xTrain—Getting Started
Quick Reference for Trainees

What is xTrain?
xTrain allows grantee institutions to electronically submit and track the required paperwork (e.g., Appointment Forms and Termination Notices) for research training grants.

Why do I, as a Trainee, need to use xTrain?
You will use xTrain to complete Appointment Forms and Termination Notices and to route completed forms to the Project Director/Principal Investigator (PD/PI) of the training grant with your electronic signature.

How do I get an eRA Commons account?
If you do not have an eRA Commons account, the xTrain system will automatically send you an email with a link and instructions for registering in Commons. If you already have an account, provide your Commons User ID to the PD/PI. xTrain will automatically add the Trainee role to existing accounts.

TIP: Your eRA Commons account will follow you throughout your career—choose your Commons User ID carefully.

What is an eRA Commons Personal Profile?
Each eRA Commons account has an associated Personal Profile that includes information specific to the account holder. Personal Profile information is used to pre-populate xTrain forms. The Personal Profile also is checked to ensure all required information is provided prior to routing your xTrain forms back to the PD/PI.

Carefully fill out your Personal Profile paying particular attention to the these items that are checked within xTrain. Note that not all fields that are checked by xTrain are marked as required in the Personal Profile screens.
⇒ **Personal Profile, Personal Information screen:**
  > Gender
  > Social Security Number (SSN)—Trainees are asked to voluntarily provide the last four digits of their SSN. This information helps Agency staff uniquely identify and manage your system records.
  > Citizenship
  > Date Of Birth (DOB)
  > Disabilities*
⇒ **Personal Profile, Race/Ethnicity screen:**
  > Race/Ethnicity*
⇒ **Personal Profile, Degrees screen:**
  > Enter all degrees earned or in process since high school.
⇒ **Personal Profile, Trainee-Specific Information screen:**
  > Questions about outstanding US Federal debt (explanation required for "Yes" answer) and disadvantaged background.*

* Race/Ethnicity/Disability/Disadvantaged Background: Responses to these items will help provide information on the participation of individuals from diverse groups in Agency programs and identify inequities in terms of recruitment and retention. Racial, ethnic, disability and disadvantaged background information are confidential and protected by the Privacy Act of 1974; these data are used for aggregate statistical reporting only.

How do I access xTrain?
Login to eRA Commons at https://commons.era.nih.gov/commons/.
Click the *xTrain* tab in the blue navigation bar that runs across the top of the screen.

Where can I find xTrain help—User Guide, Quick Reference Sheets, FAQs, Training Materials, Support Contacts?
Check out: http://era.nih.gov/services_for_applicants/other/xTrain.cfm

Will using xTrain remove the need for signed paper forms?
Yes, with the following exceptions:
  > Permanent US residents must submit a notary's signed statement certifying that they have (1) a Permanent Resident Card (USCIS Form I-551), or (2) other legal verification of such status.
  > Signed hard copy of the Payback Service Agreement is required for first-time postdoctoral trainees appointed to Kirschstein-NRSA research training grants.