eRA Commons by Principal Investigators ("Program Directors"), Administrative Officials (AO) and Account Administrators (AA).
System	The Community for Advanced Graduate Training (CAGT).
T34 Program	A program, entitled Undergraduate Student Training in Academic Research (U-STAR), which offers biomedical sciences research training to juniors and seniors of 4-year colleges, universities and

Term	Definition
	health professional schools that are recognized as serving historically under-represented groups, to improve their ability to conduct biomedical research at the graduate level.
T34 Student	Student who has been approved into the T34 research training program (a junior or senior honors student) who attends a 4-year college, university, or health professional school that is recognized as serving historically under-represented groups, and who has expressed a desire to pursue postgraduate science education leading to a Ph.D.
T32 Program	A program, entitled Institutional Pre-doctoral Training Grants, which supports pre-doctoral research training for students enrolled in qualified institutions. Such training covers biomedical sciences, behavioral sciences, and related clinical fields.
Waiting	A status of a T34 Student User ID and Password that indicates that the T34 Student has submitted a request to register with the CAGT and is awaiting the approval of this request by the cognizant Program Director.