xTrain Terminations

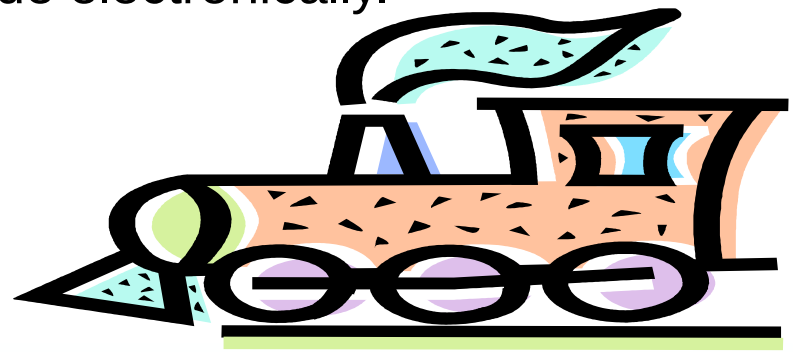
March 2012

xTrain
General Information

The following section provides general information on the xTrain module

xTrain Overview

- xTrain is part of eRA Commons, an online interface where grantees and federal staff access and share administrative grant information.
- xTrain allows users to electronically prepare and submit Appointment forms and *Termination Notices* for Ruth L. Kirschstein-National Research Service Awards (NRSA) and other institutional research training, career development, and research education awards.
- For new postdoctoral trainees, pre-populated payback forms are provided, but must be submitted on paper.
- xTrain is also used by Agency grants management staff to process appointments and terminations made electronically.



Termination Notices

Termination Notice Use

- The *Termination Notice* is used to document the termination of appointments to:
  - Kirschstein-NRSA research training grants (other than the T34),
  - Non-NRSA institutional research training programs (e.g., T15),
  - *Some* research education awards (e.g., R25), and
  - *Some* institutional career development awards (e.g., K12)
- Termination Notices are not required for T34 awards—instead, these are automatically terminated by the system
- For non-NRSA recipients, PD/PIs should refer to specific guidance on documenting the termination of appointments in the Funding Opportunity Announcement and in terms and conditions of the Notice of Award.

Who can Create a Termination Notice?

xTrain users with the following eRA Commons roles can create a *Termination Notice*:

- Program Director/Principal Investigator (PD/PI)
- Assistant (ASST) with a PD/PI xTrain delegated role
- Business Official (BO)

Termination Notices are typically initiated by the PD/PI (or the ASST, on behalf of the PD/PI)

http://era.nih.gov/files/eRA_Commons_Roles.pdf

Termination Process Flow for Research Training Appointments

Program Director/ Principal Investigator (PD/PI)

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

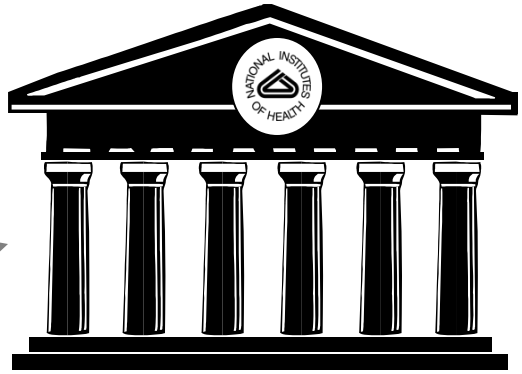
Trainee

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

PD/PI reviews TN and routes it to BO

Business Official (BO)

BO approves and routes TN to Agency



Agency

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

Who can Submit a Termination Notice?

- Only the Business Official can submit a *Termination Notice* to the Agency on behalf of the Institution for Appointments to Research Training grants (e.g, T32, T15).

- Only the PD/PI can submit a *Termination Notice* for K12, KL2, R25, R90, and KM1 Appointments. The flow shown on the previous slide refers only to Research Training grants.

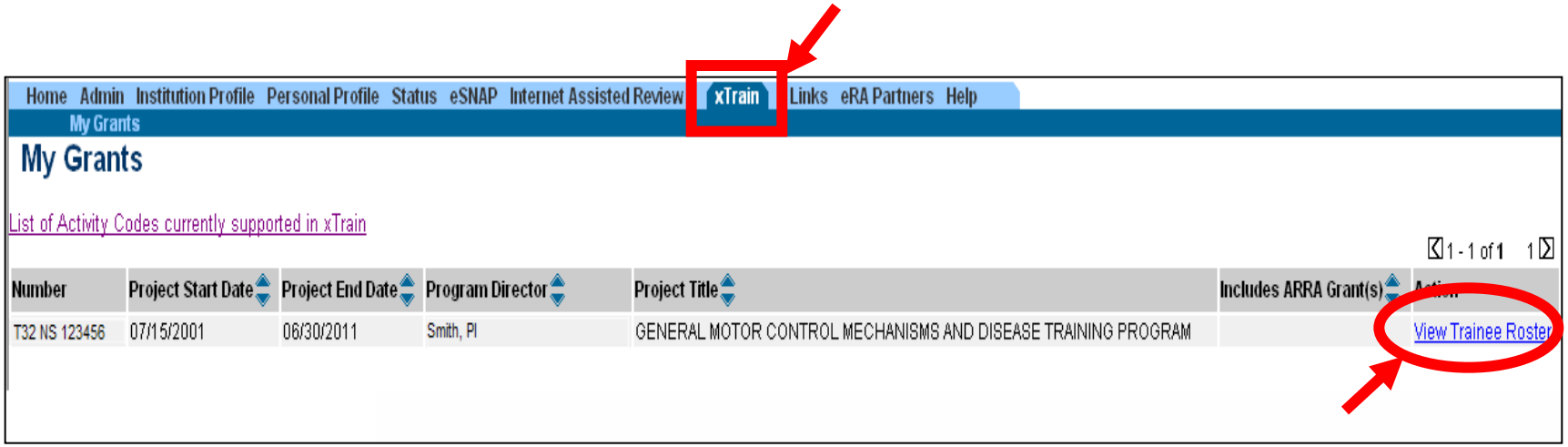
The Role of Each User in the Termination Process

Initiate Termination Notice

To Initiate a Termination Notice:

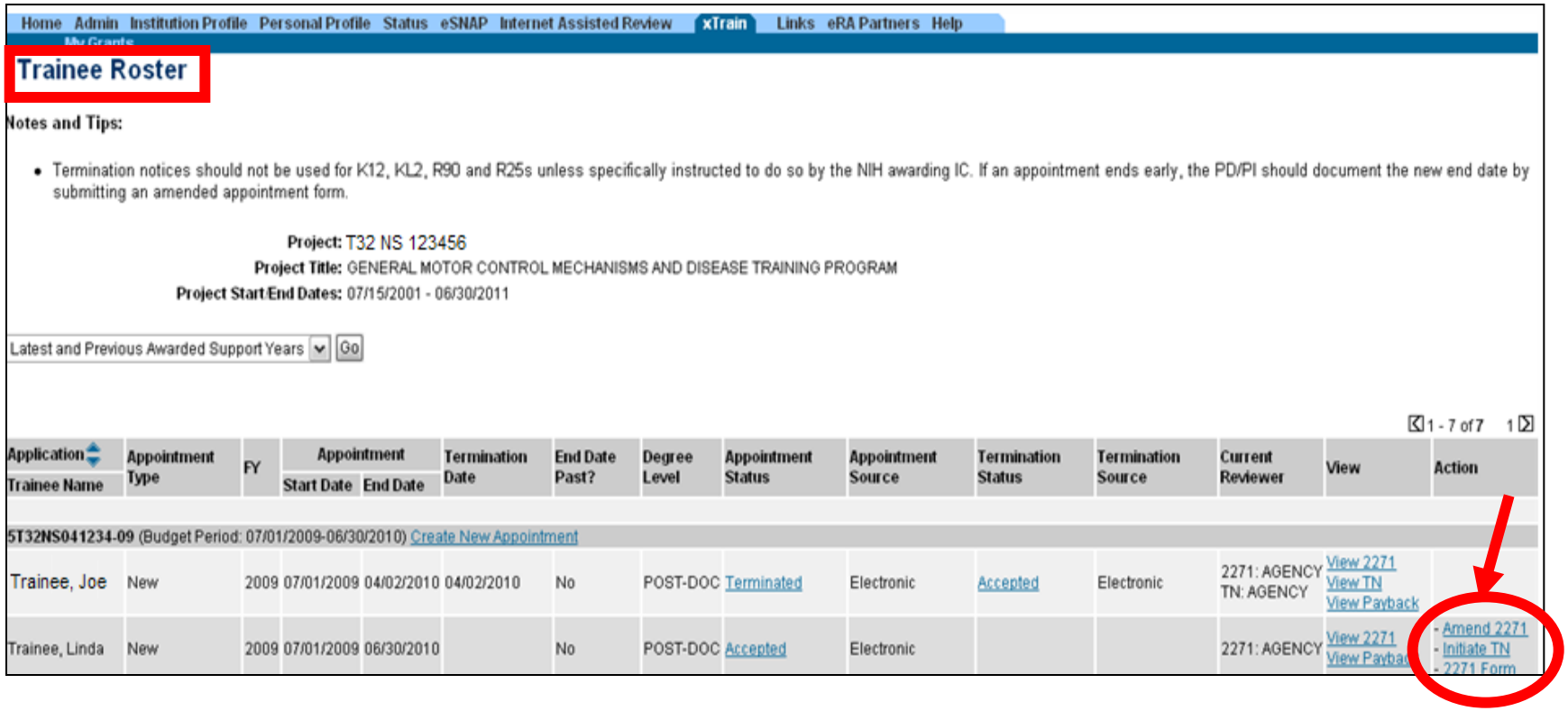
1. The PD/PI logs into eRA Commons and selects the **xTrain** tab that displays the *My Grants* screen. The PD/PI is presented with a list of his/her grants.

2. The PD/PI chooses a grant and clicks the **View Trainee Roster** link.



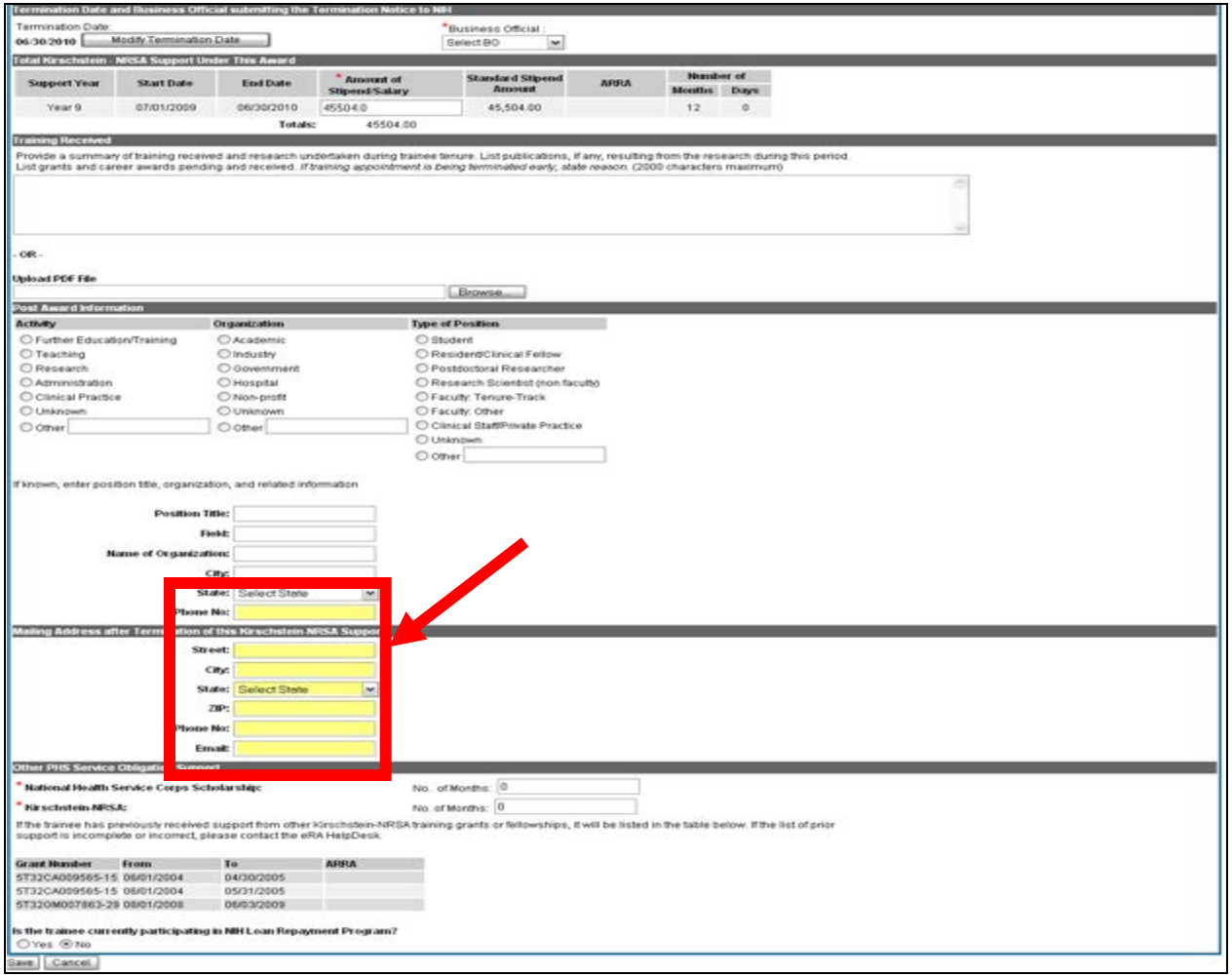
Termination Notice Link

3. The PD/PI locates the Trainee on the *Trainee Roster* screen and clicks the ***Initiate TN*** link.



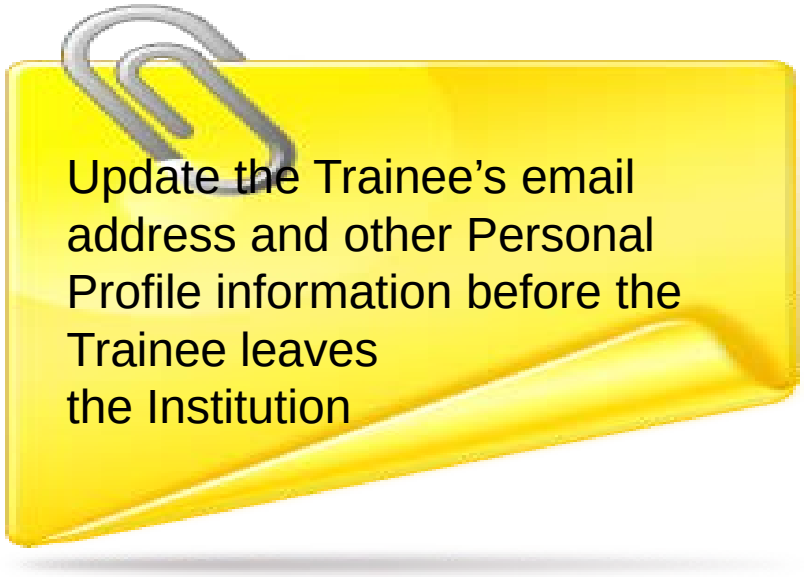
Termination Notice Pre-Populated

4. The *Termination Notice* is opened and some fields are pre-populated with information from the Trainee's profile in the eRA Commons.



Note:

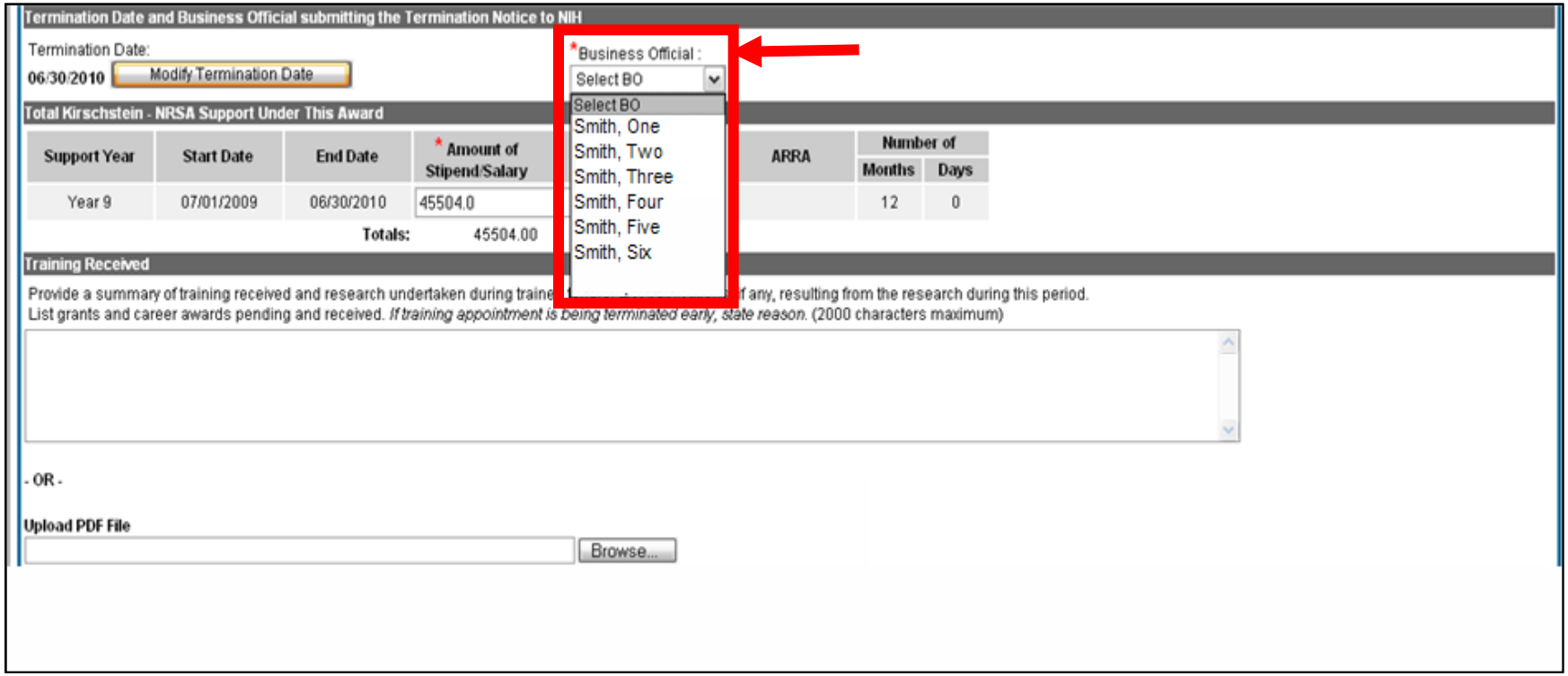
Before training appointments are terminated, the PD/PI should make every effort to have Trainees update their *Personal Profiles* and contact information within eRA Commons:



If a trainee has left the institution, the PD/PI should enter a forwarding email address for the Trainee within the *Termination Notice*.

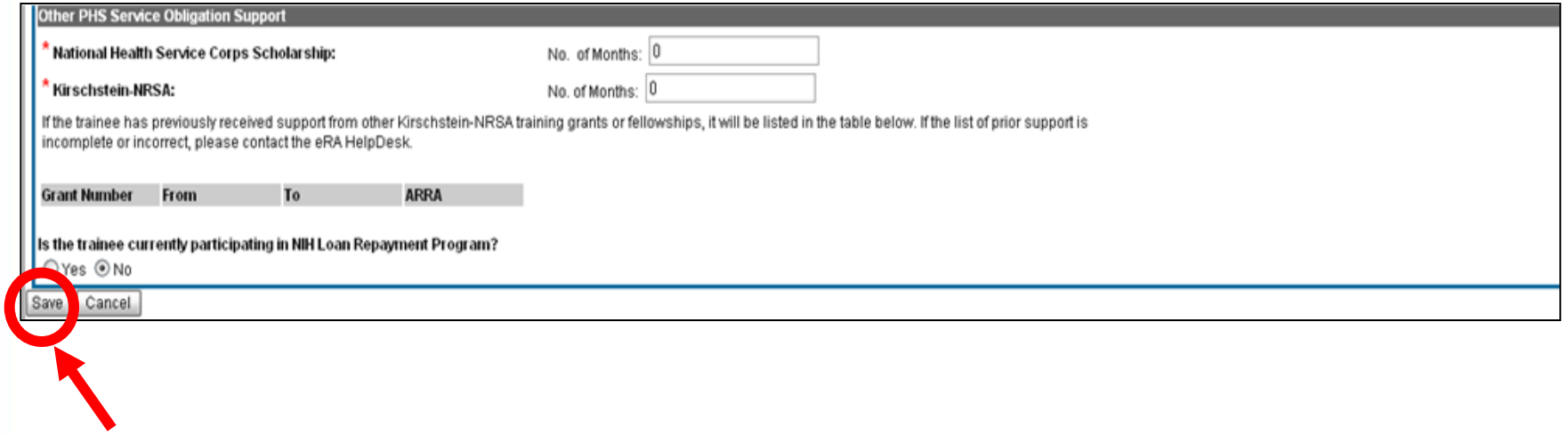
Select Business Official

- For training grants, the PD/PI selects a Business Official from the drop-down list.



5. The PD/PI fills out additional required (*) information and checks the appropriate response for whether the Trainee currently participates in any NIH loan repayment programs, and then clicks **Save**.

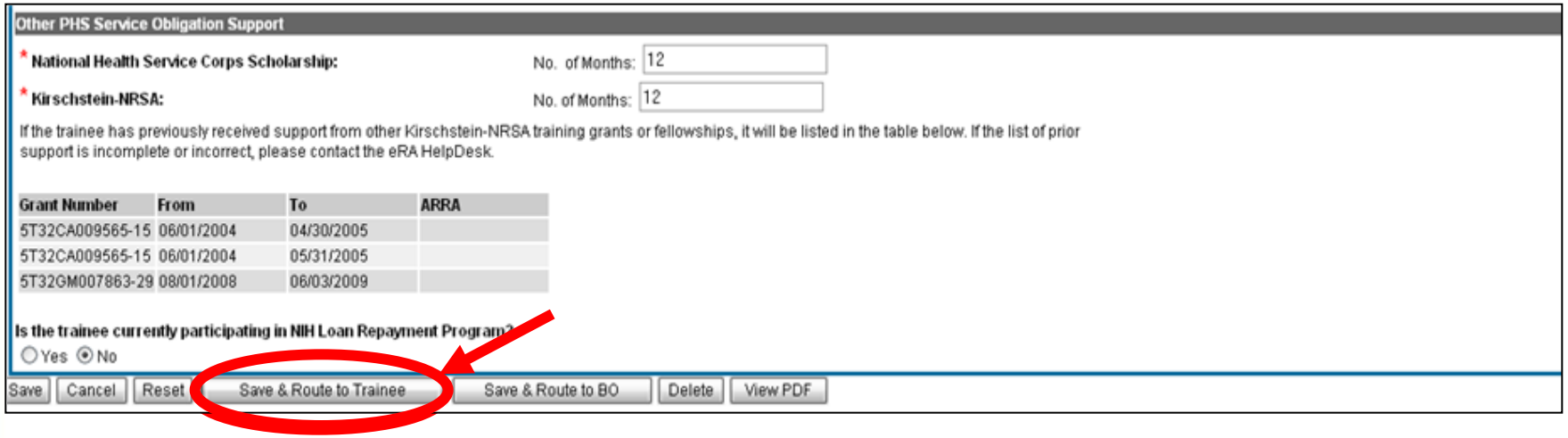
Termination Notice (Form 416-7) – Bottom Portion



Save and Route to Trainee

The Status of the *Termination Notice* is changed to *In Progress PI*

7. The PD/PI scrolls down to the bottom of the form, and clicks ***Save and Route to Trainee*** to send the form to the Trainee.

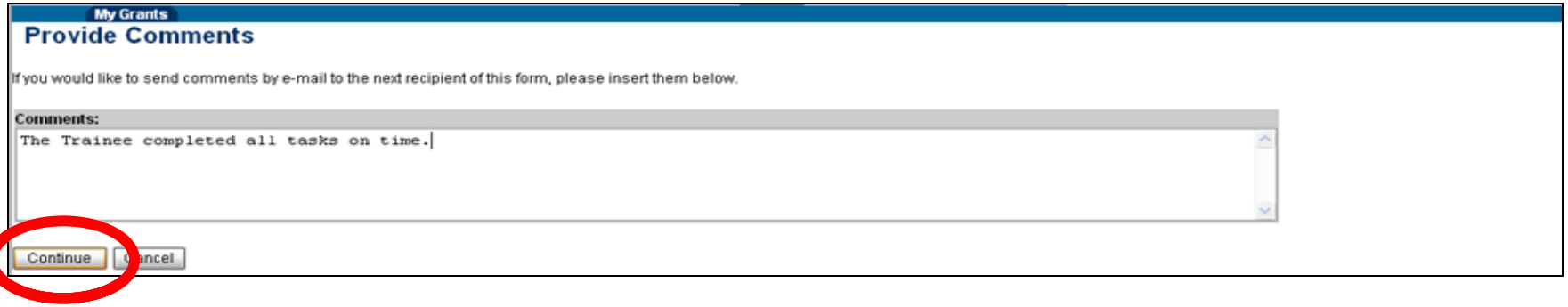


Termination Notice (Form 416-7) – Bottom Portion

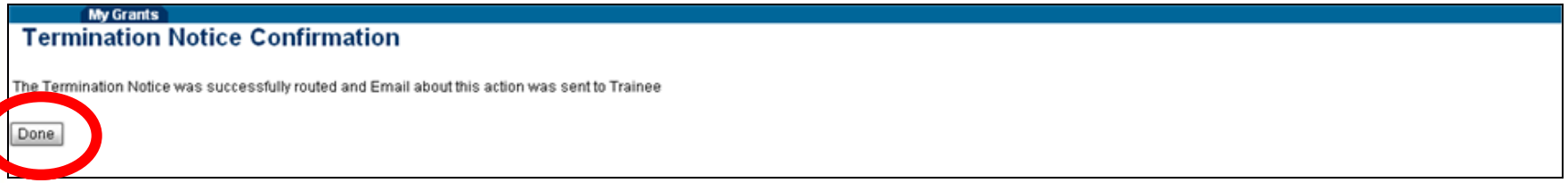
If time does not permit, or if all required (*) information is not readily available, the PD/PI can click **Save** at any time and complete the form later.

Comments and Confirmation

8. The PD/PI is given an opportunity to provide comments (up to 2000 characters) to be included in the email message that will be sent to the Trainee, before clicking **Continue**.



9. When the *Termination Notice Confirmation* screen appears, click **Done.**



10. At this point, the status of the *Termination Notice* is changed 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	Current Reviewer	View	Action
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) Create New Appointment														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	View 2271 View TN View Payback	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	Accepted	Electronic	In Progress Trainee	Electronic	2271: AGENCY TN: Trainee,Linda	View 2271 View TN View Payback	- Amend 2271 - 2271 Form - Term Notice

The Trainee will receive an email to process the *Termination Notice*.

Note:
If the Trainee does not route the *Termination Notice* to the PD/PI within 14 days, the system will automatically route the *Termination Notice* to back to the PD/PI.

Process Termination Notice

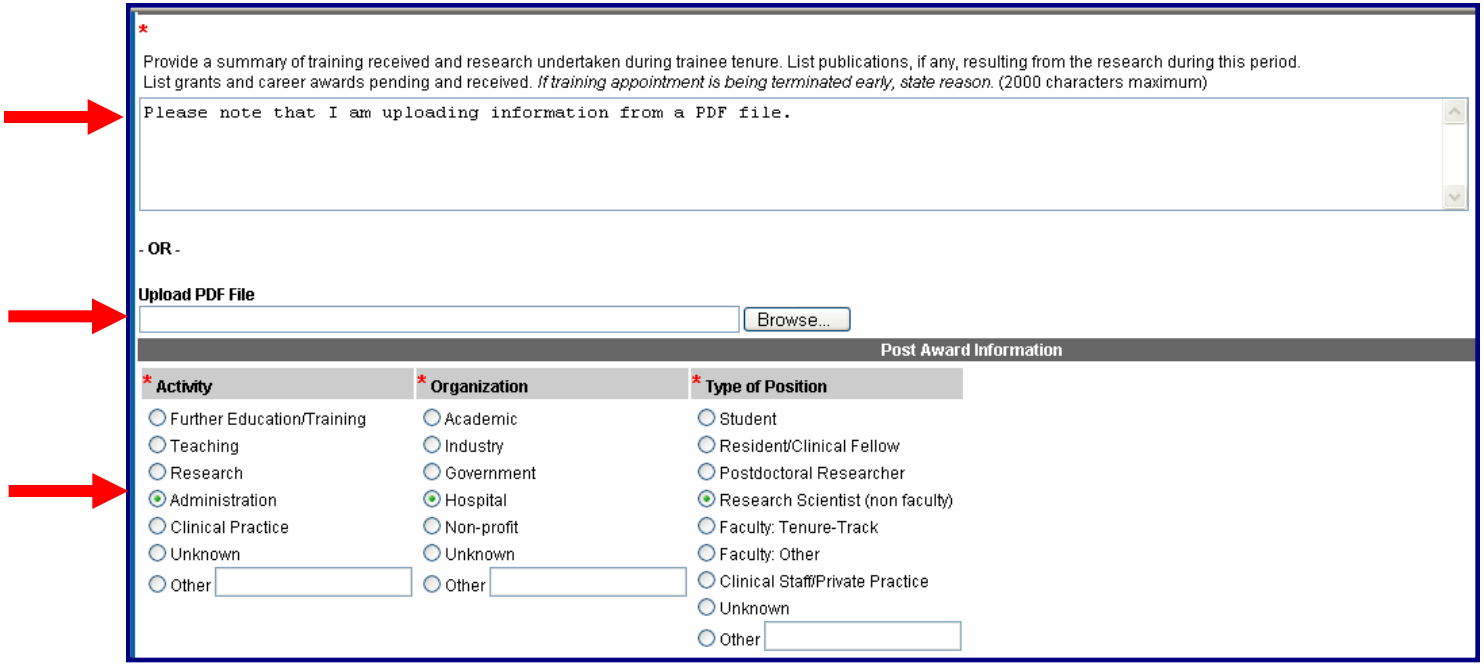
- If the Trainee has an eRA Commons account, the Trainee will access the *Termination Notice* from the *My Appointments and Termination* screen.
  - The Trainee clicks **Process TN**

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	Current Reviewer	View	Action
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) Create New Appointment														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	View 2271 View TN View Payback	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	Accepted	Electronic	In Progress PI	Electronic	2271: AGENCY TN: Smith, Joe	View 2271 View TN View Payback	Amend 2271 Process TN 2271 Form

See information under *Additional Features* at the end for processing *Termination Notices* for Trainees without eRA Commons accounts.

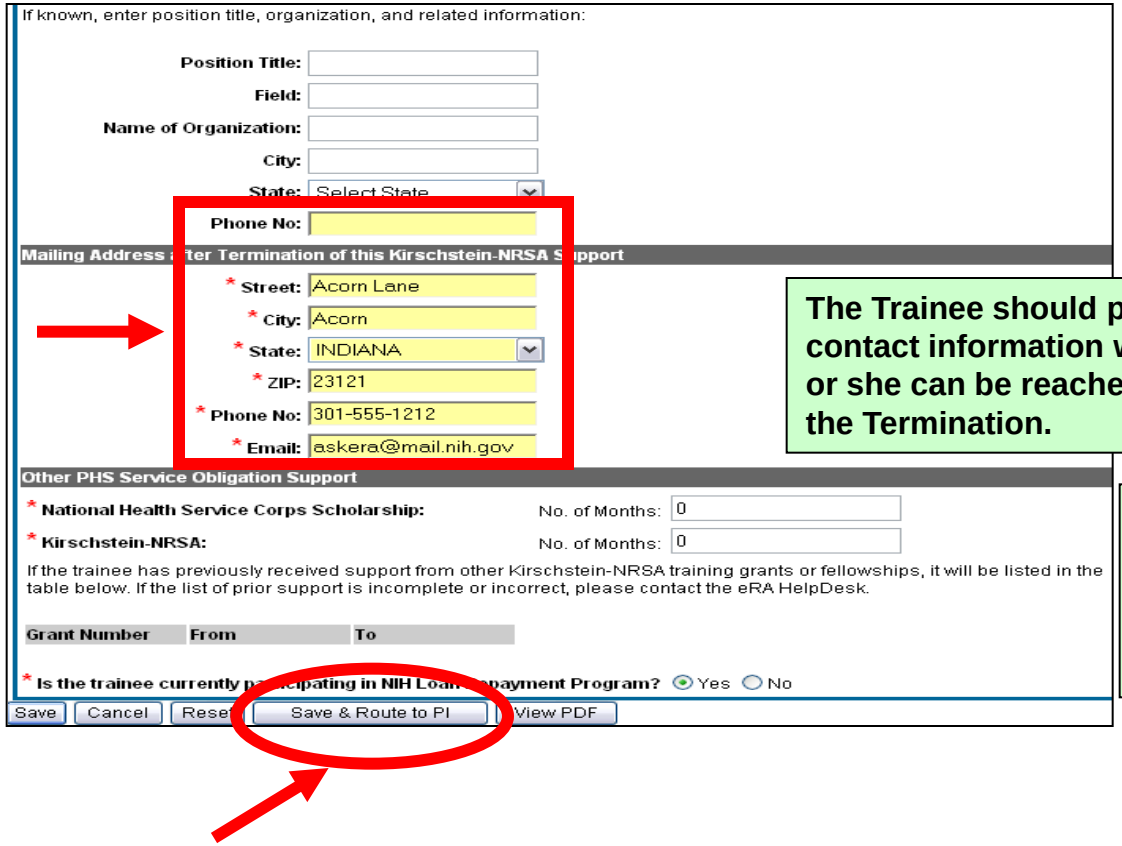
Summary of Training and Post Award Information

- The *Termination Notice* is opened and pre-populated with some information pulled from the Trainee profile and previously entered data.
- The Trainee provides a summary of the training received or uploads a PDF file with this information.
- The Trainee also provides Post Award information.



Trainee Routes Termination Notice

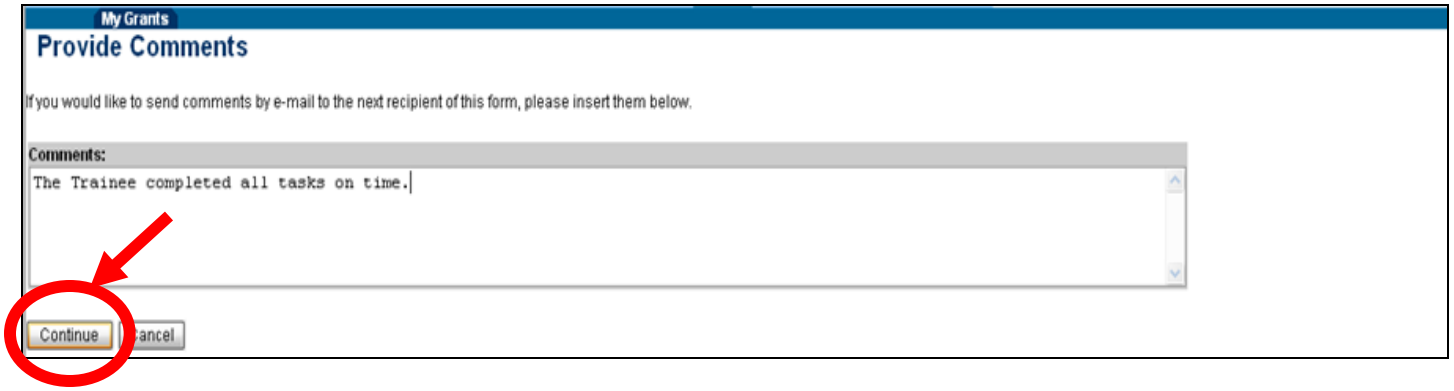
- The Trainee reviews all information and clicks **Save & Route to PI**



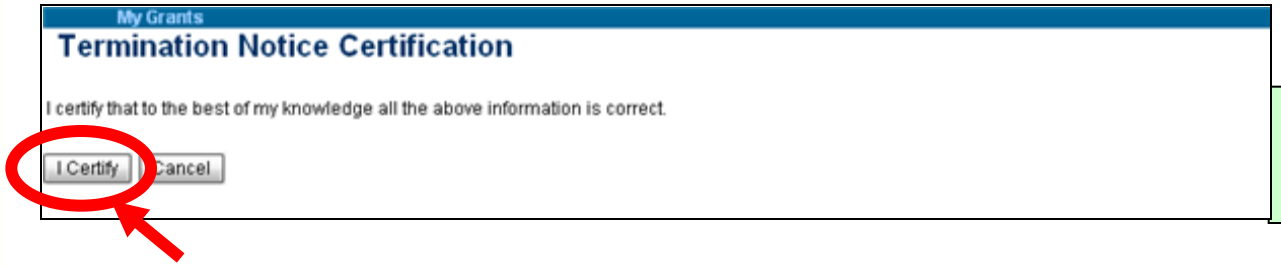
The Trainee should provide contact information where he or she can be reached after the Termination.

The Trainee should review all information and then click the "Save & Route to PI" button.

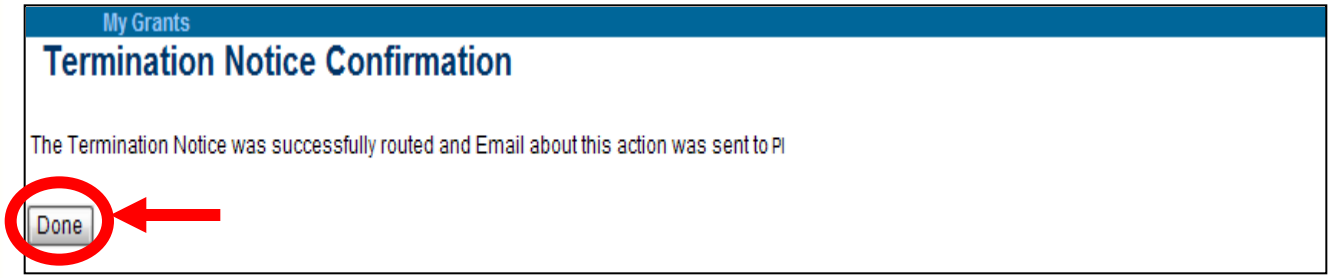
Comments and Certification



Optional Comments (up to 2000 characters) may be included in an email message sent to the PD/PI, before clicking "Continue" to proceed.



The Trainee clicks "I Certify" to record his or her Electronic Signature.



The Trainee clicks "Done" to complete the routing.

Status Becomes In Progress PI

- The status is changed to *In Progress PI.*
- The PD/PI receives an email to process the *Termination Notice*. If the PD/PI does not route the *Termination Notice* to the Business Official within 14 days, the system automatically does so.

Trainee Appointments and Terminations screen

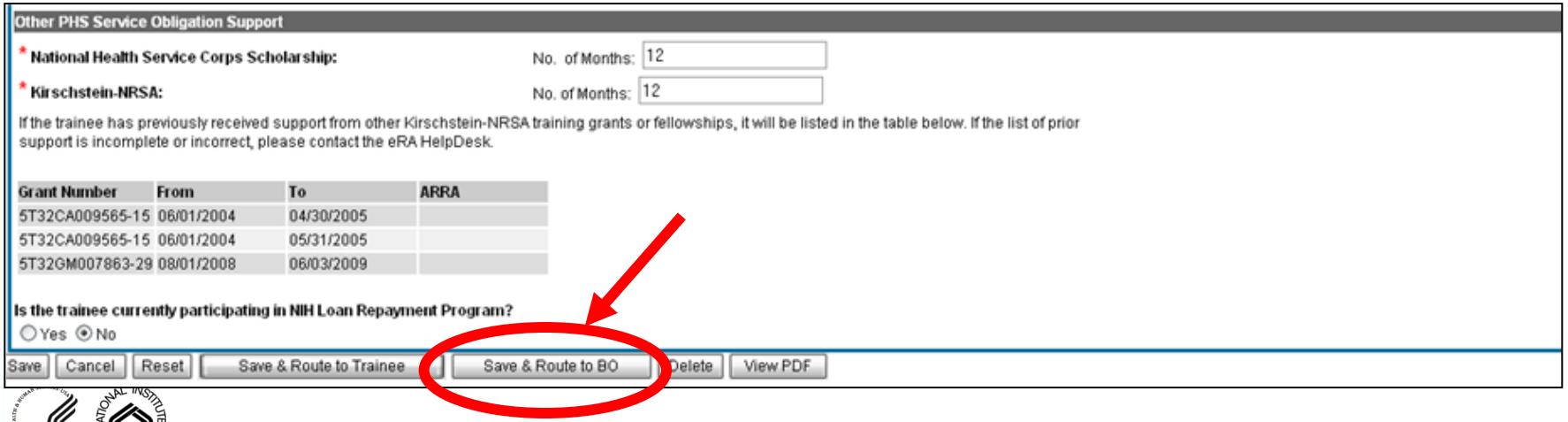
Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	Current Reviewer	View	Action
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) Create New Appointment														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	View 2271 View TN View Payback	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	Accepted	Electronic	In Progress PI	Electronic	2271: AGENCY TN: Smith, PI	View 2271 View TN View Payback	- Amend 2271 - Process TN - 2271 Form

PD/PI Reviews Termination Notice

11. From the *Trainee Roster* screen, the PD/PI clicks the ***Process TN*** link to open the form.

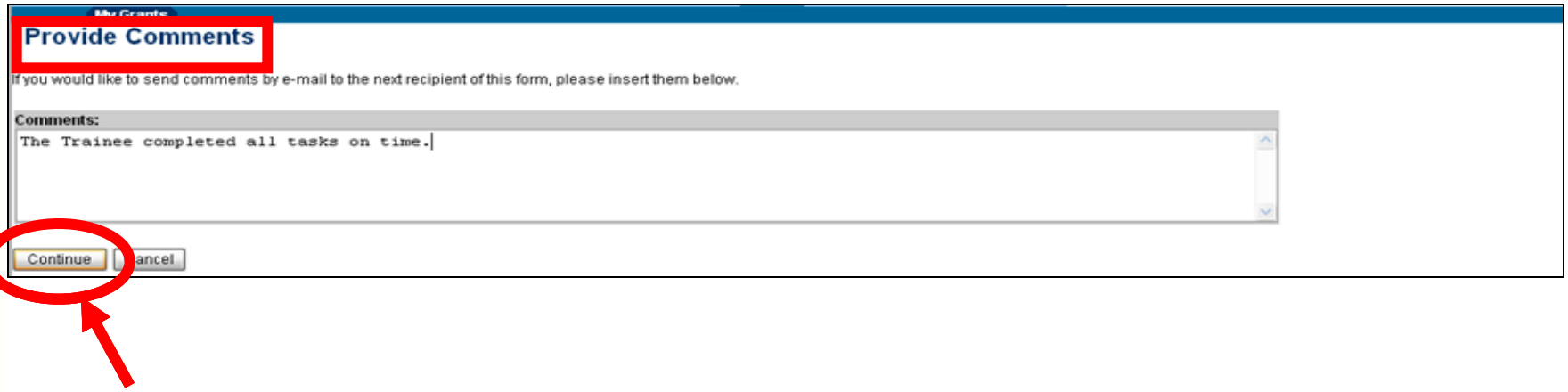
Application / Trainee Name	Appointment Type	FY	Appointment Start Date	Appointment End Date	Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	Current Reviewer	View	Action
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) Create New Appointment														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	View 2271 View TN View Payback	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	Accepted	Electronic	In Progress PI	Electronic	2271: AGENCY TN: Smith, PI	View 2271 View TN View Payback	Amend 2271 - Process TN - 2271 Form

- The PD/PI reviews the form and if everything is satisfactory, clicks the ***Save & Route to BO*** button to send the form to the Business Official.



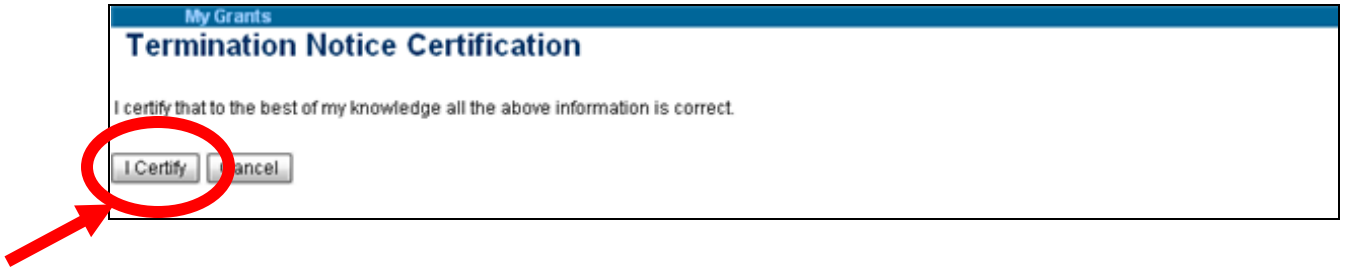
PD/PI Comments

13. The PD/PI is provided an opportunity to enter comments (up to 2000 characters) to be included in an accompanying email message. If desired, enter comments and click **Continue**.

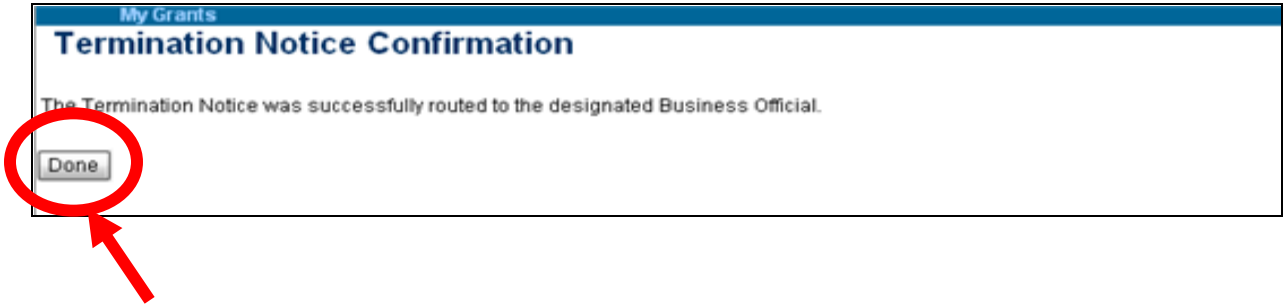


Certify Termination Notice

14. Click **I Certify**. This will record your electronic signature.



15. Click **Done**.

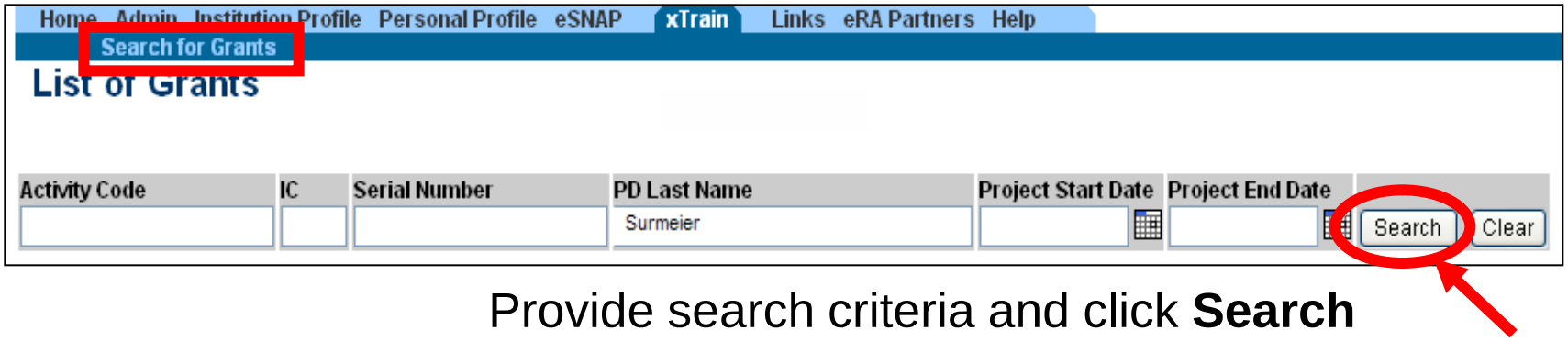


The Status of *Termination Notice* is changed to *In Progress BO*.

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	Current Reviewer	View	Action
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) Create New Appointment														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	View 2271 View TN View Payback	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	Accepted	Electronic	In Progress BO	Electronic	2271: AGENCY TN: Smith, One	View 2271 View TN View Payback	- Amend 2271 - 2271 Form - Term Notice

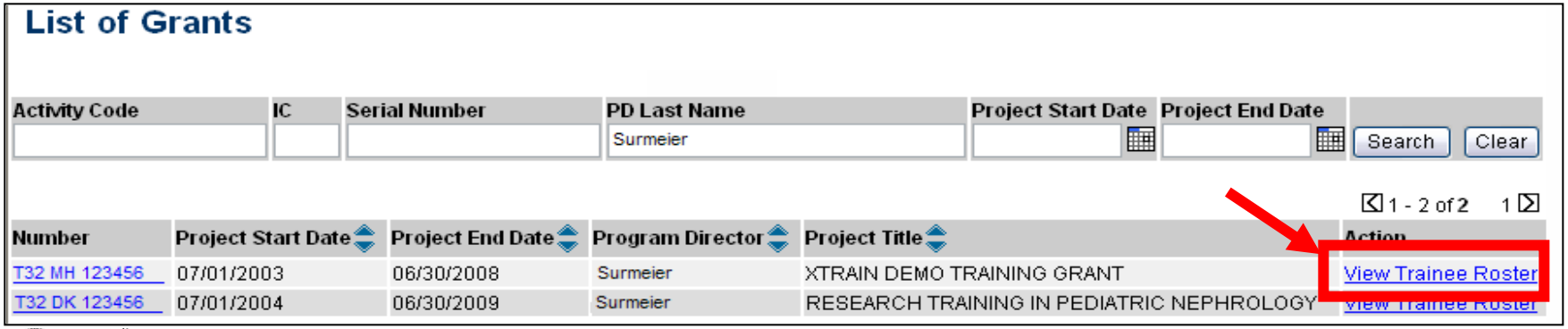
Termination Notice

- The Business Official receives an email to approve and submit the *Termination Notice.*
- xTrain users with the Business Official role are brought to a *Grant Search* screen when the xTrain tab is selected.



Provide search criteria and click **Search**

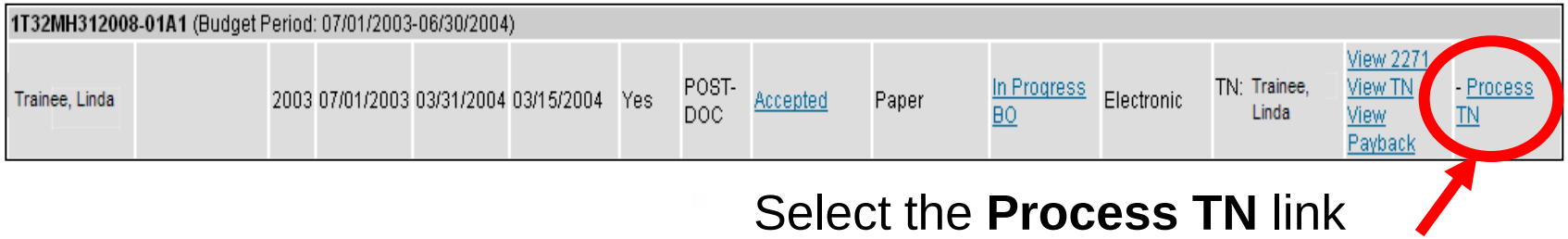
BO List of Grants screen



Select the **View Trainee Roster** link

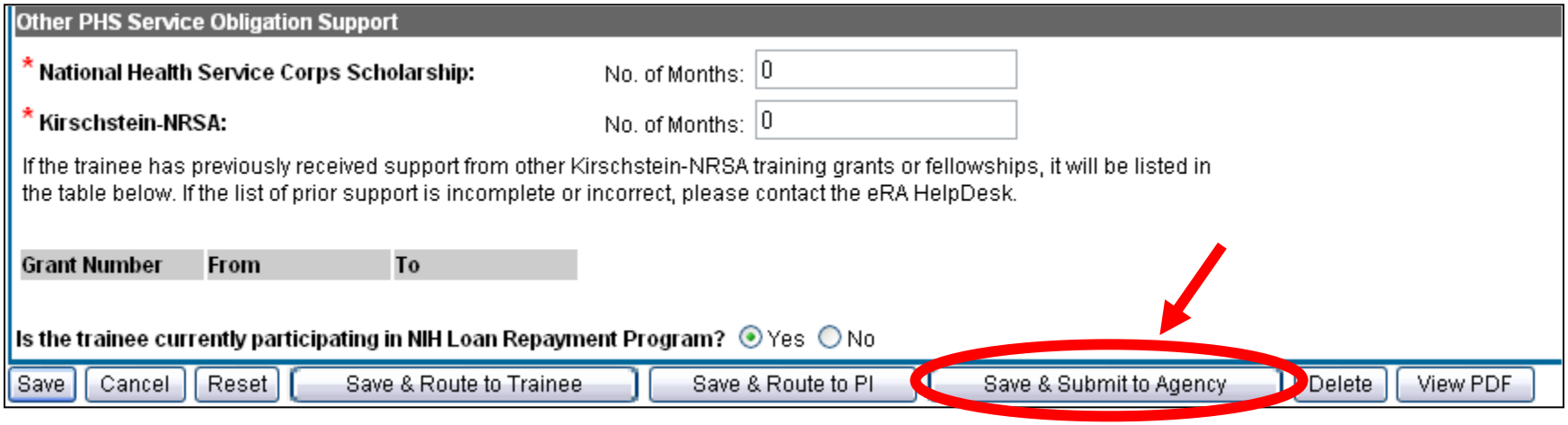
Termination Notice

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

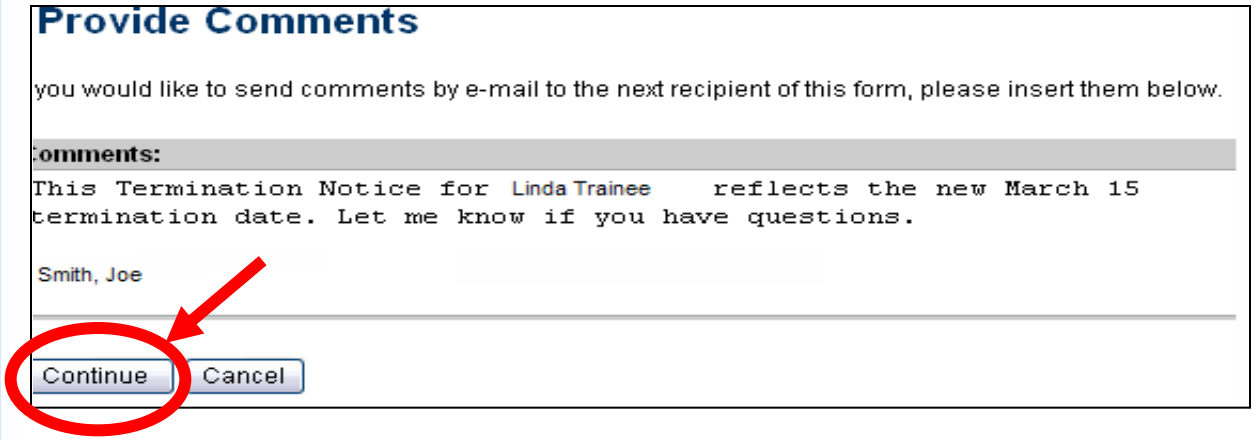


Select the **Process TN** link

Bottom of the *Termination Notice* form

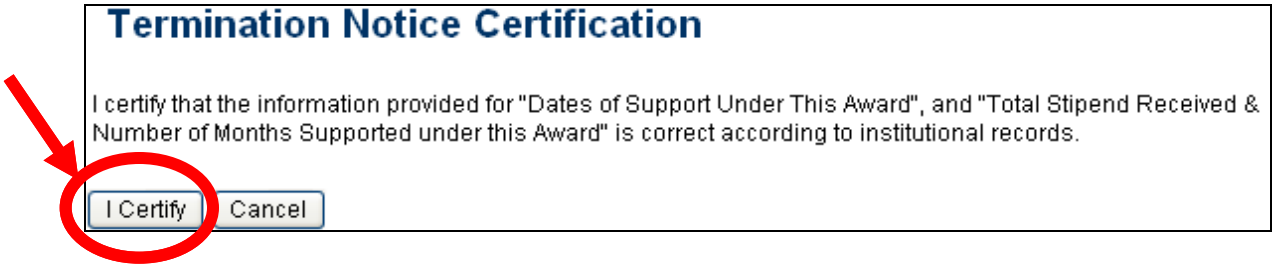


After review, the Business Official clicks **Save & Submit to Agency** to complete the process.



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

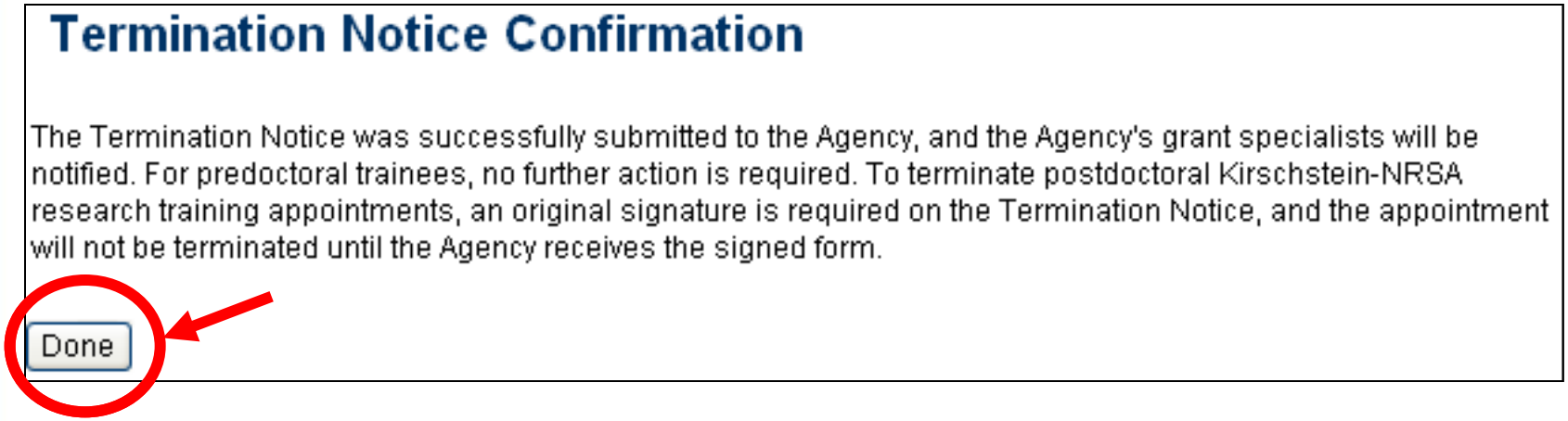
Click **Continue**



Electronic Signature recorded

Click **I Certify**

Termination Notice Confirmation



Click **Done**

BO *Trainee Roster* screen

Trainee, Linda		2003	07/01/2003	03/31/2004	03/15/2004	Yes	POST-DOC	Accepted	Paper	Pending Agency Review	Electronic	TN: AGENCY	View 2271 View TN View Payback	- Term Notice

The Termination Status is changed to **Pending Agency Review**

Additional Termination Features

Additional Features

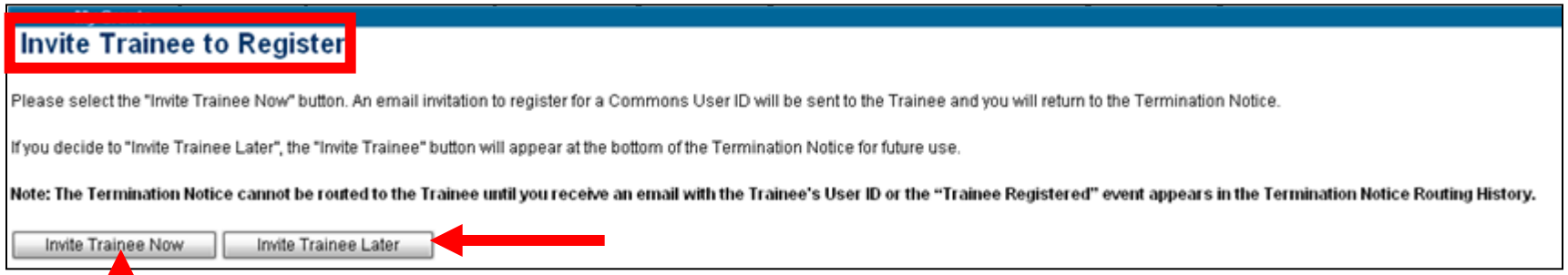
In addition to the primary Termination functions, xTrain has additional features that users should be aware of:

- Accommodates Trainees without eRA Commons Accounts
- Provides the ability to manage an Early Termination via the *Termination Notice*
- Allows the PD/PI and Trainee to recall the *Termination Notice*, if necessary

These features will be addressed in the next slides.

When the PD/PI Initiates a Termination Notice

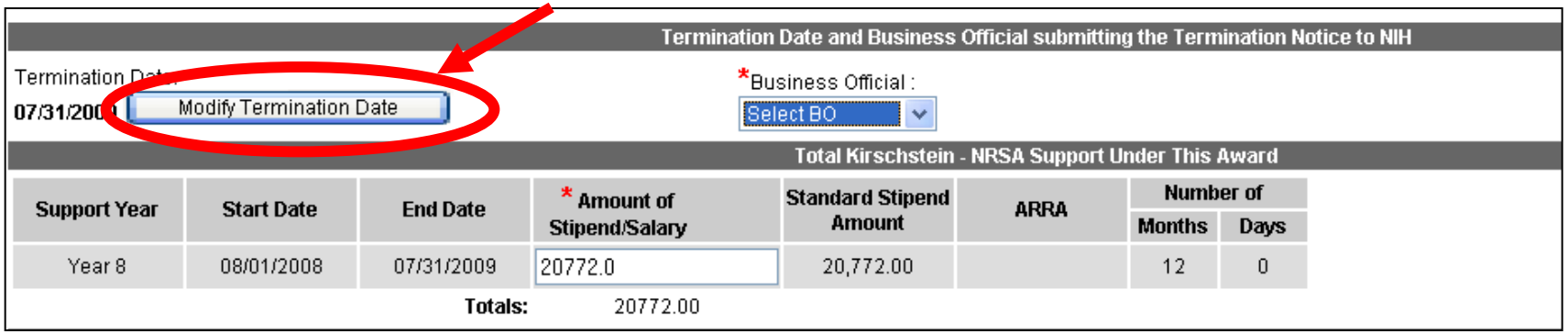
- If the Trainee does not have an eRA Commons account, the system will prompt the PD/PI to Invite the Trainee to Register.



  - The Trainee must be registered before any action can be routed to them.
  - When the Trainee does not have an eRA Commons account, it is likely that previous Appointments were submitted via paper.
  - When the Trainee receives an email about creating an eRA Commons account, they should proceed according to the directions for setting up accounts.

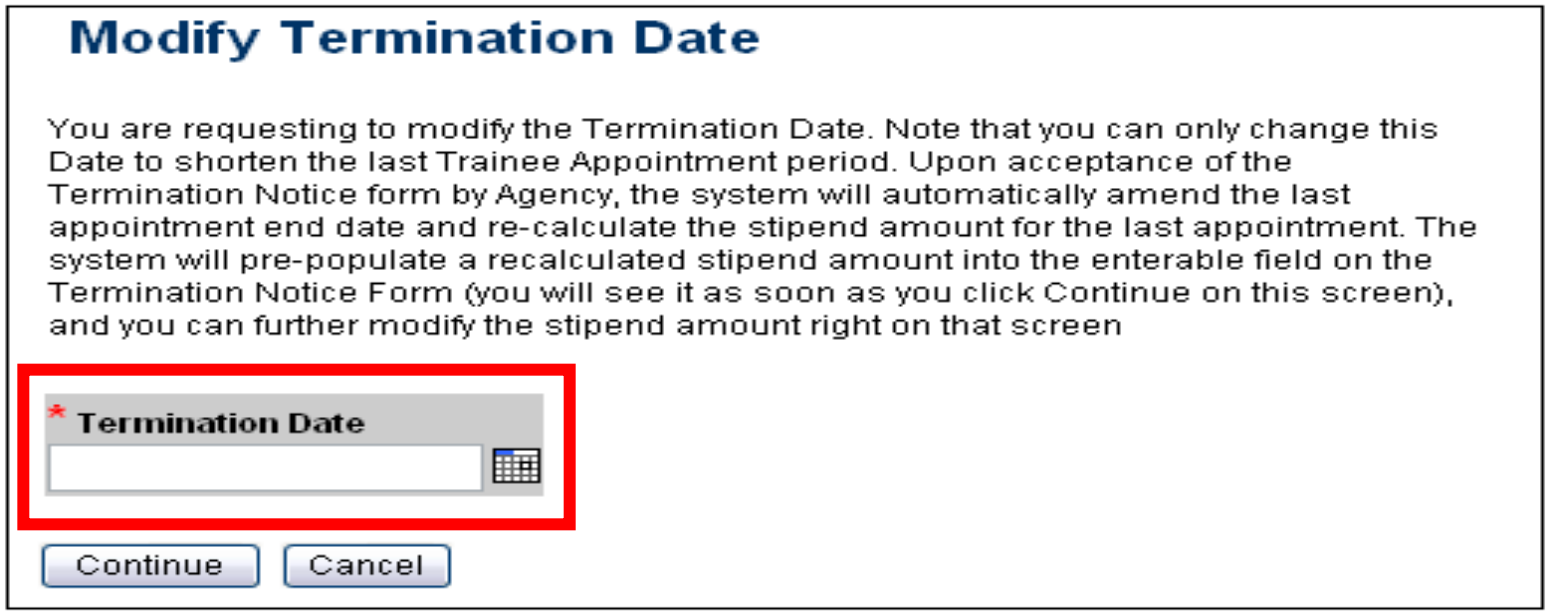
Early Termination

- If a Trainee is ending the Appointment earlier than originally planned, instead of submitting an Amendment, the PD/PI can modify the end date of the Appointment by pressing **Modify Termination Date.**



Enter Early Termination Date

- The next screen allows the PD/PI to modify the **Termination Date**. The system will automatically amend the Appointment End Date and will recalculate the stipend.



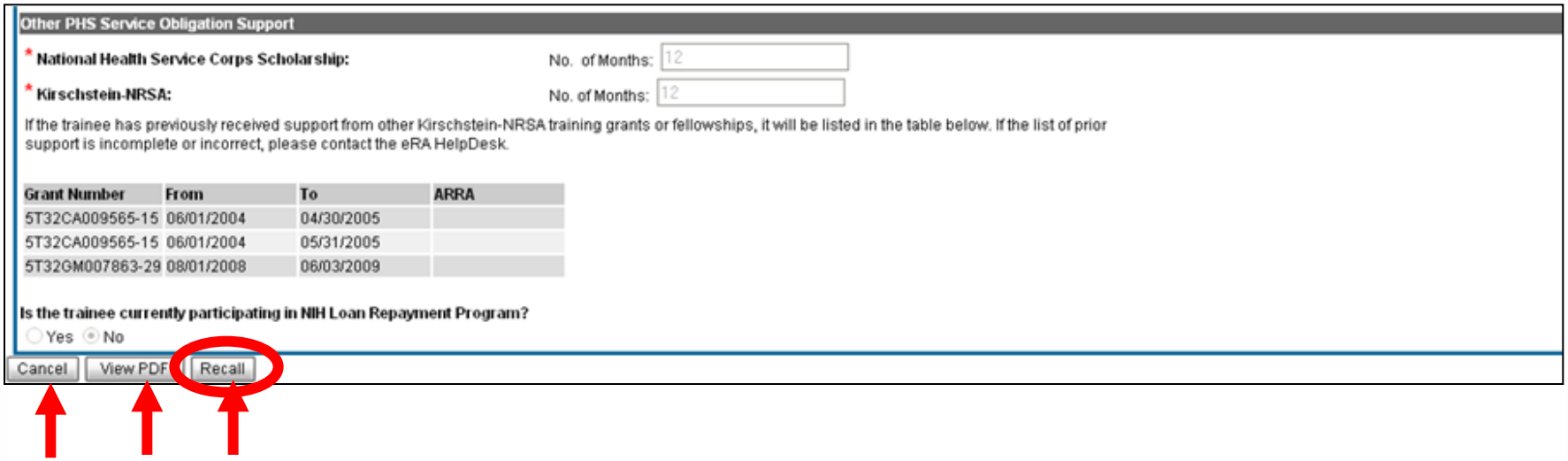
Termination Notice Recall

- The *Termination Notice Recall* feature is available to the PD/PI after routing the *Termination Notice* to either the Trainee or to the Business Official, and it is available to the Trainee after routing it to the PD/PI.

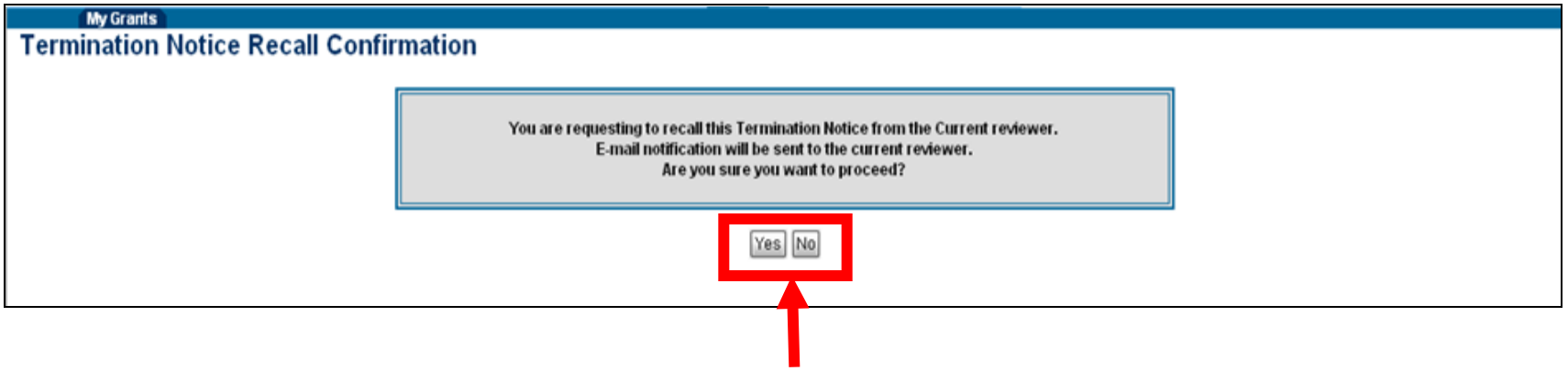
The next few slides will show the PD/PI's view after the *Termination Notice* has been submitted to the Trainee.

Termination Notice Recall

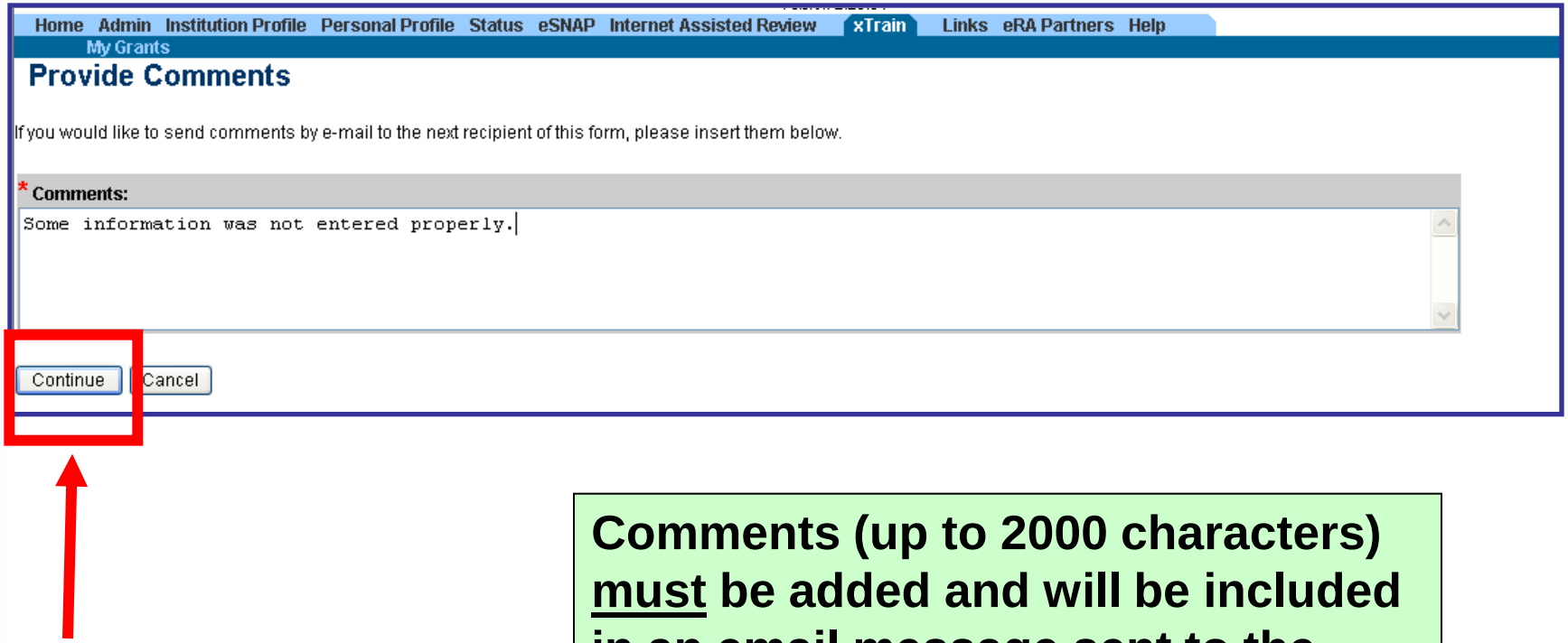
- After routing the *Termination Notice*, the PD/PI will see the **Cancel**, **View PDF**, and **Recall** buttons on the bottom of the form when viewing the form.
- The PD/PI can click Recall to have the *Termination Notice* returned for any reason.



Termination Notice Recall



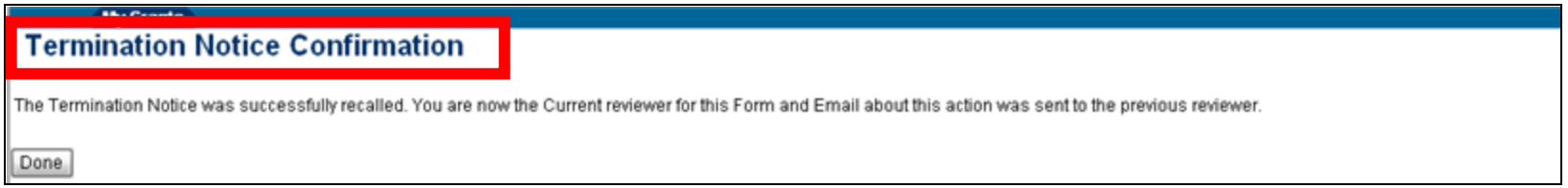
- The *Termination Recall Confirmation* screen will appear asking the PD/PI to click **Yes** or **No** to proceed.
- If **Yes** is selected, comments must be provided in the *Comments* text box.



Comments (up to 2000 characters) must be added and will be included in an email message sent to the Trainee or Business Official. Click "Continue" to proceed.

Termination Notice Recall

- The *Termination Notice Confirmation* screen will appear letting the PD/PI know the *Termination Notice* was successfully recalled.



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 & Application
  http://grants.nih.gov/grants/forms.htm