Presenter

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AGENDA

1. xTrain Basics
   - What is xTrain & why is it important
   - xTrain Users & Roles
   - Getting Started in xTrain

2. Using xTrain
   - Delegation, Appointments, Re-appointments, Terminations

3. Resources & References

4. Q&A
What is xTrain?

- xTrain is a part of eRA Commons, an online interface where grantees and federal staff can access and share administrative grant information.

- xTrain allows users to electronically process appointments forms and termination notices associated with NIH Kirstein-NRSA training grants and Individual Fellowship awards.
Why is xTrain Important?

Effective January 1\textsuperscript{st}, 2011 xTrain replaces the paper copies of:

- PHS 2271 - Statement of Appointment form
- PHS 416-7 - Termination Notice

\textit{Paper forms will no longer be accepted}
### Appointment Form

**Department of Health and Human Services**  
**Public Health Services**  
**Statement of Appointment**

**Appointment Form**

1. **PHS GRANT NUMBER**
   - Type/Serial No.

2. **APPOINTEE’S NAME (Last, first, middle)**

3. **SEX**
   - M  
   - F

4. **TYPE OF ACTION** (Check only one type)
   - NEW Appointment (NOT previously supported by this grant)
   - REAPPOINTMENT (Previously supported by this grant)

5. **PRIOR NASA SUPPORT** (Individual or institutional)
   - NO  
   - YES (If “Yes,” see instructions)

6. **SOCIAL SECURITY NO.**
   - XXX-XX-XXXX

7. **BIRTHDATE** (Month, day, year)

8. **CITIZENSHIP** (See instructions)
   - U.S. Citizen or Noncitizen National
   - Non-U.S. Citizen
     - With a Permanent U.S. Resident Visa (Green Card)
     - With a Temporary U.S. Visa
   - If not a U.S. citizen, of which country are you a citizen?

9. **PERMANENT MAILING ADDRESS**

10. **Are you Hispanic (or Latino)?**
    - YES  
    - NO  
    - Do Not Wish to Provide

11. **What is your racial background?**
    - American Indian or Alaska Native
    - Native Hawaiian or other Pacific Islander
    - Asian
    - Black or African American
    - White
    - Other

12. **Do you have a disability?**
    - YES  
    - NO  
    - Do Not Wish to Provide

13. **Are you from a disadvantaged background?**
    - YES  
    - NO  
    - Do Not Wish to Provide

14. **FIELD OF RESEARCH TRAINING OR CAREER DEVELOPMENT**
    - Enter 4 digit code from instructions:

15. **PERIOD OF APPOINTMENT** (Month, day, year)

16. **EDUCATION – AFTER HIGH SCHOOL** (Indicate all academic and professional education. For foreign degrees, give U.S. equivalent.)

<table>
<thead>
<tr>
<th>Degree/Field</th>
<th>Location/Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Name of Institution and Location</td>
<td>(b) Degree(s) Received</td>
</tr>
<tr>
<td>(c) Major Field</td>
<td>(d) Minor Field</td>
</tr>
</tbody>
</table>

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### Termination Form

**Department of Health and Human Services**  
**Public Health Service**  
**Termination Notice**

**Ruth L. Kirschstein National Research Service Award**

1. **NAME OF FELLOW OR APPOINTEE (Last, first, middle)**

2. **GRANT NO.**

3. **NAME OF SPONSORING INSTITUTION**

4. **SOCIAL SECURITY NO.**
   - XXX-XX-XXXX

5. **DEGREE(S) EARNED/COMPLETION DATE(S)**

6. **DATES OF SUPPORT UNDER THIS AWARD**
   - Month, year

7. **TOTAL HOURS IN NASA STIPEND RECEIVED AND NUMBER OF MONTHS SUPPORTED UNDER THIS AWARD (See specific instructions for Amount of Stipend)**
   - Month, year

8. **Am I terminating my fellowship/training?**

9. **POST-AWARD INFORMATION**
   - Please mark a single box in each of the categories below.

<table>
<thead>
<tr>
<th>Type of Position</th>
<th>Activity</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Further Education/Training</td>
<td>Academic</td>
</tr>
<tr>
<td>Research</td>
<td>Preclinical Research</td>
<td>Industry</td>
</tr>
<tr>
<td>Research</td>
<td>Postdoctoral Research</td>
<td>Government</td>
</tr>
<tr>
<td>Research Scientist</td>
<td>Research Science (non-faculty)</td>
<td>Hospital</td>
</tr>
<tr>
<td>Faculty</td>
<td>Tenure-Track</td>
<td>Non-profit</td>
</tr>
<tr>
<td>Faculty</td>
<td>Other</td>
<td>Unknown</td>
</tr>
<tr>
<td>Clinical Staff/Practice</td>
<td>Unknown</td>
<td>Other</td>
</tr>
</tbody>
</table>

10. **MAILING ADDRESS AFTER TERMINATION OF THIS KIRSCHSTEIN-NASA SUPPORT**
    - Street, city, state, zip code

11. **OTHER PHS SERVICE ORIATION SUPPORT**
    - NHSC Scholarship: No of months:
    - Kirschstein-NASA: No of months:

12. **SIGNATURE OF FELLOW OR APPOINTEE**
    - Date

13. **Certification of Sponsor or Program Director**
    - That to the best of my knowledge all the above information is correct.

14. **Business Official's Certification**
    - That all requirements have been met.

15. **For Government use only**
    - The information provided in items 6 and 7 is in agreement with PHS records.

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**PHS 2771 (Rev. 11/07)**  
Page 1 of 2
Uses of xTrain

xTrain is used to:

- **Create, route and submit:**
  - Trainee Appointments
  - Re-appointments
  - Amendments
  - Termination Notices

- **Track the status and timing of training actions**
xTrain has several key Roles:

- Program Director/Principal Investigator (PD/PI)
- Assistant (Asst)
- Trainee
- Business Official (BO)
xTrain Users & Roles

PD/PI Role:

- Is responsible for overall direction of the training program
- Selects and Appoints Trainees
- Amends Appointments, when necessary
- Initiates Termination Notices
- The P.I. may delegate authority to another individual to perform xTrain-related functions on the PD’s/PI’s behalf
xTrain Users & Roles

ASST (PD/PI Delegate) Role:

- Individual delegated by the PD/PI, with the authority to perform xTrain related functions on the PD/PIs behalf

- Can perform same actions and notifications as PD/PI except the ability to submit Appointments

- ASST = Business Office Personnel or Trainee Coordinator Role
xTrain Users & Roles

Trainee Role:

- Person at Yale who will be appointed as a Trainee on a training grant.

- Trainees can be either a *pre* or *post*-doctoral appointment
xTrain Users & Roles

BO (Business Official) Role:

- The BO role is the only role with the authority to submit Termination Notices on behalf of the Institution

- The manager of Financial Reporting & Analysis in the office of Grant and Contract Financial Administration (GCFA) is the individual with this authority and therefore, fills the role of the BO
Account Set-up

- An eRA Commons account is needed to use xTrain
- Grant and Contract Administration (GCA) provides access to eRA commons

For Departments/P.I.s

- Notify your GCAT team in GCA via email immediately of individuals in Business Offices, or Trainee Coordinators, who will require ASST access and don’t have an eRA Commons account

For Trainees

- Trainees without existing eRA Commons accounts are registered as part of the xTrain process
  - Registration is initiated by the PD/PI or the ASST
Getting Started in xTrain

- To begin the PD/PI/ASST logs into eRA Commons

As a PI, log into eRA Commons at https://commons.era.nih.gov/commons/
Getting Started in xTrain

Delegation

1. First, select the **Admin** tab.
2. Second, select the **Accounts** tab,
3. Third, select the **Delegate xTrain Authority** on the sub menu.
Getting Started in xTrain

Delegation

Select the user to receive delegation from the list of Current Institution Users and click the Assign button.

Only eRA Commons users with the ASST role will appear in list.
Using xTrain - Appointments

Appointments are handled in 4 steps:

1. PI/PD identifies trainee, initiates appointment by completing the 2271 form and routes to Trainee
2. Trainee fills out the 2271 form and routes back to PD/PI
3. PD/PI reviews the completed 2271 form and routes to the agency for final approval
4. Agency (NIH) reviews
Using xTrain – Appointments

To start the xTrain process, the PD/PI/ASST opens the xTrain link.

Click the View Trainee Roster link and it brings you to the page from which you will perform xTrain actions.
Using xTrain – Appointments

Check to see if all Trainee’s have a valid eRA Commons account, if not now is the time to create their account.
Using xTrain - Appointments

When PD/PI/ASST select *Create New Appointment* at the Trainee Roster page within xTrain, they are prompted for the Trainee’s User ID.

- If User ID is unknown or does not exist, the *Identify Trainee* link can be used.
Using xTrain - Appointments

The PD/PI enters name to search

If there is no match, click the "Create New Trainee Profile"
Using xTrain - Appointments

Complete the screen and click “Continue”
The system will open an Appointment form (2271). Additional fields must be populated in the form before routing to the Trainee.

When the user selects *Invite Trainee Now* action key:
- An email is sent to Trainee with link to register
- User is placed in the 2271 form within xTrain
Using xTrain - Appointments

- xTrain generates an email to Trainee
- Trainee should respond as quickly as possible to avoid delays

Dear Trainee:

This is a system-generated invitation from the eRA Commons xTrain website in connection with your participation as a Trainee for Program Director Money, Cher D on a Grant 5T32CA12345-4.

To participate in the Appointment and/or Termination forms submission, you will need to log on to the eRA Commons website with a user name and password.

Please visit this web site to create your account as soon as possible. Open your Web browser and go to the URL

https://commons.era.nih.gov/commons/t.do?code=d83a25d73d498884&code2=f697146d1ed4df4

- Trainee will click on the link and follow online instructions
Using xTrain - Appointments

- Once the Trainee set up process is complete, the Trainee completes the 2271 form and routes back to PD/PI.
- The PD/PI/ASST then reviews the 2271 form.
- If the form is ready, The PD/PI will select **Save & Submit to Agency**.
- The system will flag any errors identified.
Using xTrain – Re-appointments

- An Appointment is needed for each budget period for which the Trainee receives support.
- The initial year of support on a grant is referred to as a “New” Appointment, subsequent periods are Re-appointments.
- Re-appointments follow the same basic flow as an Appointment.
Using xTrain – Terminations

Terminations (PHS 416-7) are handled in 4 steps

1. PD/PI identifies trainee, initiate Termination (TN) and routes to Trainee
2. Trainee fills out required information and routes back to PD/PI
3. PD/PI/ASST reviews completed TN and routes to BO
4. BO Approves and routes the TN to Agency
Using xTrain – Terminations

Terminations are handled with form (416-7) TN link on Trainee Roster screen

Termination Notice is opened and pre-populated with information pulled from the Trainee Profile
Using xTrain – Terminations

Choose a BO (your GCFA accountant) from drop-down list and Modify Termination Date

Modify Termination Date

You are requesting to modify the Termination Date. Note that you can only change this Date to shorten the last Trainee Appointment period. Upon acceptance of the Termination Notice form by Agency, the system will automatically amend the last appointment end date and re-calculate the stipend amount for the last appointment. The system will pre-populate a recalculated stipend amount into the enterable field on the Termination Notice Form (you will see it as soon as you click Next on this screen), and you can further modify the stipend amount right on that screen.
Using xTrain – Terminations

PD/PI Reviews and routes the form to the Trainee

PD/PI Saves the form

Additional action buttons will appear; click **Save & Route to Trainee**
Using xTrain – Terminations

- Upon entering all required information, the Trainee will **Save & Route to PI**
- The status is then set to **In Progress PI**
Using xTrain – Terminations

- PD/PI/ASST selects *Process TN* and review the Termination Notice.

- The PD/PI/ASST cannot submit the Termination Notice. It must be routed to the Business Official (BO) for submission.

- PD/PI/ASST selects *Save & Route to BO*
Using xTrain – Terminations

○ Upon Certification by PD/PI/ASST, the status change to *In Progress BO*

|--------------|-------------------------------------------|-----------|----------|-------|------------|-----------------|----------|----------------|-------------|

○ The BO selected will receive an email notification that a Termination Notice is ready for review
Using xTrain – Terminations

- BO (GCFA Accountant) logs into xTrain and provides the final review of the TN

- GCFA will review the Trainee’s Statement of Appointment form to verify the stipend levels

- During the review process, GCFA will work with the business office to resolve any discrepancies
Using xTrain – Terminations

- Upon completion of the review, GCFA will select **Save & Submit to Agency** to complete the process
- This will prompt for certification of the information
  - The **I Certify** creates an electronic signature
  - The Status of the TN is then changed to **Pending Agency Review**
Resources

- eRA Commons
  https://commons.era.nih.gov/commons/

- 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
Quick References

- xTrain Overview & Functions
- PI Delegation of Authority
- Initiating Trainee Appointments
  http://era.nih.gov/files/xTrain_Initiate_Termination.pdf
- Getting Started - For Trainees
- Initiating Trainee Termination
  http://era.nih.gov/files/xTrain_Initiate_Termination.pdf
- Institutional User Guide
  http://era.nih.gov/files/xTrain_External_UG_2.22.0.0_07-02-09.pdf
- Web-based Training
  http://era.nih.gov/virtuальныхschool/external/class_xtrain.htm
Need Help?

- GCAT Team
  - For eRA Commons access

- GCFA Accountant – Termination Notices

- eRA Commons Help Desk
  Web: http://ithelpdesk.nih.gov/eRA/ (Preferred method of contact)
  Toll-free: 1-866-504-9552
Questions?