Important Changes - Submission of Statement of Appointment Forms and Termination Notices for NIH Institutional Research, Fellowship and Career Development Awards

Effective January 1, 2011, the PHS 2271 Statement of Appointment form and PHS 416-7 Termination Notice for the following institutional research, Fellowship*, Education, and Career Development awards must be electronically prepared and submitted via the NIH xTrain module within eRA Commons:

- Kirschstein-NRSA undergraduate institutional training grants (T34 – appointment forms only)
- Kirschstein-NRSA predoctoral and postdoctoral institutional Training Grants (T32, T35, T90, TL1, and TU2)
- Kirschstein-NRSA fellowships (F30, F31, F32, and F33 – Termination Notices only)*
- National Library of Medicine institutional training grants (T15)
- Institutional career development awards (K12, KL2, KM1)

*Note research education awards and institutional career development awards such as R25, R90, K12, KL2, or KM1 may or may not be required to be submitted via xTrain. The NIH awarding Institute/Center must make this determination.

xTrain is an NIH eCommons module that provides program directors, university administrators, and trainees the ability to electronically process and submit appointment forms and termination notices associated with institutional research training grants and career development awards. It is also used by NIH grants management staff to review and process the appointments and termination notices submitted electronically.

Paper appointment forms and termination notices for these activities will no longer be accepted after January 1, 2011.

Department business office staff is strongly encouraged to review the training resources and instructions for using the system available on the eRA Commons page at http://era.nih.gov/services_for_applicants/other/xTrain.cfm.

In preparation for this requirement and to avoid delays, we suggest that all department business offices provide their GCA Reviewer with a list of staff members who assist PIs with the completion of Statement of Appointment Forms and Termination Notices. A user account will be created in eRA commons for these individuals.

Please direct any questions about this process to GCFA. If you have any questions about obtaining an eRA Commons User Account please contact your GCA Reviewer.