Training Activities

What is the purpose?

The Training Activities module supports business operations for processing training appointments, terminations notices, and payback obligations of trainees and terminations notices and payback obligations of individual fellowships.

The module is currently being used by NIH and the Agency for Healthcare Research and Quality (AHRQ) and is accessible only to their staff.

What are the features?

- Allows creation of an appointment record for each trainee. Grantor agency staffers can manually enter information in the TA module from a Statement of Appointment (PHS2271) received from the institution awarded the training grant. Captured appointment data include appointment grant number, start date, end date, stipend level, stipend, tuition, travel amounts, field of training code, and personal information such as the trainee's address, education, citizenship, birth date, and more. The personal data assists in determining eligibility for trainee appointments.
- Allows authorized grantor agency staff to search the IMPAC II database for existing Person information, using the Person Search feature, and to update as necessary
- Allows Termination Notice (PHS 416-7) data to be entered into the system for both trainees and individual fellows. Upon termination of support for individual fellowships, a Termination Notice is sent by the awarding component before the scheduled termination date. For an institutional award, the grantee institution submits a Termination Notice for each trainee to the grantor agency. Grantor agency staffers can enter the information from the Termination Notice manually into the TA system.
- Allows authorized grantor agency staff to view appointment information that requires additional processing, using the Work-in-Progress screen. TA users also can use a query feature to list all in-progress forms for a specific grant number.
- Automatically calculates if a payback obligation exists when a Termination Notice is accepted into the TA System.
- Provides a concise summary of payback service owed

What are the benefits?

- Allows grantor agency staffers to process trainee appointment forms that are received on paper
- Allows grantor agency staffers to approve or reject appointment
- Allows a similar process for termination of trainees and fellows

Who can use the Training Activities module?

Training Activities is limited to authorized users of IMPAC II from NIH and AHRQ who have the appropriate TA roles.