

## Transcript – xTRACT Overview

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Welcome to this video tutorial on xTRACT. This tutorial is an overview of the xTRACT tool and provides information about what xTRACT is, why it is beneficial to you, and how to access it.

What is xTRACT? xTRACT stands for Extramural Trainee Reporting And Career Tracking. xTRACT is a tool accessible in eRA Commons to aid applicants, grantees, and assistants in creating research training tables for inclusion in progress reports and institutional training grant applications.

### **How xTRACT Benefits You**

xTRACT simplifies the process and reduces the workload for applicants and grantees when creating training tables required for training grant applications and progress reports to NIH. Some data will be prepopulated from eRA Commons, using xTrain appointment and related data, while other data will be manually entered into xTRACT and will be available for reuse for subsequent training table submissions. This system replaces the previous laborious method of creating the tables in Word format.

As part of NIH's Biomedical Research Workforce (BMW) initiative, xTRACT will allow NIH and other agencies to capture data on the careers of trainees (students and post-docs) and provide more information on training program outcomes.

### **How to Access xTRACT**

If you are a signing official, principal investigator, or assistant, you access xTRACT by logging into eRA Commons. From the landing page, click on the apps menu icon in the upper left corner. From the menu, select xTRACT.

You use xTRACT to complete your training tables. The tool provides the option to create the tables as PDFs. You then download the PDFs and attach them to your application or progress report as you normally would.

## Resources

There are a number of resources available to help with xTRACT if you need them:

- xTRACT Reporting Web Page  
<https://www.era.nih.gov/recipients/submit-reports/xtract.htm>
- xTRACT Overview  
<https://www.era.nih.gov/help-tutorials/xtract/overview.htm>
- xTRACT Online Help  
<https://www.era.nih.gov/erahelp/xtract>
- xTRACT FAQs  
<https://www.era.nih.gov/faqs.htm#XX>

If you still need assistance with xTRACT, contact the eRA Service Desk.

<https://www.era.nih.gov/need-help>

This concludes this video overview of the xTRACT tool, providing information about what xTRACT is, why it is beneficial to you, and how to access it. Thank you for watching.