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Initiate a Reappointment by PD/PI

Trainees whose appointments are coming to an end can be reappointed to grants that have future award years.


NOTE: If the preceding appointment was submitted via a paper form, then a new appointment has to be completed rather than a reappointment.

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. Locate the trainee you wish to reappoint. The **Filter table** field can be used to locate someone quickly if desired.

The screenshot shows a table with the following columns: Trainee Name, Appointment Status, Termination Status, Appt Type, Appt Start, Appt End, Termination Date, Num of Months And Days, and Degree Level. The table contains two rows for trainees with the grant number 1T23HL456789-38. The first row is for Curie, Pieme and the second for Curie, Marie. A context menu is open over the 'Reappoint' option for Curie, Marie.

Trainee Name	Appointment Status	Termination Status	Appt Type	Appt Start	Appt End	Termination Date	Num of Months And Days	Degree Level
1T23HL456789-38								
Curie, Pieme	***	✓	New	01/01/2020	12/31/2020	12/31/2020	12 months 0 days	Participant
Curie, Marie	***	✓	New	01/01/2020	12/31/2020		12 months 0 days	Participant

- View Appointment Form
- View Routing History
- Create Service Desk Ticket
- Initiate Termination Notice
- Amend
- Reappoint

3. Click the  **Actions** button and select **Reappoint**. The Appointment Form screen is displayed with some fields pre-populated with data from the system.



xTrain for Institution Users: Reappointments and Amendments Quick Reference Guide

Appointment Form

Details for 1T23HL456789-38

Budget Period 01/01/2020 - 12/31/2020	Fiscal Year 2020	Project Period 09/15/2014 - 12/31/2023	Grant Management Specialist Ulan, Joseph	Program Official Piotrblat, Stanislaw
---	----------------------------	--	--	---

Process Statement of Training Appointment

Curie, Marie
Reappoint Participant ✓

Prior NRSA Support

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	Skolodowska, Salomea	01/01/2020	12/31/2020			PARTICIPANT	Accepted Appointment

Period of Appointment

Which year are you reappointing to? *

Select One ...

From: 01/01/2020 To: 12/31/2020

Duration:
Months: 12 and Days: 0

Support for Period of Appointment

Stipend Level or Salary *

Participant

Stipend/Salary/Other Compensation *

\$0

Degree(s): Earned/In Progress

3 Results

Degrees(s)	Completion Date	Major/Minor
BA	✓ 05/2003	English/ Spanish
MA	✓ 05/2005	Communication
PHD	✓ 08/2012	Health Communication

Trainee Background

Field of Research Trainings or Career Development Code: Health and Behavior (280)

Education Level: Select Education Level

Name of Specialty Boards: Begin typing and choose one

Dual Degree: No

Take Action

Save Draft

Save as Draft

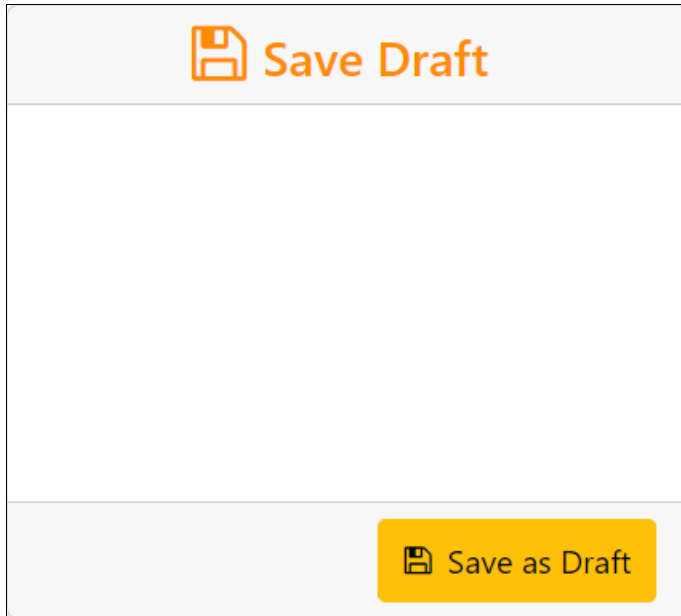
Cancel

4. Complete the Appointment Form. Required fields are marked with a red asterisk (*).

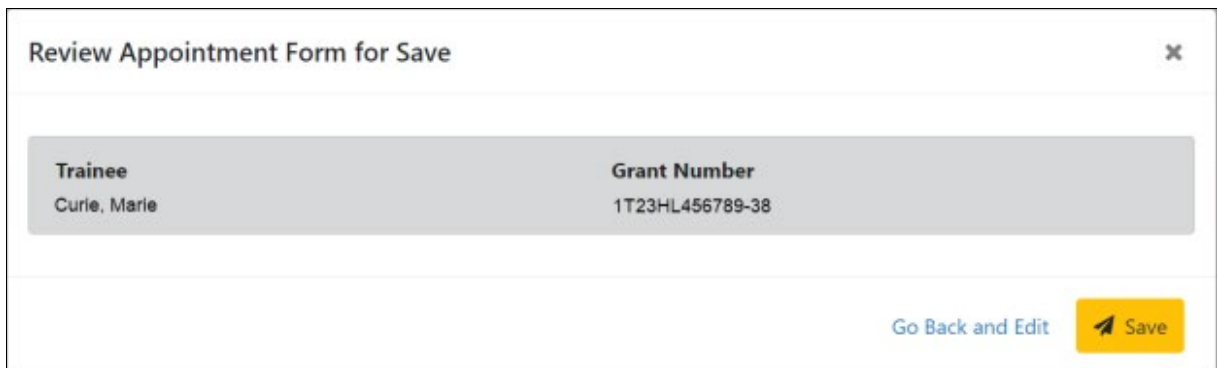
Below are some key things to note while completing the form:

1. The **FROM** date should be within the budget period of the grant for the reappointment.
2. The format of the date fields is MM/DD/YYYY.
3. For partial years, the stipend amount can be adjusted. No commas or decimals are allowed in the **Stipend Amount** field.

Save Draft



1. Click the **Save as Draft** button. A confirmation message displays.



2. Click the **Save** button. Your edits are saved and the form remains in your queue.

Once the reappointment has been saved, it follows the same process as appointments:

1. PD/PI routes reappointment to trainee
2. Trainee reviews and routes reappointment to PD/PI
3. PD/PI reviews and routes reappointment to Agency
4. Agency reviews and approves reappointment .

Review the *Create New Appointment by PD/PI* and *Process New Appointment by Trainee* topics for more information.



Create an Amendment

Once an appointment is accepted by the Agency, an amendment is required in order to change any of the following items:

- Name
- Permanent Mailing Address
- Appointment Period
- Support from the Grant

NOTE: Some changes, such as name or mailing address, will also need to be updated by the Trainee under Personal Profile within eRA Commons.

You must be a PD/PI or Delegate (ASST) to amend a 2271.

NOTE: Only appointments can be amended. Fellowships cannot be amended.

Create an Amendment

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. Locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.

Trainee Name	Appointment Status	Termination Status	Appt Type	Appt Start	Appt End	Termination Date	Num of Months And Days	Degree Level	
ST35HL007690-38									
Skłodowska, Salomea	***	✓	In Progress BO	New	01/01/2023	02/28/2023	02/28/2023	2 months 0 days	Pre-Doc
Curie, Marie	***	✓		New	01/01/2023	02/28/2023		2 months 0 days	Pre-Doc

Actions menu for Curie, Marie:

- View Appointment Form
- View Routing History
- Create Service Desk Ticket
- Amend**
- Initiate Termination Notice

3. Click the  **Actions** button and select **Amend**. The Appointment Form screen is displayed.



xTrain for Institution Users: Reappointments and Amendments Quick Reference Guide

Appointment Form

Details for 1T23HL456789-3B

Budget Period 09/01/2022 - 08/31/2023	Fiscal Year 2022	Project Period 05/01/1980 - 08/31/2025	Grant Management Specialist Ulam, Joseph	Program Official Rozbicki, Stanislaw
---	----------------------------	--	--	--

Slot Data

Process Statement of Training Appointment

Curie, Marie

Prior NRSA Support

0 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
No records found							

Period of Appointment

From: 02/01/2023 To: 03/31/2023

Duration: Months: 2 and Days: 0

Support for Period of Appointment

Stipend Level or Salary: PRE ALL - 26,352 PRE-DOC

Stipend/Salary/Other Compensation: \$4,392

Degree(s): Earned/In Progress

2 Results

Degrees(s)	Completion Date	Major/Minor
AB	05/2018	Environmental Studies
MD	05/2024	N/A

Trainee Background

Field of Research Trainings or Career Development Code: Health Sciences, General (298)

Education Level: Graduate Student

Name of Specialty Boards: Internal Medicine: Infectious Disease

Dual Degree: No

Take Action

Save Draft

Save as Draft

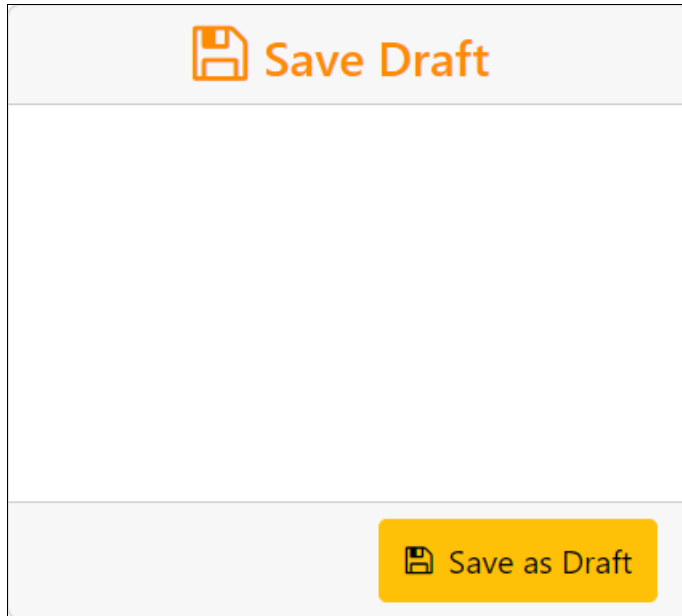
Cancel

NOTE: If a Kirschstein-NRSA research training appointment is ending earlier than initially planned, the PD/PI should initiate a Termination, which will automatically amend the appointment and capture the new end date.

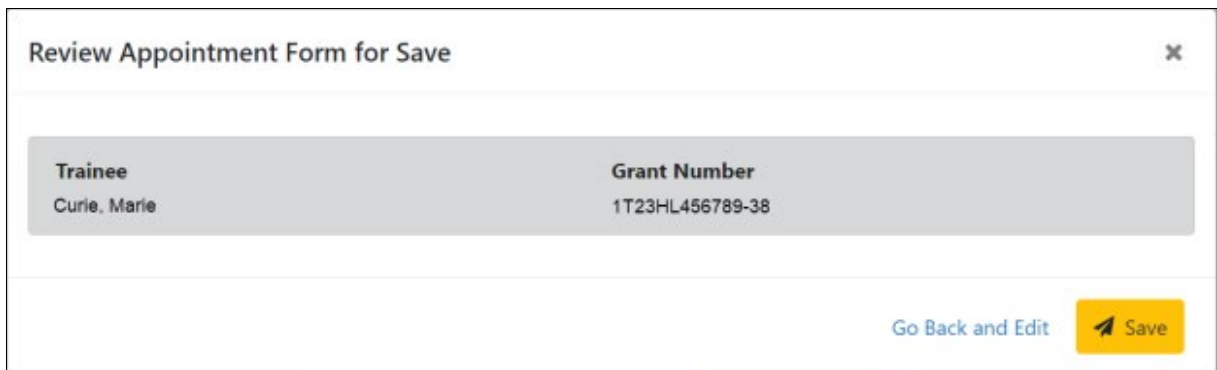
For institutional career development and other non-NRSA appointments ending early, the PD/PI should document the new appointment end date by amending the appointment, unless specifically instructed to use the Termination Notice by the NIH awarding Institute and/or Center (IC). Refer to [Section on Terminations](#) for additional information.

4. Make the desired updates.

Save Draft



1. Click the **Save as Draft** button. A confirmation message displays.



2. Click the **Save** button. Your edits are saved and the form remains in your queue.

Once the draft amendment has been saved, it follows the same process as appointments:

1. PD/PI routes amendment to trainee
2. Trainee reviews and routes amendment to PD/PI
3. PD/PI reviews and routes amendment to Agency
4. Agency reviews and approves amendment.

Review the *Create New Appointment by PD/PI* and *Process New Appointment by Trainee* topics for more information.



Create New Appointment by PD/PI

PD/PIs are responsible for creating new appointments for funded budget periods.

NOTE: If the trainee has already been appointed and is being extended for additional time, do not create a new appointment. Instead use the Reappoint option. If you create a new appointment for an existing trainee, the appointment will be converted to a reappointment on the 2271 form.

Create a new appointment

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the grant details section, click the **Start New** link under **Appointments**.



Select Grants to Display Years With Pending Forms

1T23HL456789-38

Budget Period: 09/01/2022 - 08/31/2023

In Progress

Appointments **0** | Terminations **6**

[+ Start New](#)

Pre-Doc Months *Overage: 48*

Awarded	0
Accepted	48

Post-Doc Months *Remaining: 0*

Awarded	0
Accepted	0

Short Term Months *Remaining: 0*

Awarded	96
Accepted	0

[See Slots](#)



xTrain for Institution Users: Reappointments and Amendments Quick Reference Guide

The **Create Appointment - Find Trainee** screen is displayed.

Create Appointment - Find Trainee

Details for 1T23HL456789-38

Budget Period: 09/01/2022 - 08/31/2023 | Fiscal Year: 2022 | Project Period: 05/01/1980 - 08/31/2025 | Grant Management Specialist: Skidowska, Salomea | Program Official: Liam, Joseph

Find Trainee

Trainee Commons Username: CURE | Trainee Last Name: Trainee Last Name | Trainee Middle Name: Trainee Middle Name | Trainee First Name: Trainee First Name | Trainee Email Address: Trainee Email Address | Search

Results

Filter Table | 1 Results

Name	Institution	Email	Address	Commons User ID
Curie, Marie	University of Paris	eBAtest@mail.nih.gov		CUREMARIE

Can't find the Trainee you're looking for? [Invite Trainee to Register a Commons Account](#)

3. Enter search criteria in the **Find Trainee** section.

Tip: Trainee Commons Username and Trainee Email Address are particularly useful for searching because they are unique per user.

4. Click the **Search** button. A list of possible matches is displayed in the **Results** section.
5. If the trainee you wish to appoint is not listed, click the **Invite Trainee to Register a Commons Account** link, complete the form, and click the **Send Invite** button.
6. If the trainee you wish to appoint is listed, click the trainee's hyperlinked name to select them. The Appointment Form screen is displayed with some fields prepopulated from the trainee's profile.



xTrain for Institution Users: Reappointments and Amendments Quick Reference Guide

Appointment Form

Details for 1T23HL456789-38

Budget Period 09/01/2022 - 08/31/2023	Fiscal Year 2022	Project Period 05/01/1980 - 08/31/2025	Grant Management Specialist Rottler, Stanislaw	Program Official Liam, Joseph
--	---------------------	---	---	----------------------------------

Slot Data

Process Statement of Training Appointment

Curie, Marie
New Post-Doc

Prior NRSA Support

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKLODOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

Period of Appointment

From: 09/01/2022 To: 08/31/2023

Duration: Months: 12 and Days: 0

Support for Period of Appointment

Stipend Level or Salary *
0 - \$4,840 POST-DOC

Stipend/Salary/Other Compensation *
\$54,840

Degree(s): Earned/In Progress

2 Results

Degrees(s)	Completion Date	Major/Minor
BA	05/2018	Neuroscience
MD	05/2024	N/A

Trainee Background

Field of Research Trainings or Career Development Code *
--Epidemiology (134)

Education Level *
Graduate Student

Name of Specialty Boards
Internal Medicine: Infectious Disease

Dual Degree *
No

Take Action

Save Draft

Save as Draft

7. Complete the Appointment Form as appropriate. Required fields are marked with a red asterisk (*).

IMPORTANT: Below are the Business Rules for the Appointment Form.

Period cannot exceed 12 months and the start date must fall within the budget period.

The Stipend level must be entered for everyone except for scholars and participants. Must be appropriate to trainee degree and experience.

Users enter salaries/other compensation for a whole or partial year for scholars or participants. Must recalculate date if calendar boxes are used.

For information on the Grant's Policy Statement, please refer to Section 11.3.7, Initiation of Support, at this web site:

https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3.7_initiation_of_support.htm

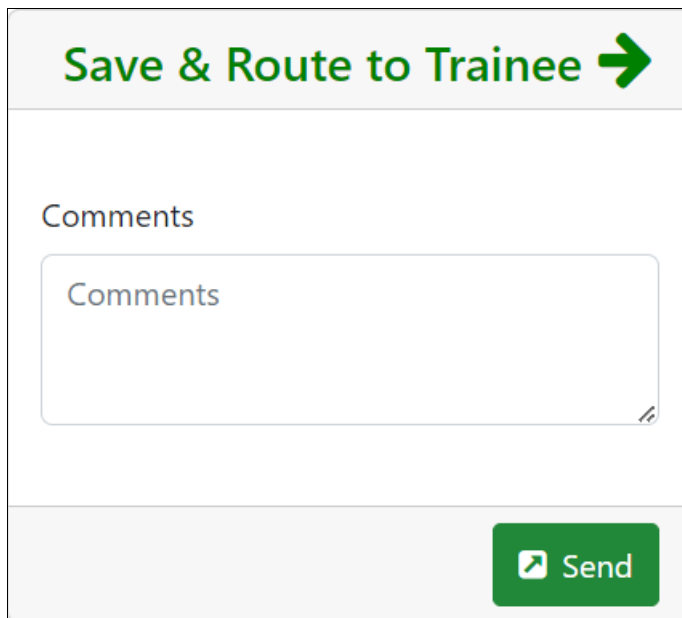
8. Click the **Save as Draft** button. A confirmation screen is displayed.



The screenshot shows a modal window titled "Review Appointment Form for Save" with a close button (X) in the top right corner. Below the title bar, there is a grey bar containing two columns of information: "Trainee" with the value "Curie, Marie" and "Grant Number" with the value "1T23HL456789-38". At the bottom right of the modal, there are two buttons: "Go Back and Edit" in blue text and a yellow "Save" button with a right-pointing arrow icon.

9. Click the **Save** button. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

Route new appointment to trainee



The screenshot shows a form with a green header bar containing the text "Save & Route to Trainee" followed by a green right-pointing arrow icon. Below the header, there is a section titled "Comments" with a text input field containing the placeholder text "Comments". At the bottom right of the form, there is a green "Send" button with a right-pointing arrow icon.

1. Add comments to the **Comments** field if desired.
2. Click the **Send** button. A confirmation message displays.

Save & Route to Trainee ✕

Trainee	Grant Number
Curie, Marie	1T23HL456789-38

[Go Back and Edit](#)
Save & Route to Trainee


3. Click the **Save & Route to Trainee** button. The system will check the form prior to routing. Any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion. A confirmation message is displayed at the top of the screen indicating that the Appointment Form has been successfully routed to the trainee. The status of the appointment is changed to **In-Progress Trainee**.

Appointment Form ?

Success! Curie, Marie Appointment form for Grant number: 1T23HL456789-38 is routed to trainee on Tue Mar 21 2023 22:18:11 GMT-0400 (Eastern Daylight Time) ✕

4. The **Routing History** tab in the Process Statement of Training Appointment section contains a list of the actions taken on the appointment. The first item in the history reflects the current state of the appointment.

Process Statement of Training Appointment



Curie, Marie ***

New
Post-Doc
In-Progress Trainee

Prior NRSA Support

Routing History

2 Results

Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	PI Routes 2271 to Trainee	SKLODOWSKA, SALOMEA	03/21/2023 10:18 PM	Routed to Trainee	In-Progress Trainee	Curie, Marie	
2	PI Initiates, Amends, or Re-appoints a Trainee via 2271	SKLODOWSKA, SALOMEA	03/21/2023 10:02 PM	Initiated by PI	In-Progress PI	SKLODOWSKA, SALOMEA	

NOTE: Appointments are synchronized into XTRACT. If appointments are made via xTrain, those appointments will be reflected on the RTD in XTRACT.

Trainee processes form

After receiving an email about the appointment and logging into xTrain, the trainee reviews and completes the necessary information. The trainee then routes the Appointment Form back to the PD/PI.



The system will check the form, and any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion. If no errors are encountered, the appointment status becomes In-Progress PI.

Complete the appointment

You will receive an email when the trainee has reviewed and completed the form and routed it back to you.

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the In Progress section of the grant details, click the **Appointments** button.



Select Grants to Display Years With Pending Forms

1T23HL456789-38

Budget Period: 09/01/2022 - 08/31/2023

In Progress

Appointments **1** | Terminations **6**

[+ Start New](#)

Pre-Doc Months *Overage: 48*

Awarded	0
Accepted	48

Post-Doc Months *Remaining: 0*

Awarded	0
Accepted	0

Short Term Months *Remaining: 0*

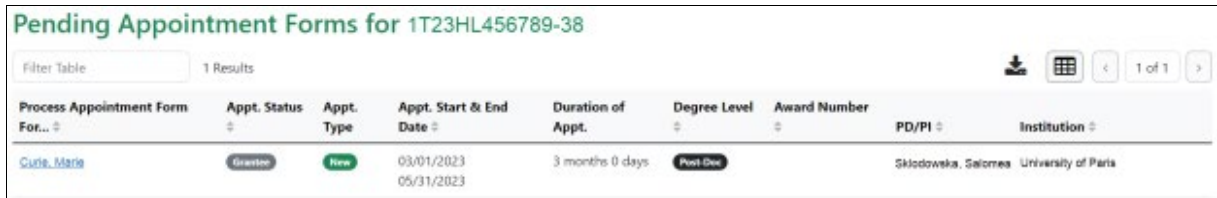
Awarded	96
Accepted	0

[See Slots](#)



xTrain for Institution Users: Reappointments and Amendments Quick Reference Guide

The Pending Appointment Forms screen is displayed.

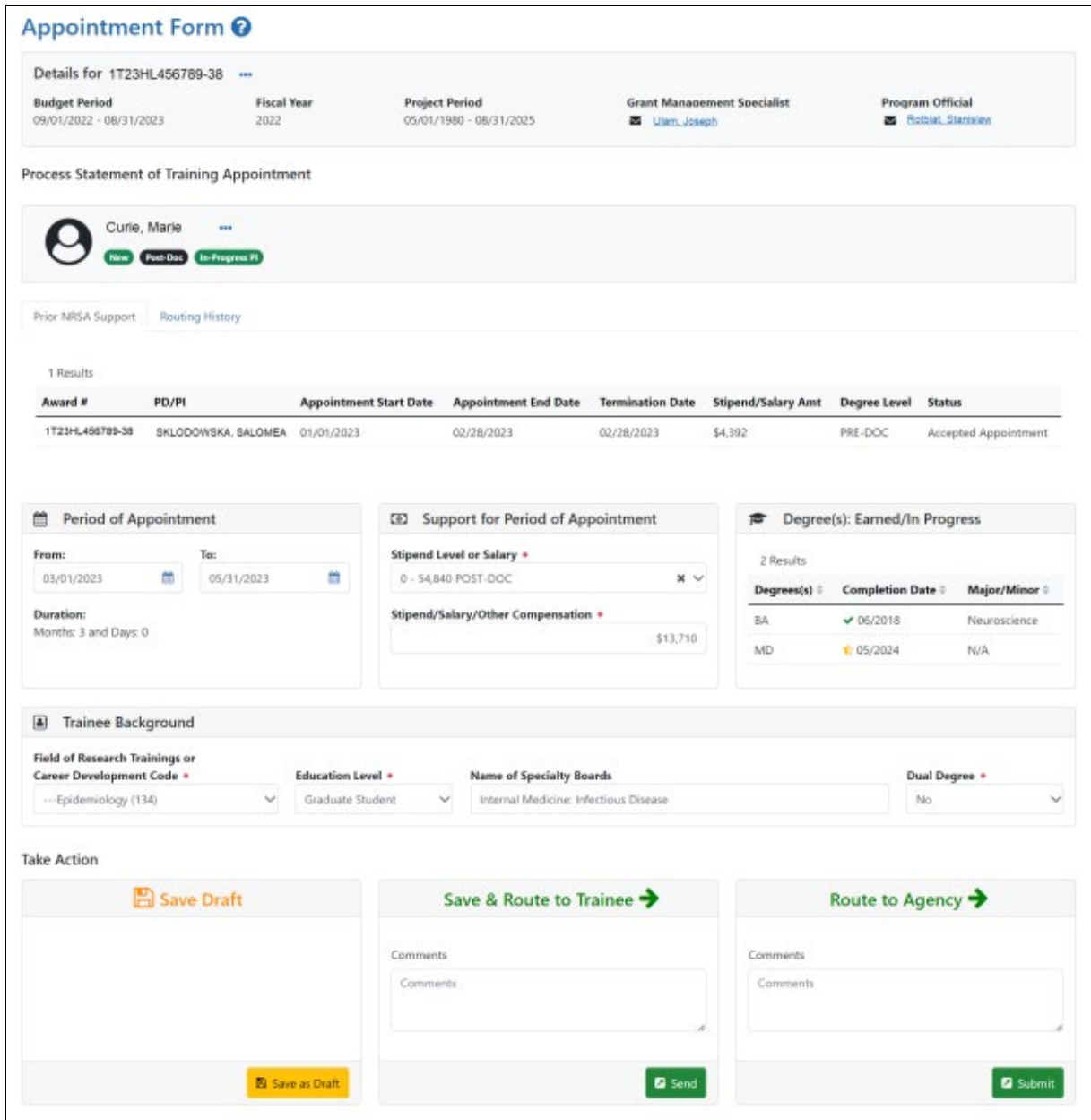


Pending Appointment Forms for 1T23HL456789-38

Filter Table 1 Results

Process Appointment Form For...	Appt. Status	Appt. Type	Appt. Start & End Date	Duration of Appt.	Degree Level	Award Number	PD/PI	Institution
Curie, Marie	Granted	New	03/01/2023 05/31/2023	3 months 0 days	Post-Doc		Skłodowska, Salomea	University of Paris

3. Click the hyperlinked trainee name to display the Appointment Form screen.



Appointment Form

Details for 1T23HL456789-38

Budget Period: 09/01/2022 - 08/31/2023 | Fiscal Year: 2022 | Project Period: 05/01/1980 - 08/31/2025 | Grant Management Specialist: Liam Joseph | Program Official: Robert Staronik

Process Statement of Training Appointment

Curie, Marie (New, Post-Doc, In-Progress PI)

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKLODOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

Period of Appointment: From 03/01/2023 To 05/31/2023 | Duration: Months: 3 and Days: 0

Support for Period of Appointment: Stipend Level or Salary: 0 - \$4,840 POST-DOC | Stipend/Salary/Other Compensation: \$13,710

Degree(s): Earned/In Progress (2 Results)

Degrees(x)	Completion Date	Major/Minor
BA	05/2018	Neuroscience
MD	05/2024	N/A

Trainee Background: Field of Research Trainings or Career Development Code: Epidemiology (134) | Education Level: Graduate Student | Name of Specialty Boards: Internal Medicine: Infectious Disease | Dual Degree: No

Take Action:

- Save Draft
- Save & Route to Trainee (with comments field and Send button)
- Route to Agency (with comments field and Submit button)

4. To complete the Appointment, review the form one last time, add comments if desired, then click the **Submit** button in the **Route to Agency** card. A confirmation message displays.



xTrain for Institution Users: Reappointments and Amendments Quick Reference Guide

Route to Agency ✕

Trainee	Grant Number
Schroeder, Julia	ST35HL007690-38

I certify that this individual is qualified for this program and is eligible to receive financial support. The individual being appointed will be able to access this form through xTrain.

[Go Back and Edit](#) [Certify and Route to Agency](#)

5. Click the **Certify and Route to Agency** button. The system will validate the information contained in the form and will flag any errors or warnings found. Errors must be corrected before the Appointment is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Appointment Form has been successfully routed to the trainee. The status of the appointment is changed to **Pending Agency Review**.

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 NIH postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Payback Agreement (6031), and the appointment will not be accepted until the Agency receives the signed forms.

[Payback Agreement Form](#) ✕

In addition to confirming the submission of the appointment, the *Submit to Agency Confirmation* screen provides reminders about any further action that may be needed:

- Pre-doc Appointments – No further action is needed, unless confirmation of permanent residency status is required.
- Post-doc Appointments:
 - For those entering their initial year of Kirschstein-NRSA post-doc support, mail the original signed Payback Agreement (6031) form to the awarding NIH Institute or Center
 - Mail confirmation of permanent residency, if needed

The Agency can accept the appointment, place it on hold, hold it for a paper signature, delete it, view the PDF file, or route it back to the institution.



Process New Appointment by Trainee

Once the PD/PI creates a new appointment and routes it to the trainee, it is displayed in the My Forms section of the Trainee Appointment Home screen.

Your Appointment for 1T23HL456789-38



In-Progress Trainee
New

Awarded PD/PI
✉ [SKLODOWSKA, SALOMEA](#)

Appointment Start Date
03/01/2023

Appointment End Date
05/31/2023

Stipend Amount
\$13,710.00

[View Form](#)  [Go to Form](#) 

1. To view a PDF of the Appointment Form, click the **View Form** button. The PDF is downloaded to the browser's default location.
2. To complete the appointment form, click the **Go to Form** button. The Appointment Form screen is displayed for your review.



xTrain for Institution Users: Reappointments and Amendments Quick Reference Guide

Appointment Form ?

Details for 1T23HL456789-38

Budget Period 09/01/2022 - 08/31/2023	Fiscal Year 2022	Project Period 05/01/1980 - 08/31/2025	Grant Management Specialist Ulam, Joseph	Program Official Rozblat, Stanislaw
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Process Statement of Training Appointment

Curie, Marie

Prior NRSA Support Routing History

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKLODOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

Period of Appointment

From: 03/01/2023 To: 05/31/2023

Duration: Months: 3 and Days: 0

Support for Period of Appointment

Stipend Level or Salary: 0 - 54,840 POST-DOC

Stipend/Salary/Other Compensation: \$13,710

Degree(s): Earned/In Progress

2 Results

Degrees(s)	Completion Date	Major/Minor
BA	06/2018	Neuroscience
MD	05/2024	N/A

Trainee Background

Field of Research Trainings or Career Development Code: ---Epidemiology (134)

Education Level: Graduate Student

Name of Specialty Boards: Internal Medicine: Infectious Disease

Dual Degree: No

Take Action

Save Draft

Save & Route to PI

Comments

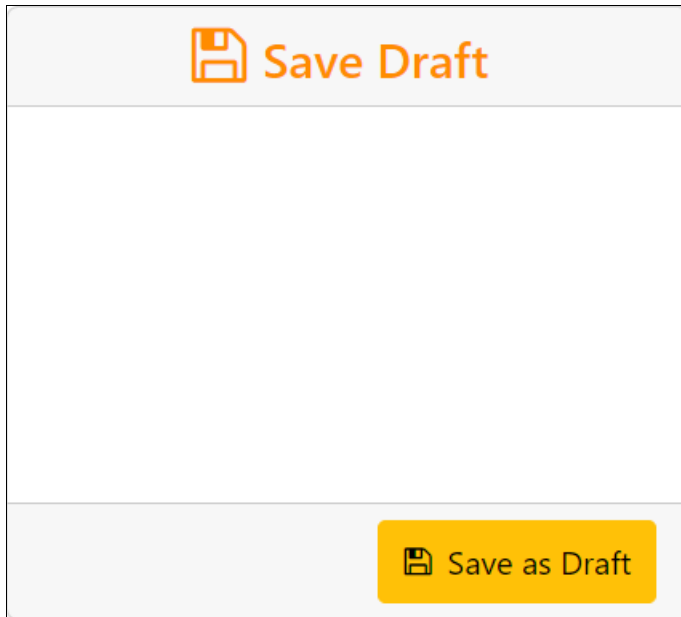
Save as Draft Send

3. Edit the form as appropriate.

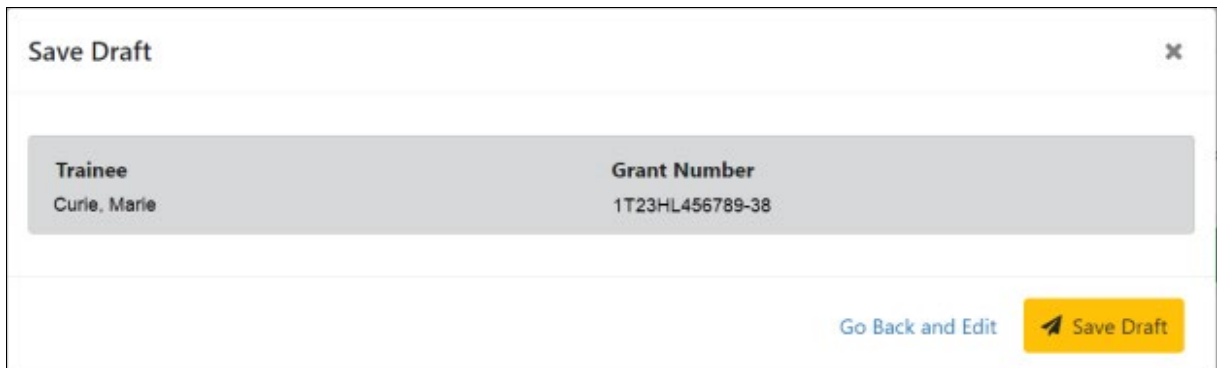
Prior Kirschstein-NRSA Support information is pulled from the profile. To correct or update this information, contact the [eRA Service Desk](#).

Save Draft

Use this option to save your work on an appointment form and keep it in your queue.



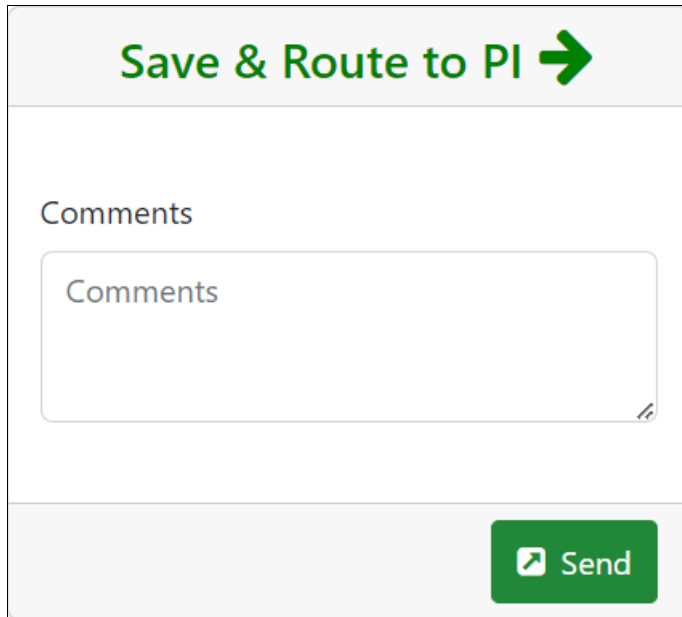
1. Make the appropriate edits to the form.
2. Click the **Save as Draft** button. A confirmation message displays.



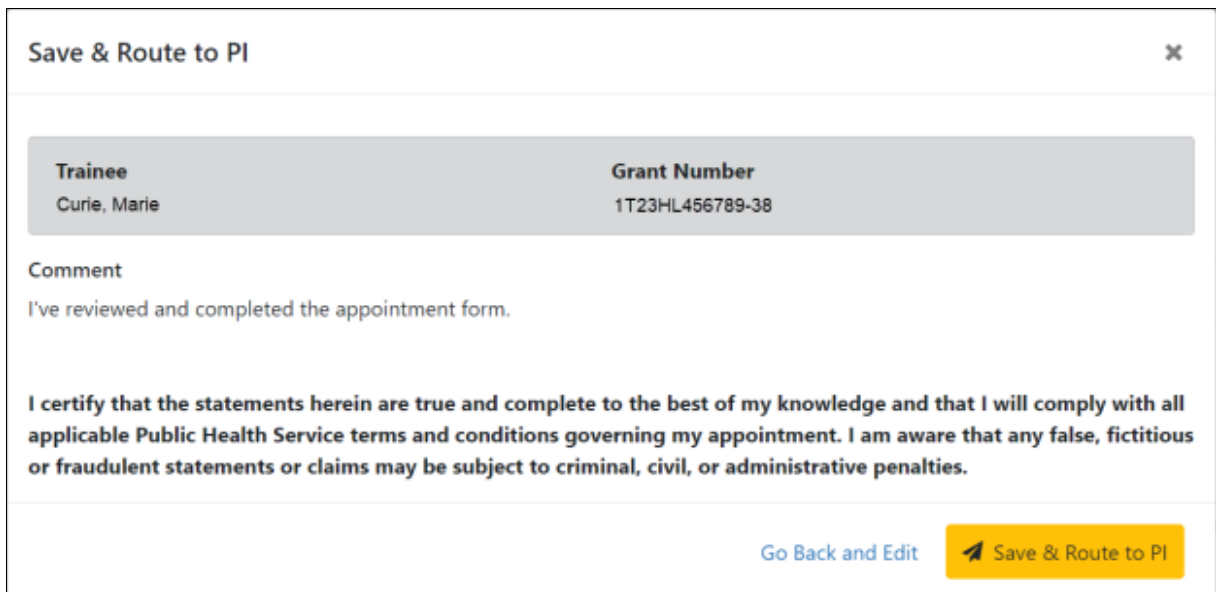
3. Click the **Save** button. Your edits are saved and the form remains in your queue.

Save & Route to PI

When you have completed and reviewed the form, use this option to return the form to the PD/PI for processing.



1. Make the appropriate edits to the form.
2. Add comments to the **Comments** field if desired.
3. Click the **Send** button. A confirmation message displays.



4. Click the **Save & Route to PI** button. The system will validate the information contained in the form and will flag any errors or warnings found. Errors must be corrected before the Appointment is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Appointment Form has been successfully routed to the PI. The status of the appointment is changed to **In-Progress PI**.



xTrain for Institution Users: Reappointments and Amendments Quick Reference Guide

Appointment Form ⓘ

Success! Curie, Marie Appointment form for Grant number: 1T23HL406789-38 is routed to PI on Tue Mar 21 2023 22:52:54 GMT-0400 (Eastern Daylight Time) ✕

The **Routing History** tab in the Process Statement of Training Appointment section contains a list of the actions taken on the appointment. The first item in the history reflects the current state of the appointment.

Process Statement of Training Appointment

Curie, Marie ...

New Post Doc In-Progress PI

Prior NRSA Support **Routing History**

3 Results

id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	Trainee Routes 2271 to PI	Curie, Marie	03/21/2023 10:52 PM	Routed to PI	In-Progress PI	SKLODOWSKA, SALOMEA	I've reviewed and co... Show more
2	PI Routes 2271 to Trainee	SKLODOWSKA, SALOMEA	03/21/2023 10:18 PM	Routed to Trainee	In-Progress Trainee	Curie, Marie	
3	PI Initiates, Amends, or Re-appoints a Trainee via 2271	SKLODOWSKA, SALOMEA	03/21/2023 10:02 PM	Initiated by PI	In-Progress PI	SKLODOWSKA, SALOMEA	