xTrain

2010
What will be covered

Section 1: What is xTrain?
Section 2: Key roles of xTrain system
Section 3: Getting started in xTrain
  – Set up of Trainee eRA Commons User account
Section 4: Processing of forms
  – Form PHS 2271 (appointment form)
  – Form PHS 416-7 (termination form)
Section 5: Other system functionality
Section 6: Resources
Section 1: What is xTrain?

What is x-Train?

• xTrain a web based program that allows users to electronically process appointments and other required paperwork associated with Kirschstein-NRSA training grants

• PD/PIs, their delegates, and business officials can use xTrain to:
  – create, route and submit Appointments, Re-Appointments, Amendments and Termination Notices
  – track the status and timing of training actions
Why xTrain was created

• NIH developed xTrain as an electronic management tool for NRSA training grants to improve its efficiency in capturing research training appointments

• Adds some additional measure of flexibility in submitting forms and guarantees a base standard for both the NIH and the submitting institution.
Section 1: What is xTrain?

X-Train replaces the paper copies of the PHS 2271 and PHS 416-7 forms
Section 1: What is xTrain?

xTrain pilot information

• xTrain pilot rolled out in December, 2007. University of Minnesota was one of the nine pilot institutions.

• Based on the success of the first xTrain pilot participants, the pilot was extended first to all Federal Demonstration Partnership Institutions now all institutions that are registered in the eRA Commons can use xTrain.

• NIH has stated usage will be mandatory January, 2011, stay tuned.
Section 1: What is xTrain?

xTrain begins in the eRA Commons

Webpage: https://commons.era.nih.gov/commons/

- The eRA Commons is an online interface where grant applicants, grantee organizations, grantees and federal staff can access, share, and transmit administrative information related to their applications and grants.
Section 1: What is xTrain?

eRA Commons User name is key to using xTrain

• To use xTrain users must be registered in the Commons with a valid eRA Commons User name.

• To create an eRA Commons user name contact eprops@umn.edu.
Section 2: Key roles of xTrain system

xTrain Users and roles for xTrain

There are several roles that are key for xTrain in the eRA Commons:

• Business Official (BO)
• Program Director/Principal Investigator (PD/PI)
• Assistant (Asst)
• Trainee
Roles and system functionality

Although the functions of the roles differ within xTrain, there is commonality. Each role

- Completes data
- Can enter Comments
- Routes for review
Business Official

Individual who is associated with the business office who has the authority to submit termination notices (PHS 416-7) on behalf of the institution. Sponsored Financial Reporting is the University of Minnesota Business Official for xTrain.
Program Director/Principal Investigator

Responsible for direction of the training program.

- Selects and appoints trainees, amends appointments and initiates termination notices.
- Elements of this role can be delegated to an Asst.
Section 2: Key roles of xTrain system

Asst (a.k.a. PD/PI Delegate)

- An individual delegated by the PD/PI with the authority to perform all functions in x-Train except to submit.
Delegation of PD/PI role to Asst.

At the Delegate xTrain Authority screen within the eRA Commons, the PD/PI will be able to see a list individuals with ASST authority. PD/PI selects individual.
Delegate xTrain authority

1. PD/PI logs into eRA Commons at https://commons.era.nih.gov/commons
2. PD/PI selects the Admin tab in the blue navigation bar and then selects the Accounts and Delegate xTrain Authority sub menus
3. PD/PI selects the user to receive delegation from the list of Current Institution Users and clicks the Assign button
Trainee is a person at the grantee institution who will be appointed on a training grant. This can be a pre- or post-doc appointment.

- Trainees without eRA Commons accounts are registered as part of the xTrain process.
Section 3: Getting Started in xTrain

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

![xTrain Link](image)

<table>
<thead>
<tr>
<th>Number</th>
<th>Project Start Date</th>
<th>Project End Date</th>
<th>Program Director</th>
<th>Project Title</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>T32 GM 008715</td>
<td>07/01/1999</td>
<td>06/30/2010</td>
<td>Money, Cher D</td>
<td>TRAINING PROGRAM IN CELL/MATRIX BIOTECHNOLOGY</td>
<td>View Trainee Roster</td>
</tr>
<tr>
<td>T32 DK 061298</td>
<td>04/01/2002</td>
<td>03/31/2009</td>
<td>Money, Cher D</td>
<td>MOLECULAR MECHANISMS &amp; NOVEL THERAPIES OF NEPHRON INJURY</td>
<td>View Trainee Roster</td>
</tr>
<tr>
<td>T32 DK 085517</td>
<td>07/01/2004</td>
<td>06/30/2009</td>
<td>Money, Cher D</td>
<td>RESEARCH TRAINING IN PEDIATRIC NEPHROLOGY</td>
<td>View Trainee Roster</td>
</tr>
</tbody>
</table>

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From the Grant summary page follow the link to the Trainee Roster.

Click the View Trainee Roster link and it brings you to the page from which you will perform xTrain actions.
**Section 3: Getting Started in xTrain**

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

<table>
<thead>
<tr>
<th>Trainee Name</th>
<th>Appointment Type</th>
<th>Appointment Start Date</th>
<th>Appointment End Date</th>
<th>Degree Awarded</th>
<th>Appointment Status</th>
<th>Appointment Source</th>
<th>Degree Program</th>
<th>View</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker, Kim</td>
<td>New</td>
<td>08/01/2006</td>
<td>12/31/2007</td>
<td>Yes</td>
<td>PRE-DOCTOR</td>
<td>Funding Agency Review</td>
<td>Electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boddy, Sleeping</td>
<td>Reappointment</td>
<td>08/01/2006</td>
<td>12/31/2007</td>
<td>Yes</td>
<td>POST-DOCTOR</td>
<td>In Progress</td>
<td>Electronic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doss, Beagle</td>
<td>New</td>
<td>08/01/2007</td>
<td>12/31/2007</td>
<td>Yes</td>
<td>PRE-DOCTOR</td>
<td>Accepted</td>
<td>Paper</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>Leslie, Daniel</td>
<td>New</td>
<td>01/01/2007</td>
<td>05/01/2007</td>
<td>Yes</td>
<td>PRE-BAC</td>
<td>Accepted</td>
<td>In Progress</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>Locks, Lady Lovely</td>
<td>New</td>
<td>08/01/2006</td>
<td>12/31/2006</td>
<td>Yes</td>
<td>PRE-BAC</td>
<td>In Progress Training</td>
<td>Electronic</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>Mermaid, Little</td>
<td>New</td>
<td>08/01/2006</td>
<td>12/31/2007</td>
<td>Yes</td>
<td>PRE-DOCTOR</td>
<td>In Progress</td>
<td>Electronic</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>Nimble, Ina</td>
<td>New</td>
<td>08/01/2006</td>
<td>12/31/2007</td>
<td>No</td>
<td>PRE-DOCTOR</td>
<td>In Progress</td>
<td>Electronic</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>

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Section 3: Set up of Trainee eRA Commons User account

Identify Trainee link opens “the door” to add Trainees

• When PD/PIs 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.
Section 3: Set up of Trainee eRA Commons User account

How to set up a Trainee account

The PD/PI enters name to search

If there is no match, click the “Create New Trainee Profile”

Complete the screen and click “Continue”
Section 3: Set up of Trainee eRA Commons User account

Trainee set up

Upon entering some key elements this screen at the save option this screen will appear giving the user some options.

When user selects **Invite Trainee Later**
- User is placed within the 2271 form in xTrain

- **Invite Trainee to Register** button is provided

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
- Action key entitled, **Re-invite Trainee to Register** appears
Section 3: Set up of Trainee eRA Commons User account

xTrain generates an email to Trainee

Trainees should respond to the invitation as soon as possible to avoid processing 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=f697146d1ed4fd4

Trainees will click on the link included in the email and follow the on-screen instructions.
Trainee opens this screen from email link

The Trainee completes the Create a New Account form and click Continue.
Section 3: Set up of Trainee eRA Commons User account

Expect 2-5 dates of processing time by NIH after the online forms are processed.
Trainee set up complete

The trainee must log into the eRA Commons once the account is created and complete the Personal Profile section tabs.
The system will audit the information for completeness.
Section 4: Processing of forms

Back to the Trainee Roster to process forms

Be sure to note the budget period
The new functionality of xTrain allows users to follow the forms

- **Appointment Type** (New, Appointment, Amendment)
- Tracking status, of which there are two, include:
  - **Appointment Status** (In Progress PI, In Progress Trainee, Pending Agency Review, Accepted, Terminated)
  - **Termination Status** (In Progress BO, In Progress PI, In Progress Trainee, Pending Agency Review, Accepted)
Trainee Appointments (PHS 2271) are handled in a few easy steps

1. PD/PI identifies Trainee, initiates Appointment by filling out the 2271 and routes 2271 to Trainee

2. Trainee fills out the 2271 and routes it back to the PD/PI

3. PD/PI reviews completed 2271 form and routes it to agency for final approval

4. Agency reviews form and accepts
Step #1 To create New Appointments the PD/PI starts with the PI Trainee Roster

<table>
<thead>
<tr>
<th>Application #</th>
<th>Appointment Type</th>
<th>FY Start Date</th>
<th>End Date</th>
<th>Degree Level</th>
<th>Appointment Status</th>
<th>Source</th>
<th>Termination Status</th>
<th>Source</th>
<th>Current Reviewer</th>
<th>View</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5132MH312006-04</td>
<td>New</td>
<td>07/01/2006</td>
<td>09/30/2007</td>
<td>Post Doc</td>
<td>Pre-Doc</td>
<td>Electronic</td>
<td>2271 AGENCY</td>
<td>View 2271</td>
<td>- 2271 Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beauty, Sleeping</td>
<td>Reappointment</td>
<td>07/01/2006</td>
<td>09/30/2007</td>
<td>06/30/2007</td>
<td>Yes</td>
<td>Pre-Doc</td>
<td>Accepted</td>
<td>2271 AGENCY</td>
<td>View 2271</td>
<td>- 2271 Form</td>
<td></td>
</tr>
</tbody>
</table>

**Click the Create New Appointment link**

Enter Trainee Commons User ID

In order to proceed with this operation, you must enter the Commons User ID for the Trainee associated with the grant.

- **Trainee User ID:**
  - TestNewbie

Identify Trainee

Continue

Enter the Commons Username for the trainee and click Continue
section 4: processing of the phs 2271 form

pd/pi completes their portion of the form

bottom portion of 2271 form where the pi completes most of the entry

select field of training

period can not exceed 12 months and must fall within the budget period

select appropriate level based on degree and experience and stipend must be entered and non-zero
Section 4: Processing of the PHS 2271 form

Action keys on PHS 2271 form

- After initial submission additional action buttons will appear. They are customized to match the process.
- Action keys always appear at the bottom of the entry screen.
- Once the form is ready, click **Save & Route to Trainee**.
- The system will route for errors which must be corrected and warnings which are addressed at the user’s discretion.
Section 4: Processing of the PHS 2271 form

PHS 2271 form includes a comments section for PD/PI

Provide Comments

Comments are included in email sent to Trainee

Status is set to In-Progress Trainee
Step #2: The Trainee side of the equation

- Trainee users are brought into the Trainee Appointments and Terminations screen when the xTrain tab is selected.
- Click the Process 2271 to get started.
Section 4: Processing of the PHS 2271 form

Trainee opens 2271

The 2271 form is opened and pre-populated with information pulled from the Trainee profile or previously entered by PD/PI.

Top portion of 2271 form where the Trainee completes most of the entry.

Info is pulled from Profile.

Specialty board-select from list.

Dual-degree-select appropriate radio button.
Trainee completes form

Prior NRSA Support is pulled from profile. To change go through Admin/Account/Verify NIH Support tab.

Trainee can click **Save** and complete form later or if complete click **Save & Route to PI**. Note: **Only the Trainee can route to PI**.
Last steps for Trainee

**Statement of Training Appointment**

<table>
<thead>
<tr>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment validation errors:</td>
</tr>
<tr>
<td>- Trainee citizenship must be entered. Trainee must enter this information on Personal Profile screen in eRA Commons. (ID: 2000614)</td>
</tr>
</tbody>
</table>

- **Project Number:** T32 MH 312006
- **Appointment Status:** In-Progress Trainee
- **View Routine History**
- **Project Title:** XTRAIN DEMO TRAINING GRANT
- **Institution:** UNIVERSITY OF PENNSYLVANIA
- **PD Name:** Money, Cher D

- The system will audit submission and flag any errors or warnings.
- Errors must be corrected for a successful transmission, warnings are corrected at the discretion of the user.
The 2271 form includes a comments section for Trainee

Provide Comments

Please enter comments below to send them by e-mail to the next recipient of this form.

Comments:
I believe I have included all the necessary information.

Ima Newbie

Route to PI Confirmation

I certify that the statements herein are true and complete to the best of my knowledge and that I will comply with all applicable Public Health Service terms and conditions governing my appointment. I am aware that any false, fictitious or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Route to PI Confirmation

The 2271 Form was successfully routed and Email about this action was sent to PI.

Status is set to In-Progress PI
Section 4: Processing of the PHS 2271 form

Step #3: PD/PI reviews 2271 form after Trainee additions and submits

PD/PI clicks **Save & Submit to Agency** to complete the Appointment process
Step #4, Agency receives the form and agency confirmation message is generated

Submit to Agency Confirmation

The appointment was successfully submitted to the Agency, and the Agency's grant specialists will be notified. For predoctoral appointments, no further action is required. For postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Appointment Form (2271) and Payback Agreement (6031), and the appointment will not be accepted until the Agency receives the signed forms.

For your convenience, pre-populated Appointment and Payback Agreement forms are provided below. For a postdoctoral appointment, please print the forms, obtain all necessary signatures, and send originals to the designated grants management contact at the Agency.

Pre-Populated 2271 Form
Payback Agreement Form

Post-doc Appointments may require signed paper Payback Agreement for legal purposes. This form is also known as the 6031 form

Electronic signature is recorded, Status for the form is set to Pending Agency Approval

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More info

• For Pre-doc Appointments—No further action is needed, unless confirmation of permanent residency status is required.
• For Post-doc Appointments who have never received prior Kirschstein-NRSA support only:
  • Mail signed original Payback Agreement (6031) to awarding NIH Institute
  • Mail confirmation of permanent residency
Amendment to 2271 form

- Once an appointment is accepted by agency, an amendment is needed to change:
  - Name
  - Permanent Mailing Address
  - Support from the Grant
- Submit amendment as soon as the change occurs following the same process as appointments
Re-appointment using 2271 form

- 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.
Section 4: Processing of the PHS 2271 form

Any xTrain user who has access to the award can use the View 2271 link on the Trainee Roster or the View PDF button at the bottom of the form to look at the current document.
The termination process flow

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

2. **Trainee** fills out required information and routes it back to the **PD/PI**.

3. **PD/PI** reviews TN and routes it to BO.

4. **BO** approves and routes TN to **Agency**.

5. **Agency** routes TN to **NIH**.
Section 4: Processing of the PHS 416-7 form, a.k.a. TN

Step #1 Terminations are handled with form 416-7 a.k.a. TN link on Trainee Roster screen

Top of screen

Termination Notice is opened and pre-populated with information pulled from the Trainee Profile
Chose a BO from the list and modify the termination date

The Modify Termination Date button is used to shorten the last Appointment period and system will recalculate the stipend
PD/PI reviews and routes the form to trainee

After the document is saved by the PD/PI, additional action buttons become available and the Comments option is available. Comments are included in email to Trainee.
Step #2 The trainee enters the majority of the information on the form.

Document training received either in comment field or via file upload.

Click appropriate radio buttons for: Activity, Organization and Type of Position.

Review information then Save & Route to PI.
Step #3 Termination is routed to the BO by the PD/PI for submission

Provide Comments option is offered along with the Continue Action key

Termination Notice Certification
I certify that to the best of my knowledge all the above information is correct.

Status is set In Progress BO
Section 4: Processing of the PHS 416-7 form, a.k.a. TN

Step #4 BO locates the form

xTrain users with the BO role are brought into a search screen when the xTrain tab is selected.
**Section 4: Processing of the PHS 416-7 form, a.k.a. TN**

**BO has access to xTrain actions from the Trainee Roster**

- **BO selects the TN link**
  - BO reviews TN and clicks Submit to Agency to complete the process

- **Other PHS Service Obligation Support**
  - *National Health Service Corps Scholarship:*
    - No. of Months: 0
  - *Kirschstein NRSA:*
    - No. of Months: 0

- **Is the trainee currently participating in NIH Loan Repayment Program?**
  - Yes ☐  No ☐

- **Save**  **Cancel**  **Reset**  **Save & Route to Trainee**  **Save & Route to PI**  **Save & Submit to Agency**  **Delete**  **View PDF**
Section 4: Processing of the PHS 416-7 form, a.k.a. TN

System generates Comment box after the Save & Submit action button is selected

Provide Comments
If you would like to send comments by e-mail to the next recipient of this form, please insert them below.

Comments:
This Termination Notice for Chip N Dale reflects the new March 15 termination date. Let me know if you have questions.
Cher D. Money

Continue  Cancel

The Continue button will generate a pop-up certification screen

Termination Notice Certification
I certify that the information provided for "Dates of Support Under This Award", and "Total Stipend Received & Number of Months Supported under this Award" is correct according to institutional records.

I Certify  Cancel

I certify attaches an electronic signature to the form

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Step #5 Process by Agency

Termination Notice Confirmation

The Termination Notice was successfully submitted to the Agency, and the Agency's grant specialists will be notified. For predoctoral trainees, no further action is required. To terminate postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Termination Notice, and the appointment will not be terminated until the Agency receives the signed form.

Feedback from xTrain

Status is set to Pending Agency Review
Additional Actions are available in xTrain

Some actions are available to user who is not the current Reviewer, as long as the form has not been submitted to agency

• **Validate** runs validations & gives errors/warnings

• **Recall** the previous reviewer can recall a form from the current reviewer.
Routing History

- Routing history link provides event history associated with Trainee appointment.
- Routing history is accessible from within the 2271 form or from the Appointment/Termination Status link on the Trainee Roster.
- Routing History includes all comments.
Any xTrain user can use the view link in the Trainee Roster.
If already submitted a “snapshot” of either is the 2271 or 416-7 form is displayed.
Uses most recent OMB form
Resources

• xTrain Web Page: application guide, quick reference sheets, FAQs, training materials
  http://era.nih.gov/services_for_applicants/other/xTrain.cfm

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

• eRA Web site http://era.nih.gov/

• Ruth L. Kirschstein National Research Service Award page: policy information, stipend levels, FAQs
  http://grants.nih.gov/training/nrsa.htm
Need help?

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

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