



Table of Contents

What is xTrain?.....	2
Accessing xTrain as a Trainee	3
My Profile Details section	3
My Forms section	3



What is xTrain?

xTrain provides program directors/principal investigators, university administrators, and trainees the ability to electronically prepare and submit PHS 2271 Statement of Appointment forms and PHS 416-7 Termination Notices associated with institutional research training programs, institutional career development awards, individual fellowships and research education awards. xTrain is also used by agency grants management staff to review and process the appointments and termination notices submitted electronically.

Grantee institution staff can use xTrain to:

- Create, route, and submit Appointments, Re-appointments, Amendments, and Termination Notices
- Track the status and timing of actions taken by xTrain users

xTrain eliminates the need for signed paper forms, except in the following situations:

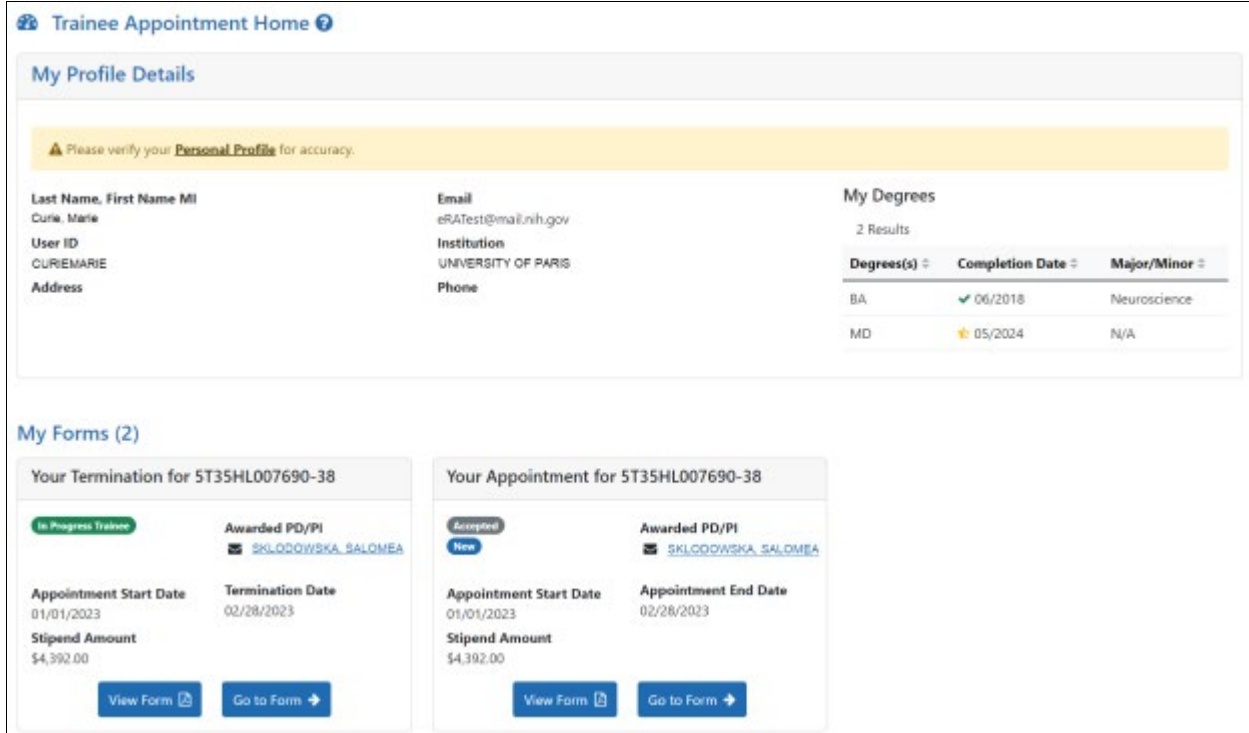
Permanent U.S. residents must submit a signed and notarized statement certifying that they have (1) a Permanent Resident Card (USCIS Form I-551), or (2) other legal verification of such status

Signed hard copies of Payback Service Agreements are required for postdoctoral trainees in their first year of Kirschstein-NRSA support. For more information on the Payback Service Agreement policy, please refer to this web site.

https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3.13_reporting_requirements.htm#Payback

Accessing xTrain as a Trainee

The Trainee home screen contains two sections: My Profile Details and My Forms.



The screenshot shows the 'Trainee Appointment Home' interface. At the top, there is a navigation bar with the title 'Trainee Appointment Home'. Below this is the 'My Profile Details' section, which includes a yellow warning banner: 'Please verify your [Personal Profile](#) for accuracy.' The profile information is organized into three columns: 'Last Name, First Name MI' (Curie, Marie), 'User ID' (CURIEMARIE), and 'Address' (empty); 'Email' (eRAtest@mail.nih.gov), 'Institution' (UNIVERSITY OF PARIS), and 'Phone' (empty); and 'My Degrees' (2 Results). The 'My Degrees' table lists two degrees: BA (Completion Date: 06/2018, Major/Minor: Neuroscience) and MD (Completion Date: 05/2024, Major/Minor: N/A). Below the profile details is the 'My Forms (2)' section, which contains two cards. The first card, 'Your Termination for 5T35HL007690-38', shows a status of 'In Progress Trainee', awarded PD/PI SKLODOWSKA, SALOMEA, appointment start date 01/01/2023, termination date 02/28/2023, and stipend amount \$4,392.00. The second card, 'Your Appointment for 5T35HL007690-38', shows a status of 'Accepted New', awarded PD/PI SKLODOWSKA, SALOMEA, appointment start date 01/01/2023, appointment end date 02/28/2023, and stipend amount \$4,392.00. Both cards have 'View Form' and 'Go to Form' buttons.

Figure 1: Trainee Appointments and Terminations Screen

My Profile Details section

1. Review the information in the section for accuracy.
2. To make changes, click the **Personal Profile** link. The Personal Profile Summary for your Commons account is displayed. For more information, review the [Personal Profile Summary](#) topic in the eRA Commons help.

My Forms section

Termination and appointment forms are listed in the My Forms section.

1. To view a PDF version of a form, click the **View Form** button. The PDF is downloaded to the browser's default location.
2. To view a form onscreen, click the **Go to Form** button. In the case of forms that require your input, this will allow you to enter information and route the form onward for processing.