xTrain for Institution Staff User Guide

March 20, 2025

NOTE: This user guide is an identical PDF version of the online help.

Contact Us

Additional Help Needed? Please contact the eRA Service Desk (https://www.era.nih.gov/need-help).

Toll-free: 1-866-504-9552; **Phone:** 301-402-7469

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

Feedback on the user guide? Please email the eRA Communications Office (era-communications@mail.nih.gov).

Disclaimer STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

Table of Contents

Latest Updates

March 22, 2024

The *Process New Termination Notice by BO* on page 99 topic was updated with instructions on reassigning a termination notice to yourself.

March 11, 2024

The *Create New Appointment by PD/PI* on page 57 topic was updated with instructions on deleting in-progress appointments.

The *Initiate a New Termination by PD/PI* on page 82 topic was updated with instructions on deleting in-progress terminations.

March 4, 2024

The *Trainee Report* topic was updated to indicate that only SOs, PD/PIs, and SO delegates can submit a Trainee Report.

March 30,2023

The online help has been updated to reflect the redesigned xTrain.

Purpose

The purpose of this document is to provide guidance on the use of xTrain to Institutional (external) users. For more information regarding research training and research career opportunities offered by the National Institutes of Health (NIH), please visit the Office of Extramural Research (OER) Grants Training page at http://-grants.nih.gov/training/index.htm.

Scope

This document indicates how to access xTrain, provides a description of xTrain user roles, and explains the process for submitting appointments, re-appointments, amendments and termination notices. This xTrain External User Guide, as well as additional reference material, is available on the xTrain resources page: https://www.era.nih.gov/help-tutori-als/xtrain.

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

xTrain Forms Supported

xTrain supports electronic submission of the following forms:

- Statement of Appointment Form (PHS 2271)
- Termination Notice (PHS 416-7)
- Payback Agreement (PHS 6031)—This agreement is available for download/printing with instructions for signing and submitting the agreement via postal mail. xTrain will populate the basic information prior to printing

Form-specific information and instructions can be found at http://-grants.nih.gov/grants/forms.htm.

xTrain External User Roles

External User Role	Description
BO (Business Official)	A Business Official has signature or other authority related to administering grantee institution training grants.
SO (Signing Official)	A grantee institution's Signing Official has authority to legally bind a grantee institution for grant matters.
PD/PI (Program Director/Principal Investigator)	The Program Director or Principal Investigator is responsible for the overall direction of the training program and has the skills, knowledge and resources necessary to organize and implement a high quality research training program. In Commons, this role is called the PI role but is used for PDs as well. The Fellow also has the PI role. The PD/PI selects and appoints Trainees, amends appointments (when necessary), and initiates Termination Notices. A multi-PI can perform the same actions as the Contact PI
PD/PI Delegate (ASST)	An ASST user is a grantee institution individual that is delegated authority to perform Program Director/Principal Investigator xTrain training appointment functions. A user with the ASST role cannot submit appointments.
Trainee	Trainee: A person appointed to and supported by an institutional Kirschstein-NRSA or non-NRSA research training award Scholar: A person appointed to and supported by an insti-

External User Role	Description
	tutional career development award Participant: A person appointed to and supported by a research education award.
Sponsor	The Sponsor is a person who mentors Fellows and can initiate and facilitate the termination of a fellowship. The Sponsor can submit the Termination Notice for foreign and federal fellowships only.
Sponsor Delegate	Users with this authority are able to perform actions similar to the Sponsor role but they are not able to submit the fellowship Termination Notice to the Agency.

External User Roles

NOTE: The Signing Official (SO), Administrative Official (AO) and Accounts Administrator (AA) can grant Business Official (BO), Principal Investigator (PI) or Assistant (ASST) roles to individuals within the grantee institution. Signing Officials can also give Business Official privileges to themselves. Trainees without eRA accounts will be invited to register as part of the xTrain appointment process.

For more information on xTrain external user roles and the actions they can take, see the eRA Commons Roles list at http://era.nih.gov/files/eRA_Commons_Roles.pdf

508 Compliance

The xTrain module meets the compliance regulations of section 508. The standard makes products accessible to people with disabilities, including those with vision, hearing, and mobility impairments.

Key xTrain Screens

The following are the key xTrain screens through which xTrain processing (i.e. Account Creation, Appointments, Terminations, etc.) is initiated:

- Awarded/Sponsored Grants
- Trainee Roster
- Appointment Form
- Termination Notice
- Business Official/Signing Official Home

Awarded Grants and Sponsored Grants

There are two types of grant lists available within xTrain:

- The Awarded Grants list displays all training grants for which the user is listed as the PD/PI.
- The Sponsored Grants list displays all training grants for which the user is listed as the Sponsor.

Both lists contain the same elements and function similarly.

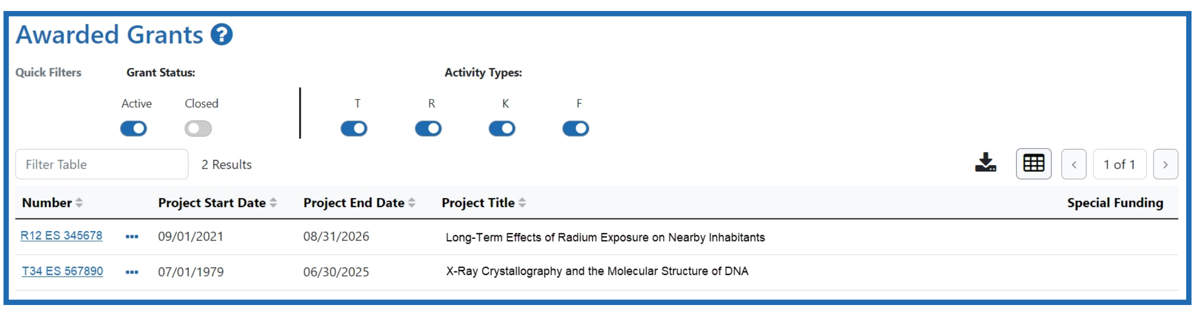
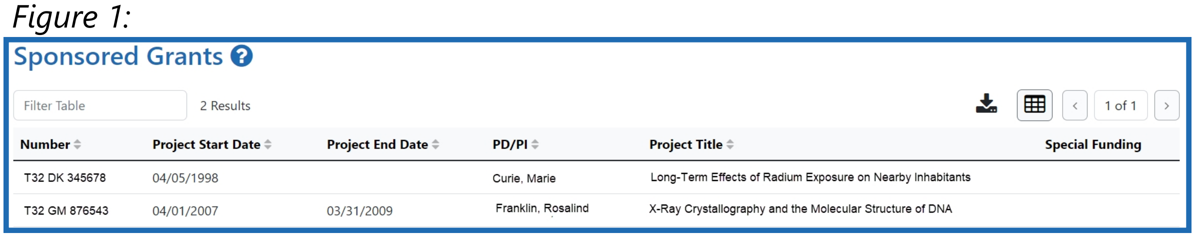


Figure 1:



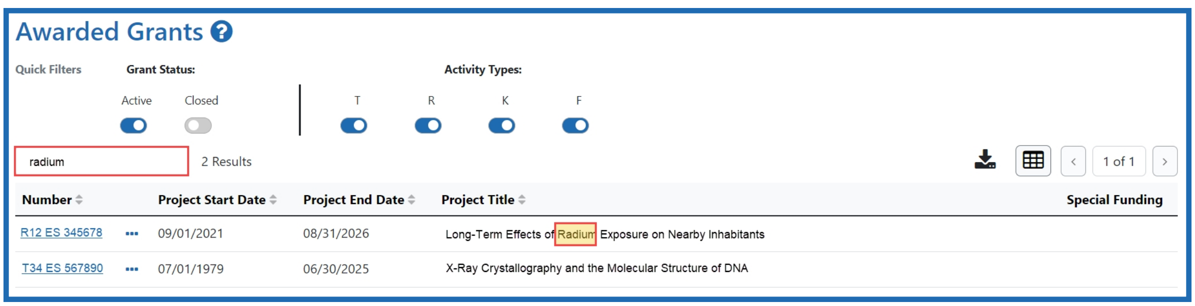
Using the Quick Filter toggles

The toggles allow you to filter grants by grant status and activity type. Blue indicates that you are filtering for that option; gray indicates that you are filtering out that option.

For example, the toggles in the image above will filter for active training grants.

Using the Filter Table field

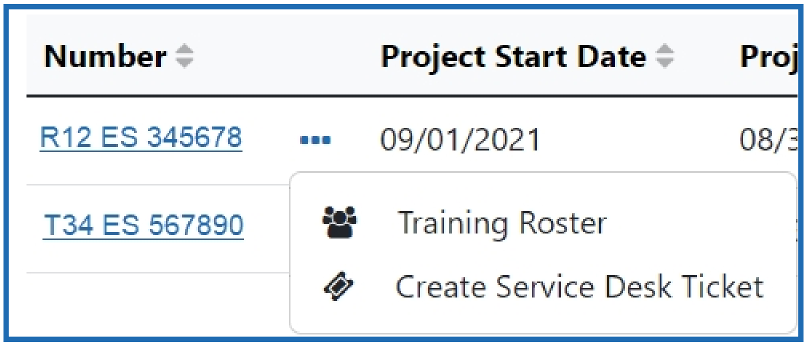
The **Filter Table** field allows you to filter the table by any field containing text. The search criteria include Number, Project Start Date, Project End Date, Project Title, and Special Funding.



The table is filtered as you type in the **Filter Table** field. Matches are highlighted in yellow.

Viewing a Training Roster

Click the  **Actions** button to view grant options, then select **Training Roster**.



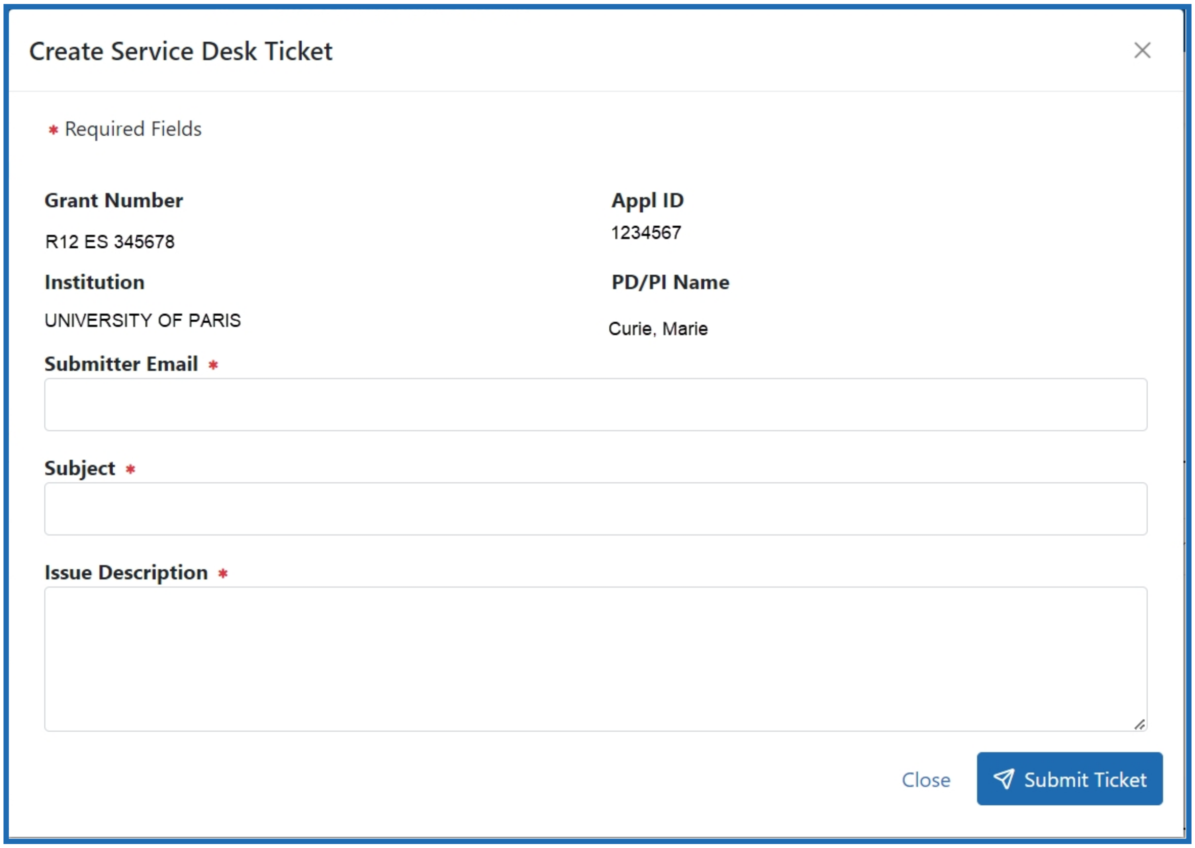
-or-

Click a hyperlinked **Grant Number**.

The Trainee Roster screen is displayed.

Creating a Service Desk Ticket

Click the  **Actions** button to view grant options, then select **Create Service Desk Ticket** to create a service desk ticket prepopulated with grant information. Complete the ticket, then click the **Submit Ticket** button to send it to the service desk.



Viewing a Grant

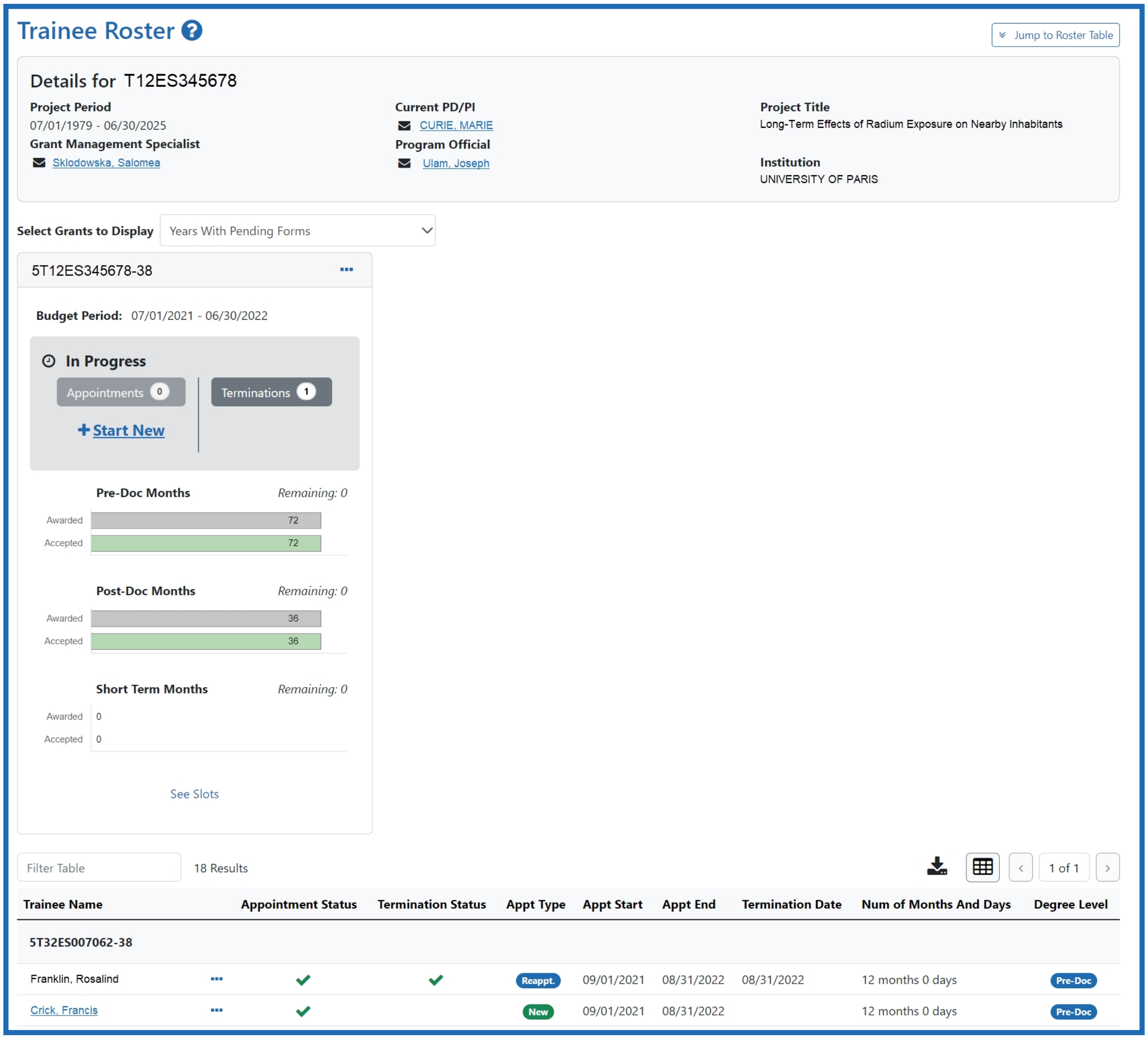
Click any hyperlinked **Grant Number** to view the *Trainee Roster* screen. For more information, refer to the *Trainee Roster Screen* on page 9 topic.

Trainee Roster Screen

xTrain provides read-only access to the cumulative grant data such as pre-doc, post-doc, and short term slots awarded and accepted within a given overall grant, for each supporting year of the grant.

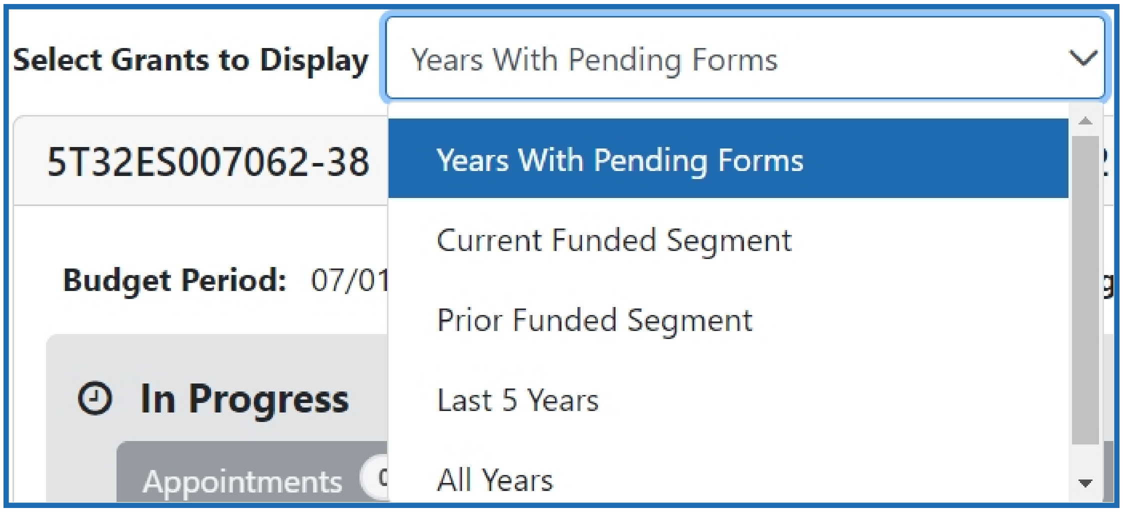
1. To view the Trainee Roster screen, select the appropriate Grant Number link in the Awarded Grants screen.

   The Trainee Roster screen consists of two sections: grant details and the trainee roster.

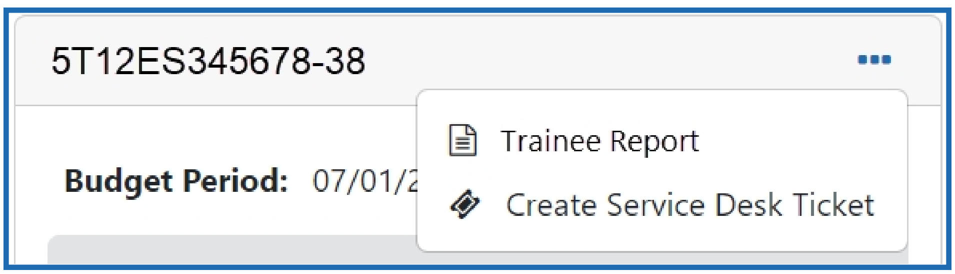


Grant Details section

1. Click the **Jump to Roster Table** button in the upper-right corner of the screen to scroll down to the pending trainee roster(s) for the grant.
2. To email the Grant Management Specialist, Current PD/PI, or Program Official, click the hyperlinked name in the grant details section t the top of the screen.
3. By default, details for years with pending forms are displayed. Use the Select **Grants to Display** drop-down to select another time frame.



4. Click the ••• **Actions** button to view grant actions.

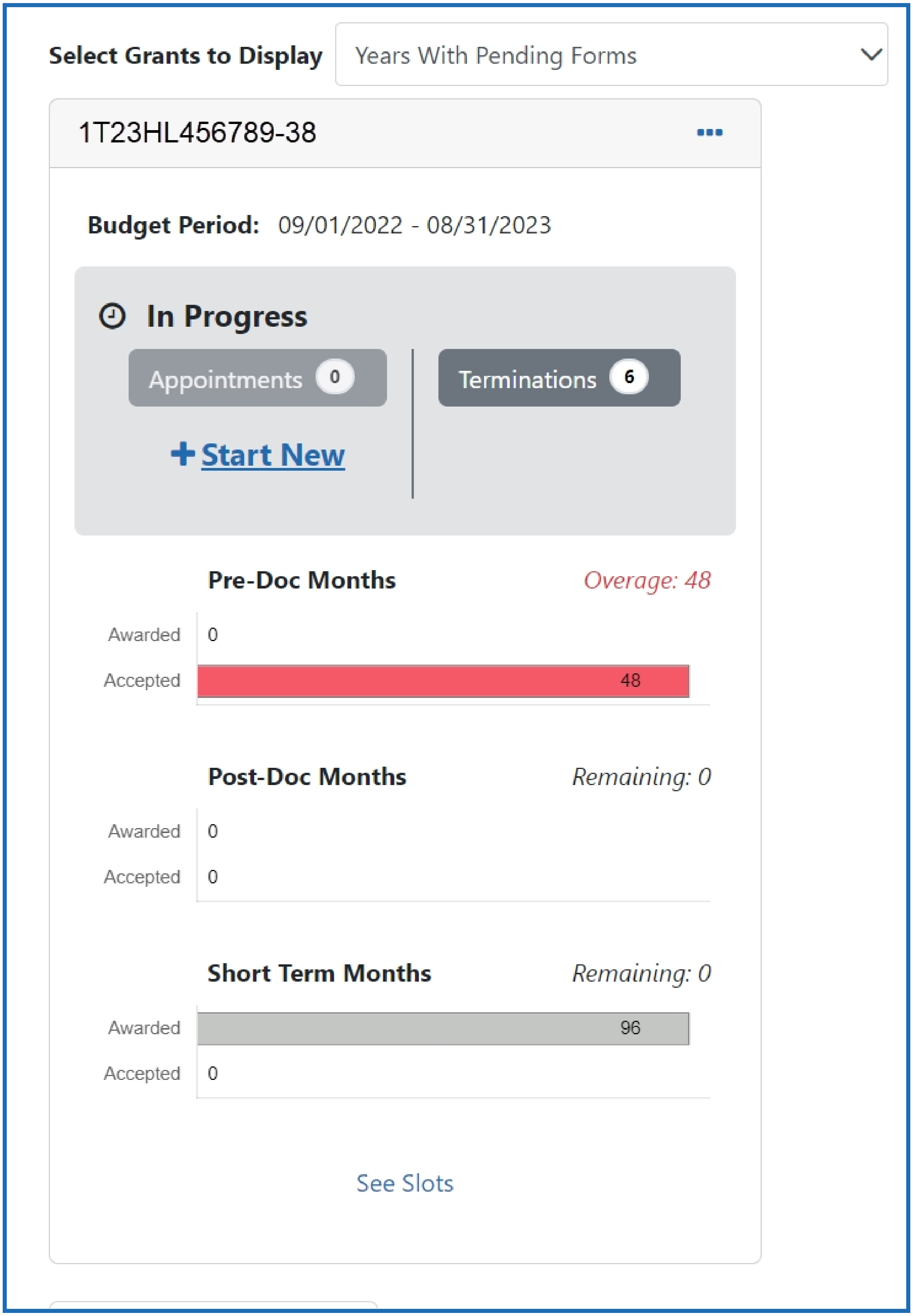


5. Select **Trainee Report** to open the report in a new tab. Refer to the *Trainee Report* topic for more information.

6. Select **Create Service Desk Ticket** to create a service desk ticket prepopulated with grant information. Complete the ticket, then click the Submit Ticket button to send it to the service desk.

Creating new appointment forms and termination notices

When Years With Pending Forms is selected, in progress budget periods are displayed. Use the Start New link to create a new appointment. For more information, refer to the *Create New Appointment by PD/PI* on page 57 topic.


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

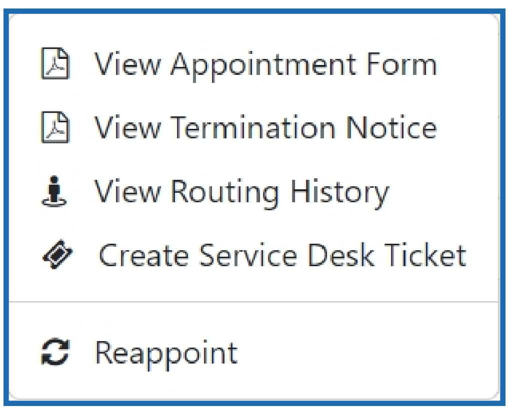
Trainee Roster section

The Trainee Roster contains details about the trainees appointed to the grant, their status, appointment type, and degree level. For more information about the information in the fields, refer to the *Trainee Roster Fields* on page 14 topic.

1. The **Filter Table** field allows you to filter the table by any field containing text. The Search criteria include Trainee Name, Appointment Status, Termination Status, Appt. Type, Appt. Start, Appt End, Termination Date, Num of Months And Days, and Degree Level.

2. Hyperlinked trainee names indicate that there is a pending action, such as an appointment form or termination notice, for that trainee. Click the hyperlinked name to view the pending form and take action.

3. Each trainee listed has an **Actions** button that allows you to view their details and history with the grant. Click the **Actions** button to view the available information about the trainee.



   a. **View Appointment Form** downloads a PDF of the form to the browser's default location.

   b. **View Termination Notice** downloads a PDF of the notice to the browser's default location.

   c. **View Routing History** displays a history of the administrative actions taken on the trainee for the grant.

d. **Create Service Desk Ticket** initiates a service desk ticket prepopulated with grant and trainee information. Complete the ticket, then click the **Submit Ticket** button to send it to the service desk.

e. **Reappoint** opens the Appointment Form screen with the grant and trainee details prepopulated. For more detail, refer to the *Initiate a Reappointment by PD/PI* on page 76 topic.

Trainee Roster Fields

The following are the possible options that might appear in some of the columns in the Trainee Roster.

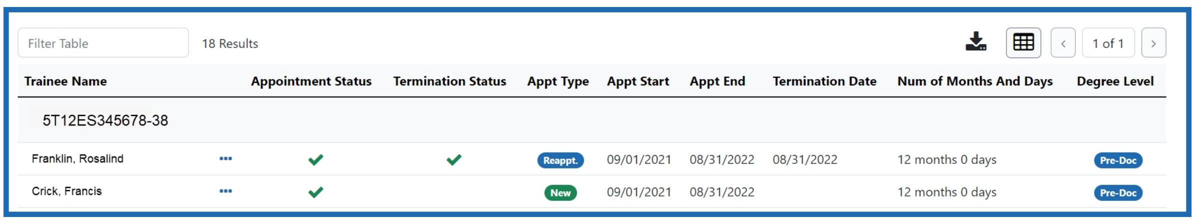


Figure 2: Trainee Roster Fields

Appointment Type:

- *New* – The appointment is the first for the trainee on this grant (will also indicate “New” if the original appointment was submitted on paper)
- *Re-appointment*--The trainee has had a previous appointment on this grant.
- *Amendment*--The original appointment has changed, and this is the newest version.

Months,Days Appointed--Contains the duration of the appointment.

Appointment Status: Clicking on the hyperlink will display the appointment routing history.

- *Pending Agency Review* --The appointment has been submitted to the agency.
- *On Hold by Agency* - The appointment has been submitted and the agency reviewer has put it on hold.
- *On Hold by Agency – Awaiting Paper Signature* --The appointment has been submitted and the agency reviewer has put it on hold while waiting for the Payback Agreement and/or the documentation for a permanent resident.

- *In Progress PI*-- The PD/PI or the assistant is working on the appointment.
- *In Progress Trainee* – The trainee is working on the appointment.
- *In Progress BO* – The trainee is working on the appointment.
- *Accepted* –The agency reviewer has accepted the appointment.
- *Terminated*—The appointment or fellowship has been terminated.

Termination Status:

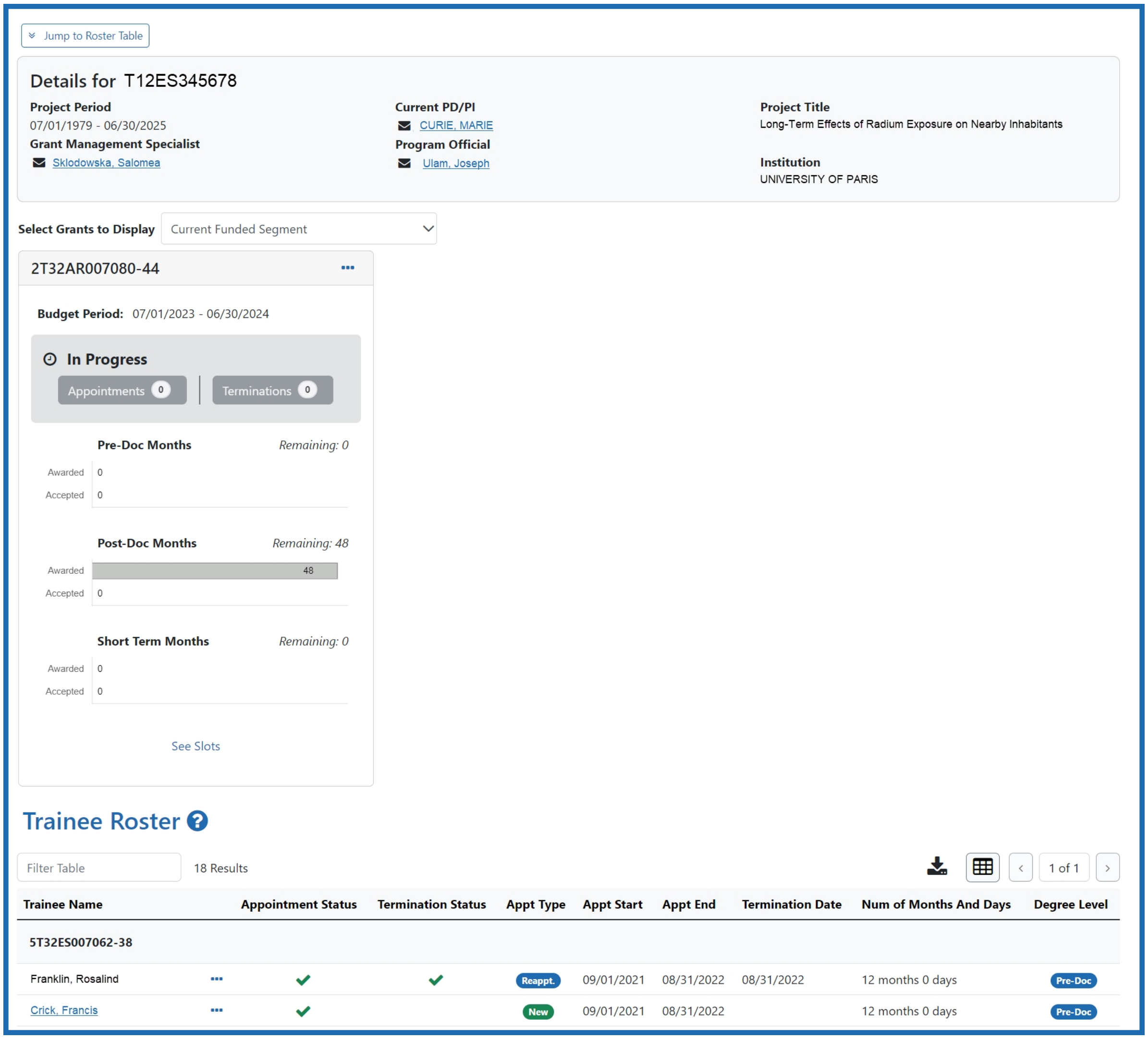
- *In Progress BO*--The Business Official is working on the termination notice.
- *In Progress PI*-- The PD/PI (includes fellows) or an assistant is working on the termination notice.
- *In Progress Trainee*--The Trainee is working on the termination notice.
- *Pending Agency Review*-- The termination notice has been submitted to the Agency
- *On Hold by Agency*- The Agency has reviewed the termination notice, but has not yet accepted it.
- *On Hold by Agency – Awaiting Award Revision* –An early termination notice has been submitted for a fellowship and it has been placed on hold until the award can be revised
- *Accepted*—The Agency has accepted the termination notice. When the termination status is “Accepted,” the appointment status is “Terminated.”

Grant Details Screen

xTrain provides read-only access to the cumulative grant data such as pre-doc, post-doc, and short term slots awarded and accepted within a given overall grant, for each supporting year of the grant.

1. To view the Grant Details screen, select the appropriate Grant Number link in the Awarded Grants screen.

   The Grant Details screen consists of two sections: grant details and the trainee roster.

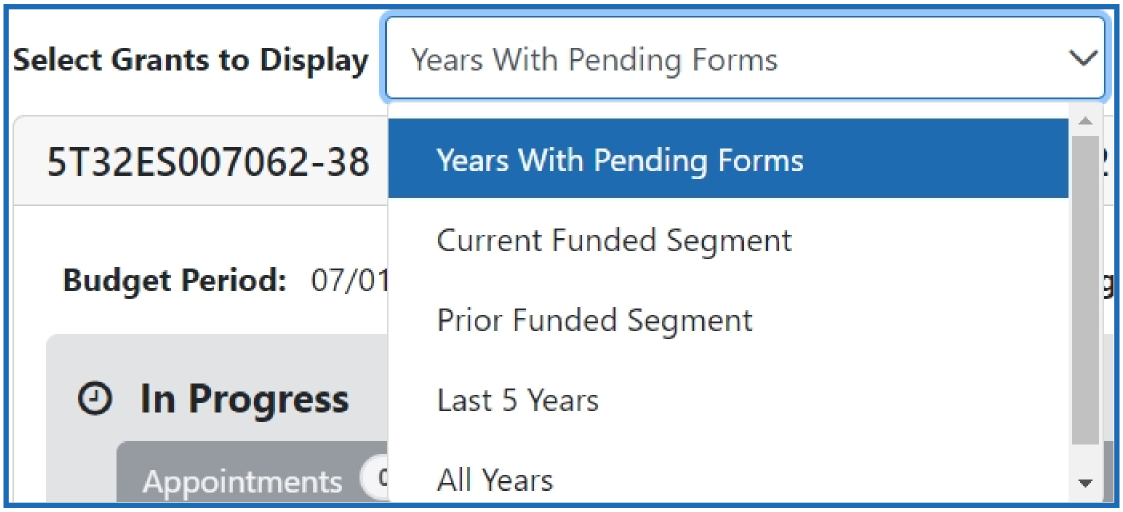


Grant Details section

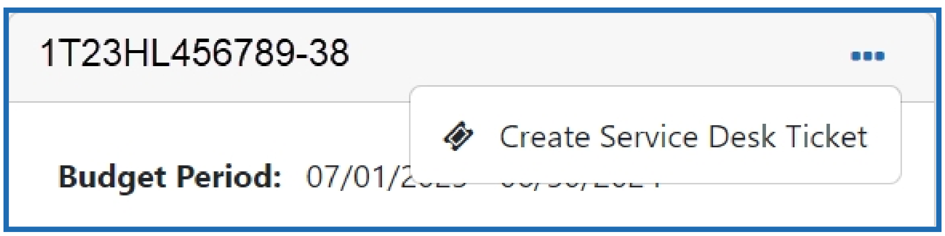
1. Click the **Jump to Roster Table** button in the upper-left corner of the screen to scroll down to the pending trainee roster(s) for the grant.

2. To email the Grant Management Specialist, Current PD/PI, or Program Official, click the hyperlinked name in the grant details section t the top of the screen.

3. By default, details for the Current Funded Segment are displayed. Use the Select **Grants to Display** drop-down to select another time frame.



4. Click the ••• **Actions** button to view grant actions.



5. Select **Create Service Desk Ticket** to create a service desk ticket prepopulated with grant information. Complete the ticket, then click the **Submit Ticket** button to send it to the service desk.

Trainee Roster section

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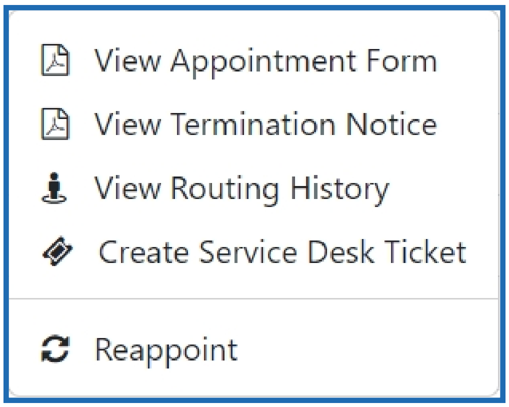
2. Hyperlinked trainee names indicate that there is a pending action, such as an appointment form or termination notice, for that trainee. Click the hyperlinked name to view the pending form and take action.

3. Each trainee listed has an **Actions** button that allows you to view their details and history with the grant. Click the ••• **Actions** button to view the available information about the trainee.



   a. **View Appointment Form** downloads a PDF of the form to the browser's default location.

   b. **View Termination Notice** downloads a PDF of the notice to the browser's default location.

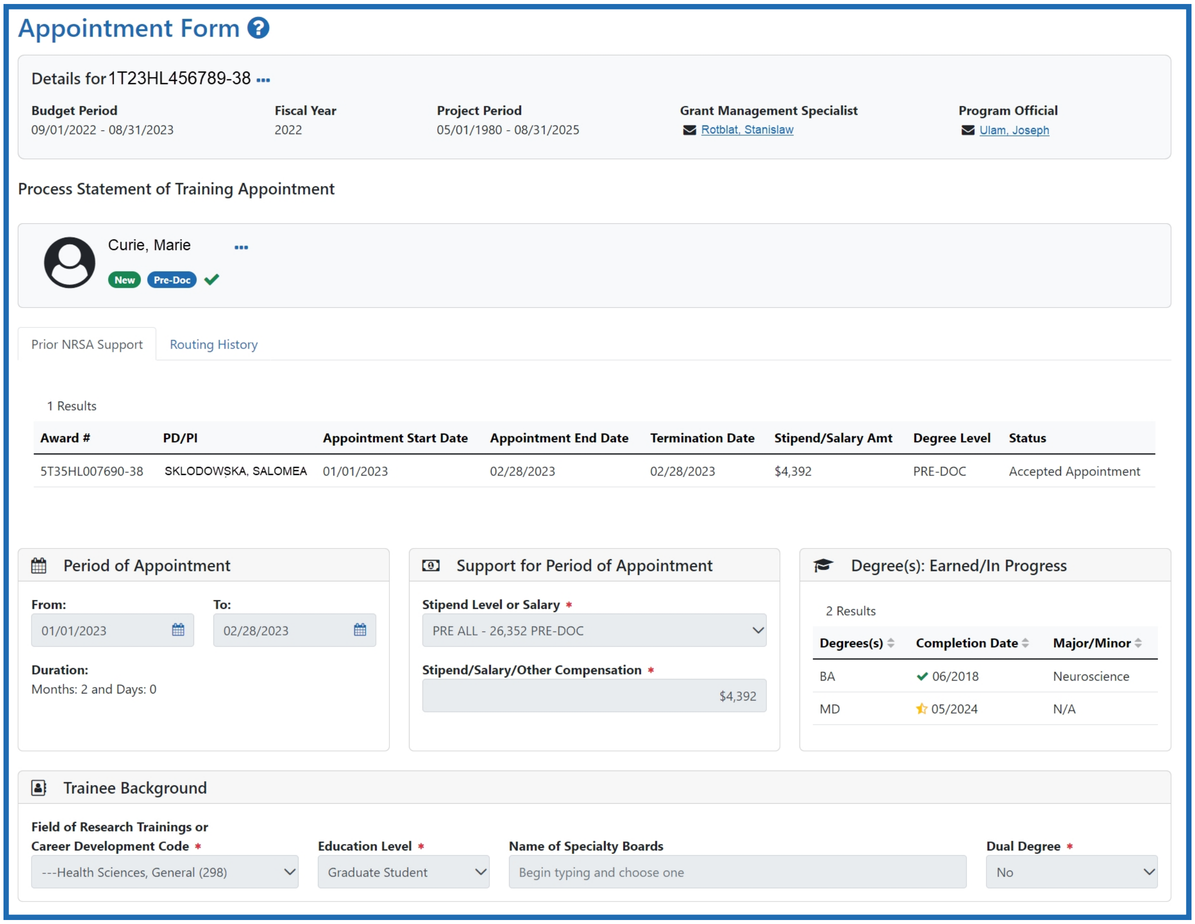
   c. **View Routing History** displays a history of the administrative actions taken on the trainee for the grant.

   d. **Create Service Desk Ticket** initiates a service desk ticket prepopulated with grant and trainee information. Complete the ticket, then click the **Submit Ticket** button to send it to the service desk.

   e. **Reappoint** opens the Appointment Form screen with the grant and trainee details prepopulated. For more detail, refer to the *Initiate a Reappointment by PD/PI* on page 76 topic.

Appointment Form Screen

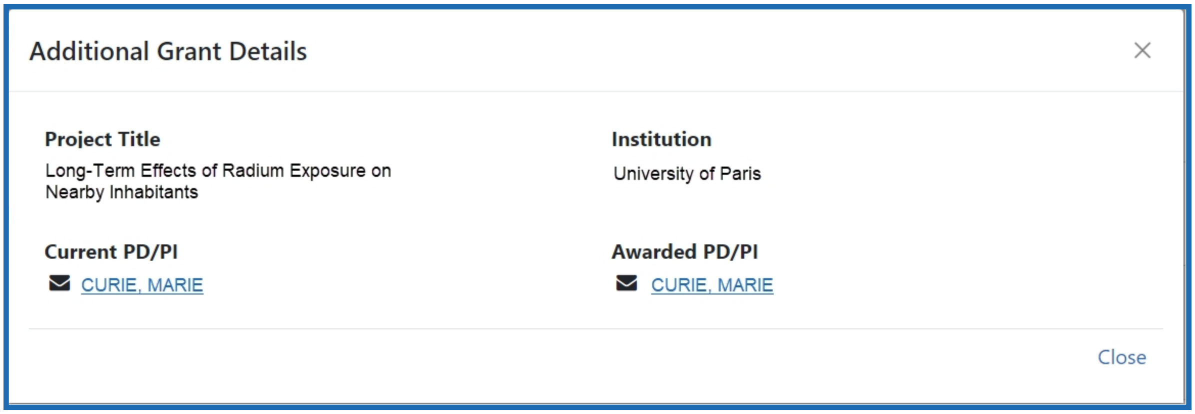
The Appointment Form screen consists of two sections: Grant Details and Process Statement of Training Appointment.



Grant Details section

This section contains information about the grant.

1. Click the  **Actions** button for the grant number and select **Additional Grant Details** to view more information.
2. Click the **Close** button to return to the Appointment Form screen.

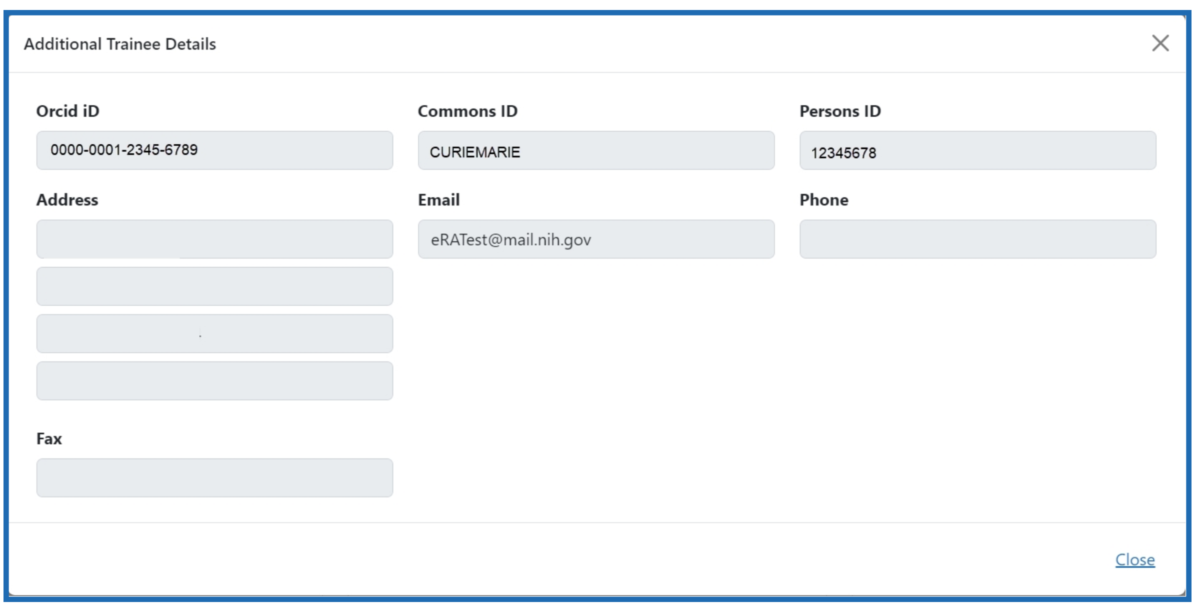


3. Click the hyperlinked names to send email to the Grant Management Specialist and Program Official.

Process Statement of Training Appointment section

This section provides details of the appointment.

1. Click the **Actions** button for the trainee and select an option:
   a. **Additional Trainee Details** displays more information about the trainee.

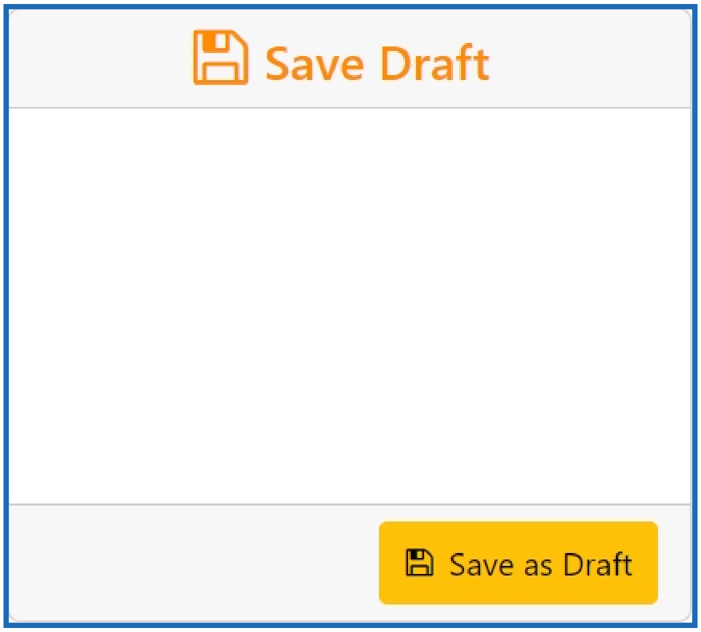


   b. **Create Service Desk Ticket** to create a service desk ticket prepopulated with grant and trainee information. Complete the ticket, then click the **Submit Ticket** button to send it to the service desk.

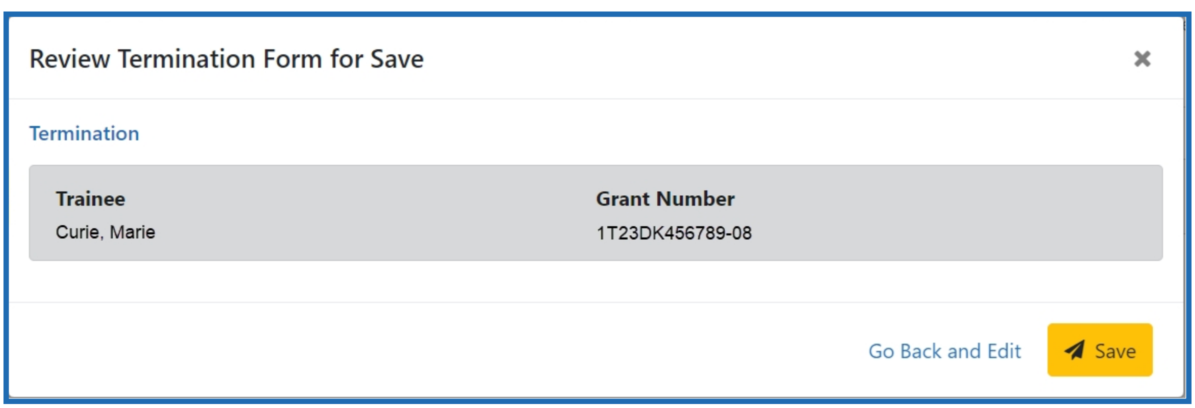
Take Action section

This section contains options to edit the notice and route it onward for processing.

Save Draft

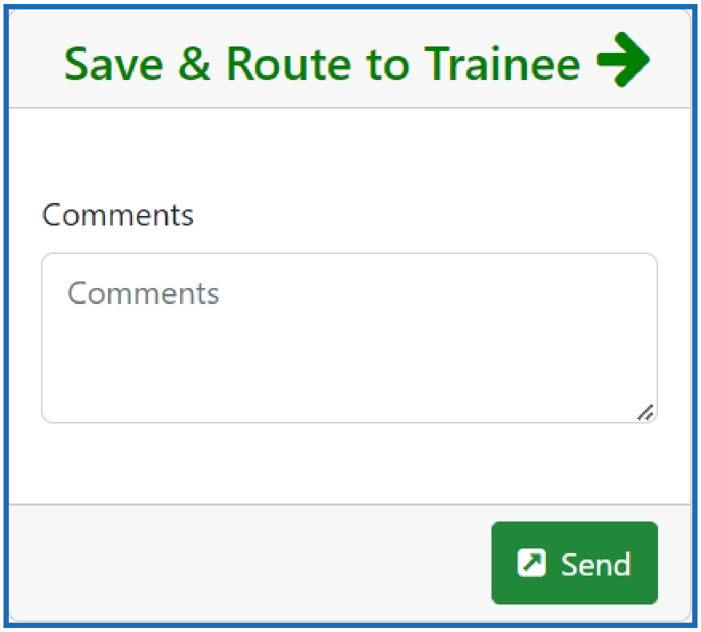


1. Make the appropriate edits to the form.
2. Click the **Save as Draft** button. A confirmation message displays.

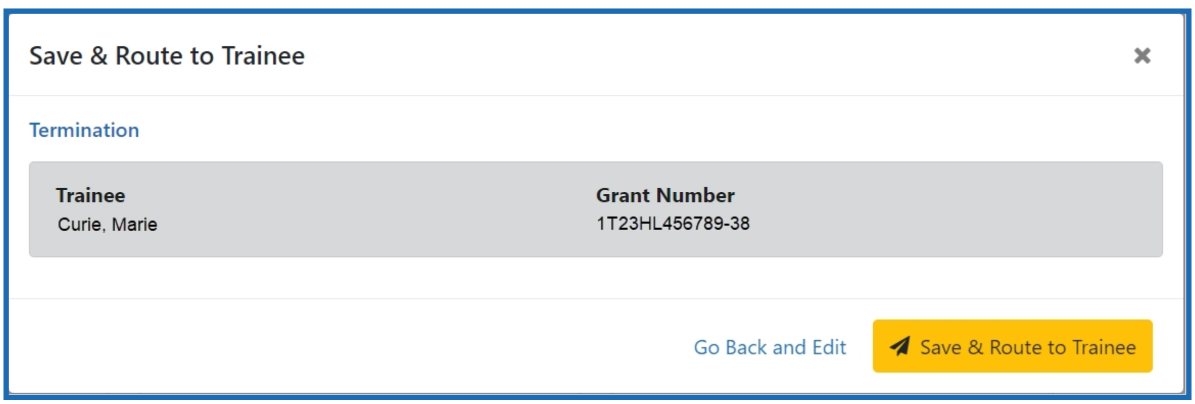


3. Click the **Save** button. Your edits are saved and the form remains in your queue.

Save & Route to Trainee

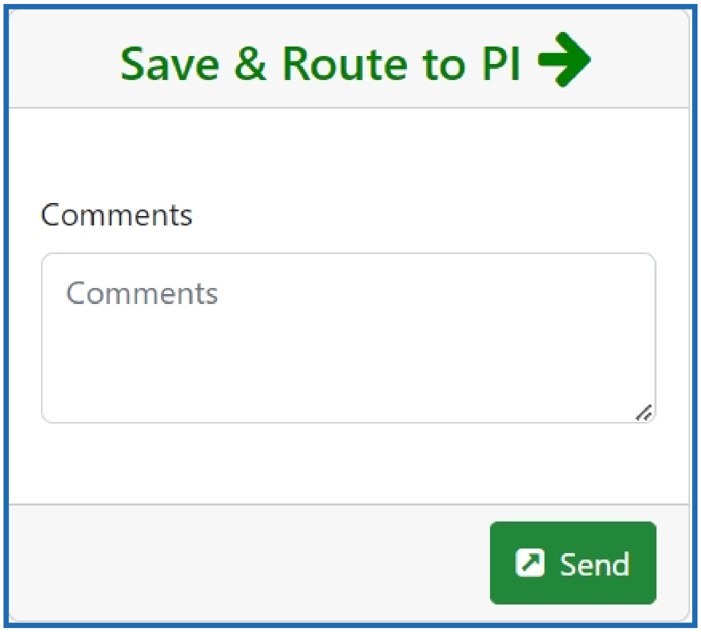


1. Add comments to the **Comments** field if desired.
2. Click the **Send** button. A confirmation message displays.

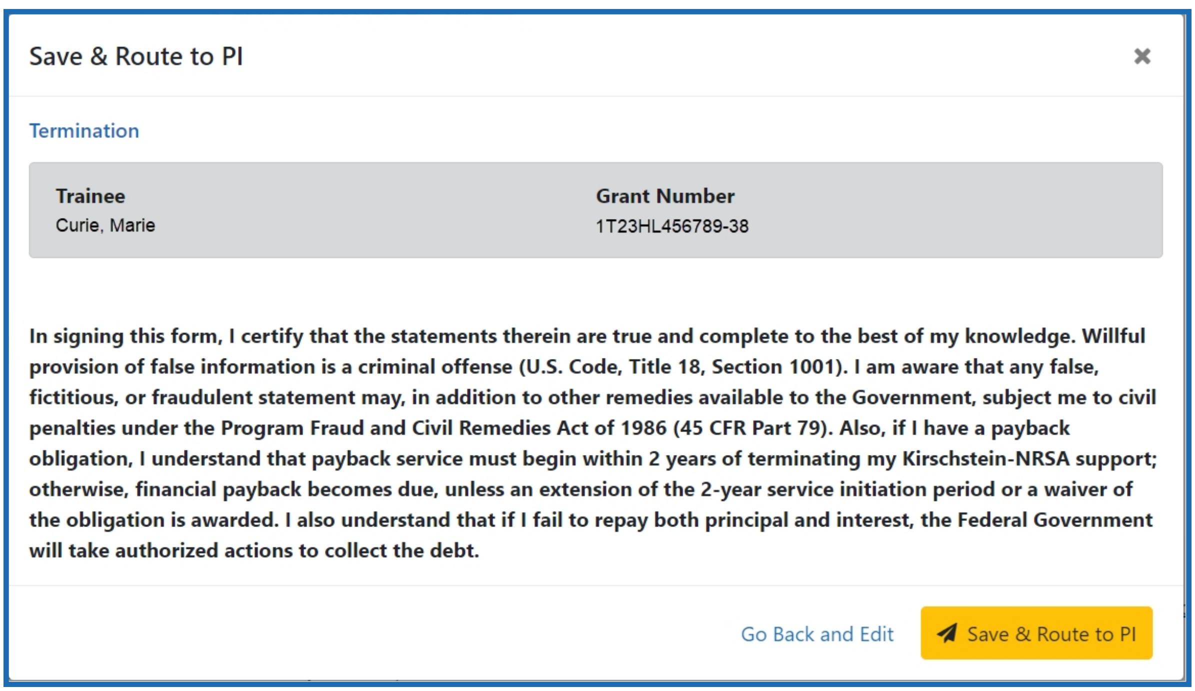


3. Click the **Save & Route to Trainee** button.

Save & Route to PI

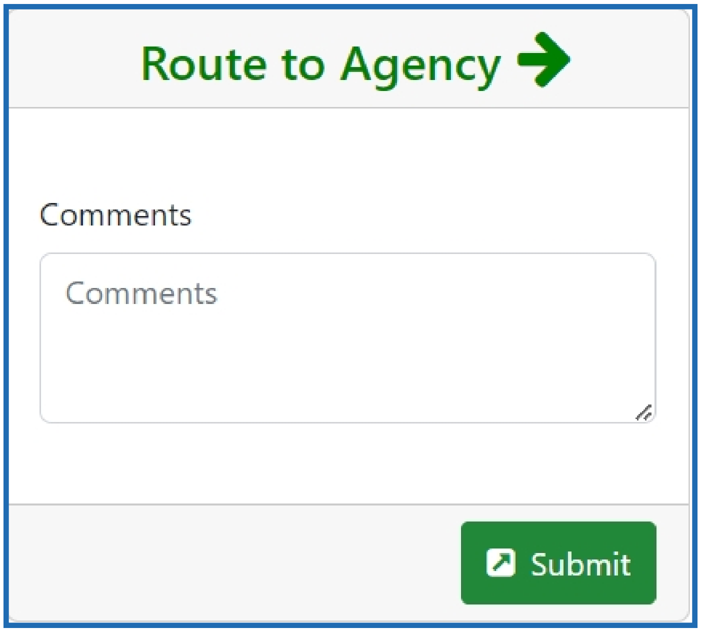


1. Make the appropriate edits to the form.
2. Add comments to the **Comments** field if desired.
3. Click the **Send** button. A confirmation message displays.

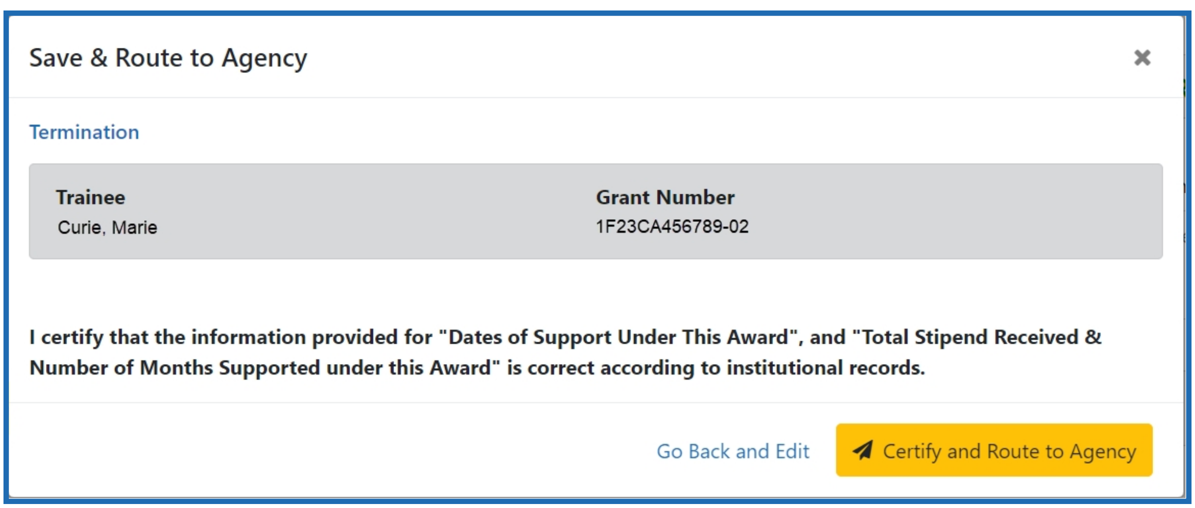


4. Click the **Save & Route to PI** button.

Route to Agency



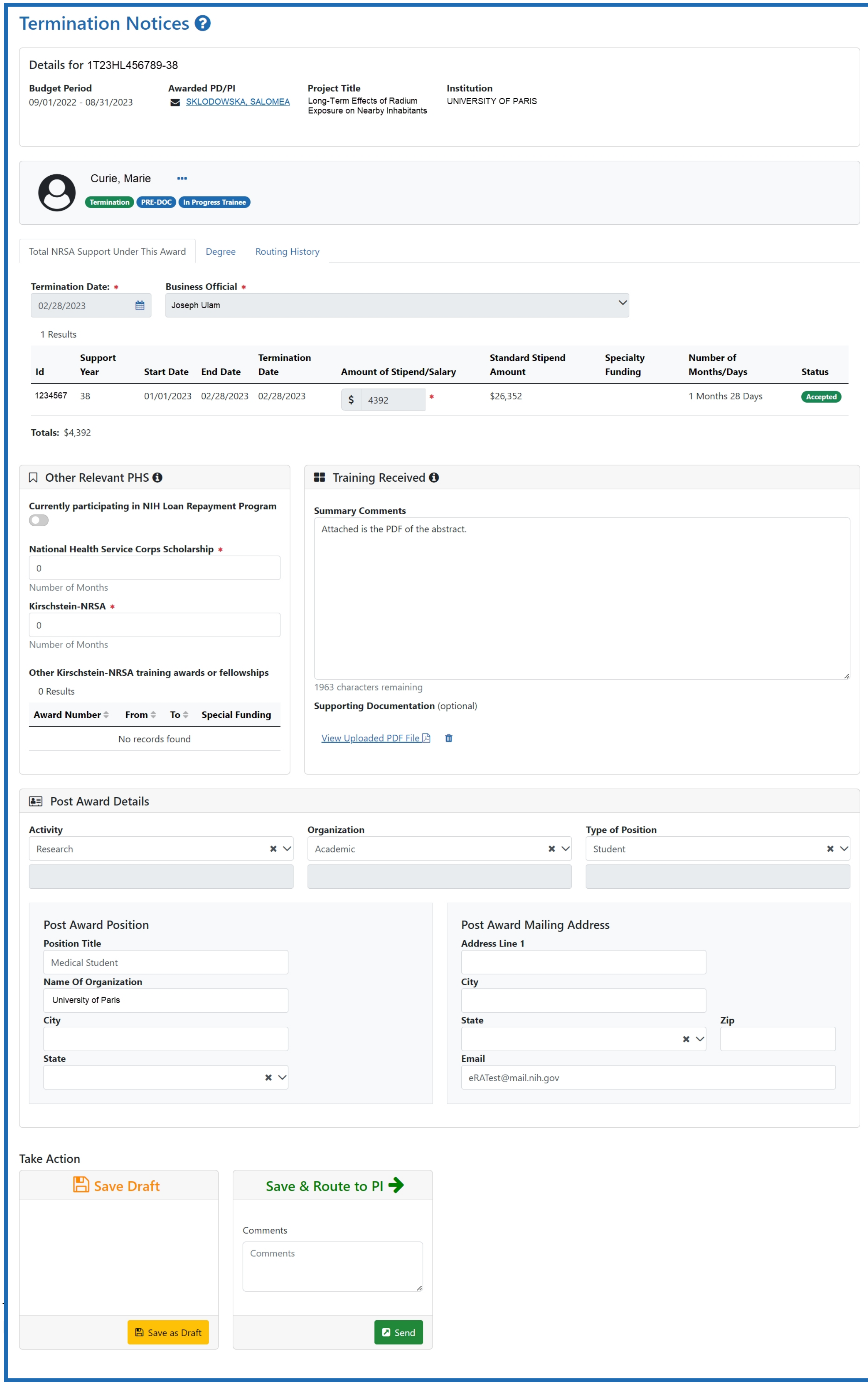
1. Make the appropriate edits to the form.
2. Add comments to the **Comments** field if desired.
3. Click the **Submit** button. A confirmation message displays.



4. Click the Certify and **Route to Agency** button.

Termination Notice Screen

The Termination Notice screen consists of four sections: Grant Details, Person Details, Post Award Details, and Take Action.


Termination Notices
Details for 1T23HL456789-38
Budget Period
09/01/2022 - 08/31/2023
Awarded PD/PI
SKLODOWSKA, SALOMEA
Project Title
Long-Term Effects of Radium Exposure on Nearby Inhabitants
Institution
UNIVERSITY OF PARIS
Curie, Marie
Termination
PRE-DOC
In Progress Trainee
Total NRSA Support Under This Award
Degree
Routing History
Termination Date:
02/28/2023
Business Official
Joseph Ulam
1 Results
Id
Support Year
Start Date
End Date
Termination Date
Amount of Stipend/Salary
Standard Stipend Amount
Specialty Funding
Number of Months/Days
Status
1234567
38
01/01/2023
02/28/2023
02/28/2023
$ 4392
$26,352
1 Months 28 Days
Accepted
Totals: $4,392
Other Relevant PHS
Currently participating in NIH Loan Repayment Program
National Health Service Corps Scholarship
0
Number of Months
Kirschstein-NRSA
0
Number of Months
Other Kirschstein-NRSA training awards or fellowships
0 Results
Award Number
From
To
Special Funding
No records found
Training Received
Summary Comments
Attached is the PDF of the abstract.
1963 characters remaining
Supporting Documentation (optional)
View Uploaded PDF File
Post Award Details
Activity
Research
Organization
Academic
Type of Position
Student
Post Award Position
Position Title
Medical Student
Name Of Organization
University of Paris
City
State
Post Award Mailing Address
Address Line 1
City
State
Zip
Email
eRATest@mail.nih.gov
Take Action
Save Draft
Save as Draft
Save & Route to PI
Comments
Comments
Send

Grant Details section

This section contains details about the grant.

Person Details section

This section contains information about the trainee, background information, and their training under the grant.

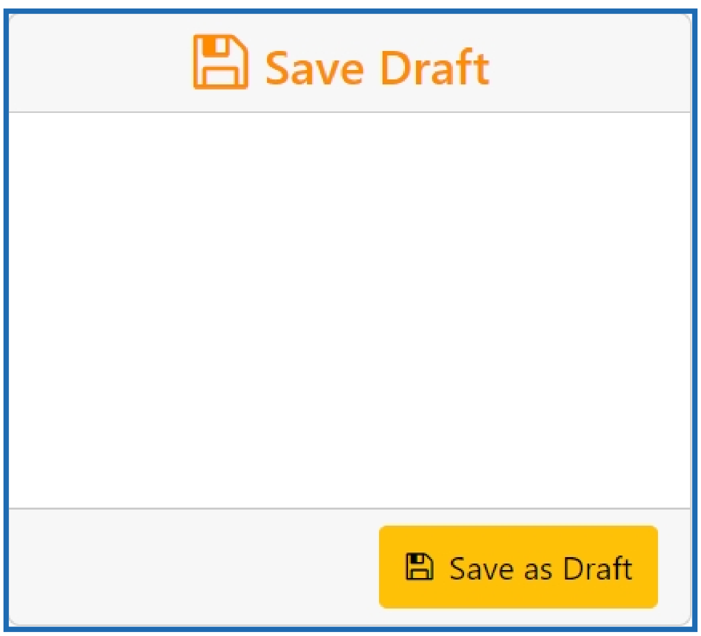
Post Award Details section

This section contains information about the trainee's post award activities and positions.

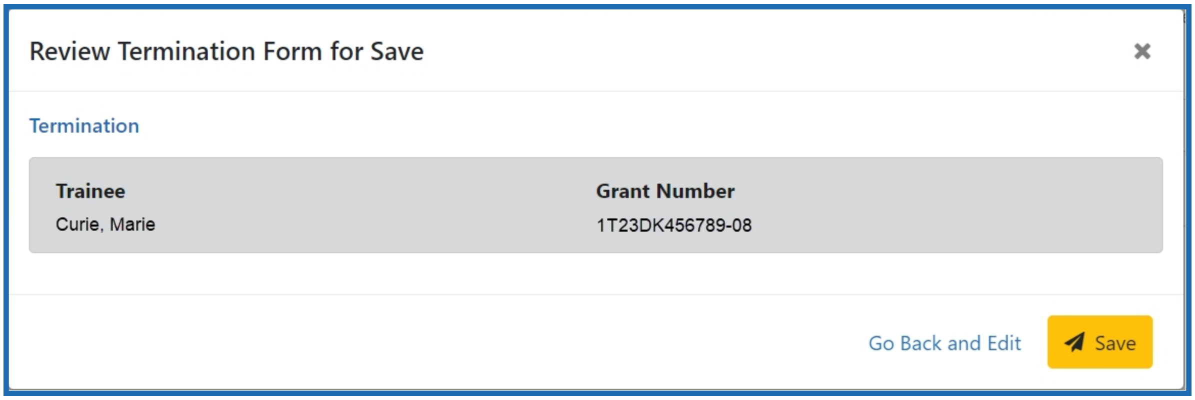
Take Action section

This section contains options to edit the notice and route it onward for processing.

Save Draft

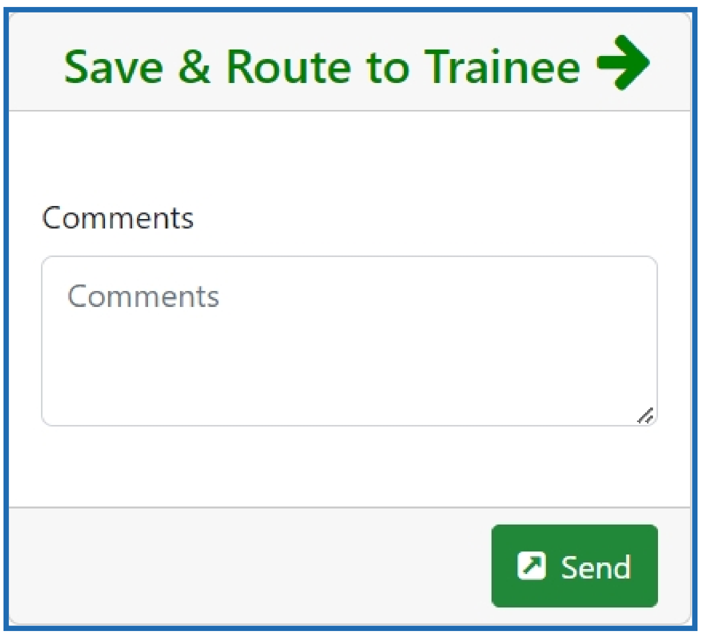


1. Make the appropriate edits to the form.
2. Click the **Save as Draft** button. A confirmation message displays.

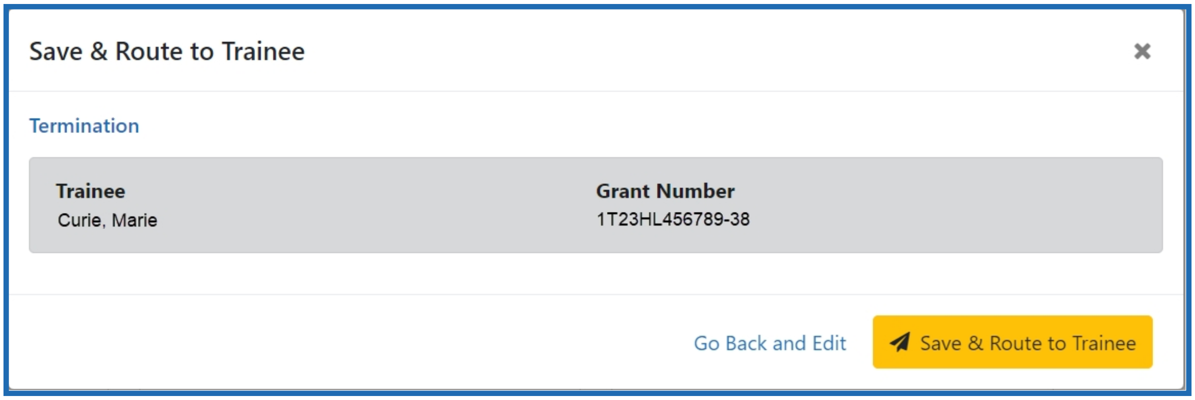


3. Click the **Save** button. Your edits are saved and the form remains in your queue.

Save & Route to Trainee

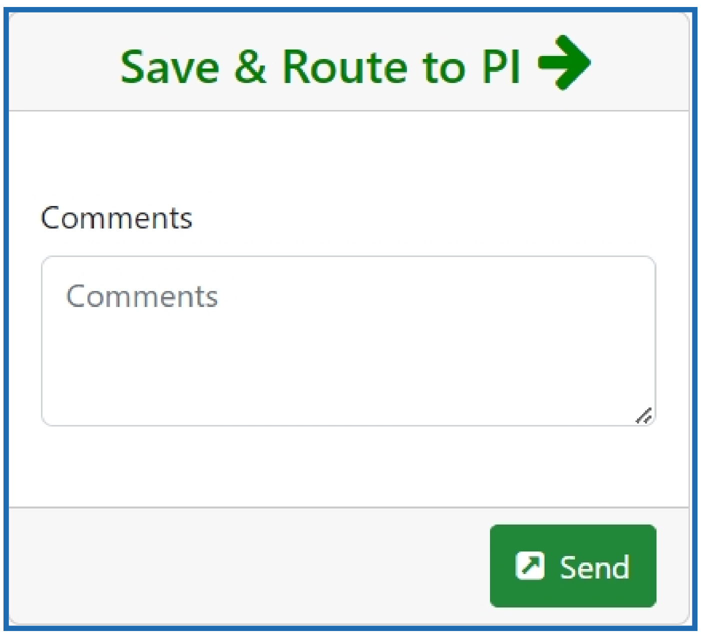


1. Add comments to the **Comments** field if desired.
2. Click the **Send** button. A confirmation message displays.

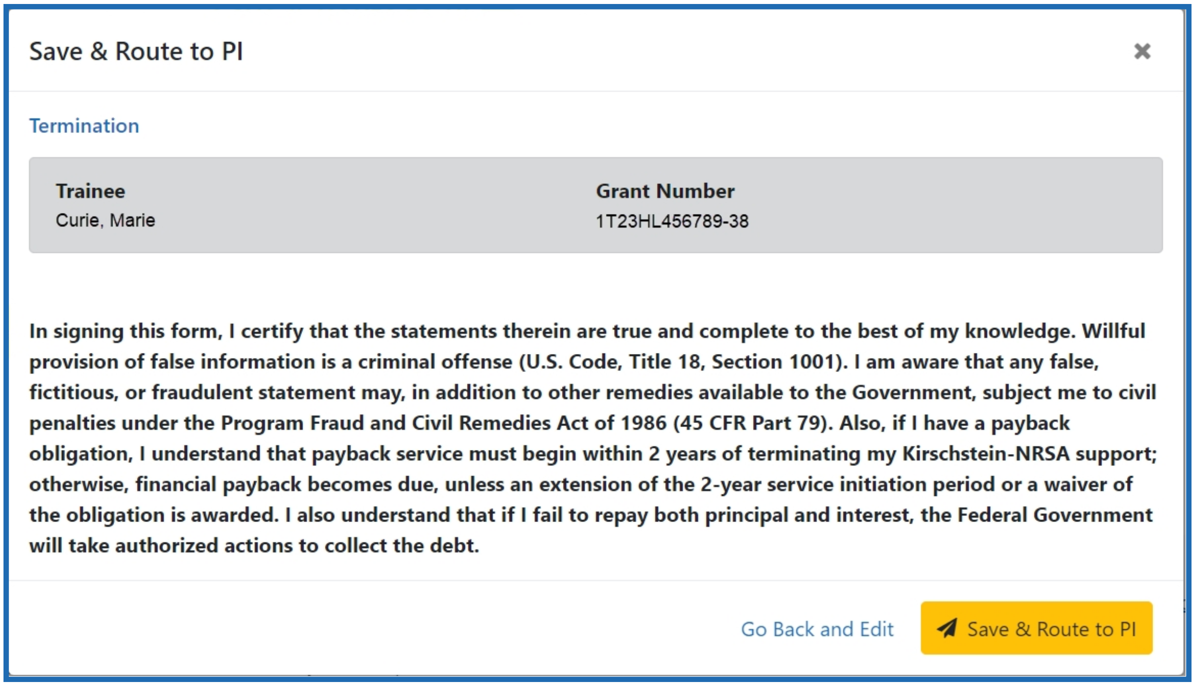


3. Click the **Save & Route to Trainee** button.

Save & Route to PI

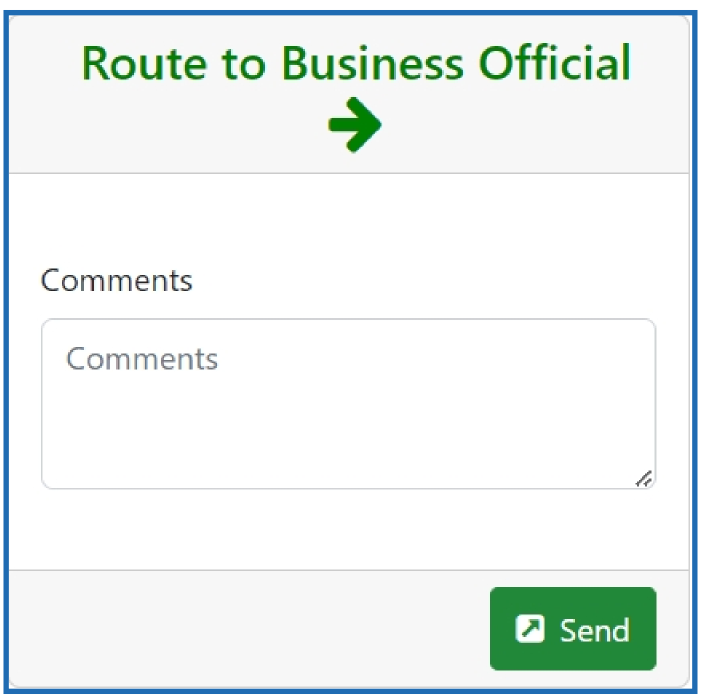


1. Make the appropriate edits to the form.
2. Add comments to the **Comments** field if desired.
3. Click the **Send** button. A confirmation message displays.



4. Click the **Save & Route to PI** button.

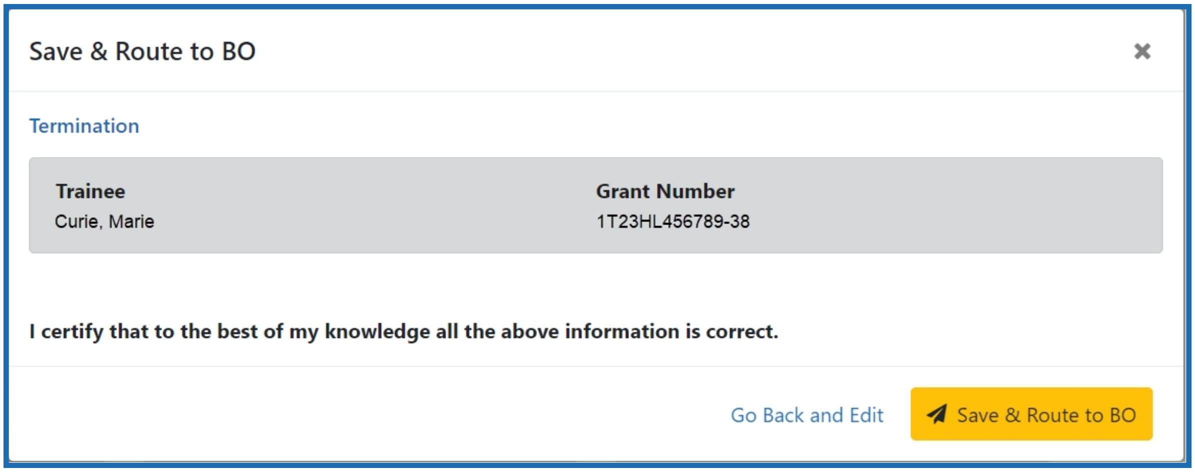
Route to Business Official



1. Make the appropriate edits to the form.

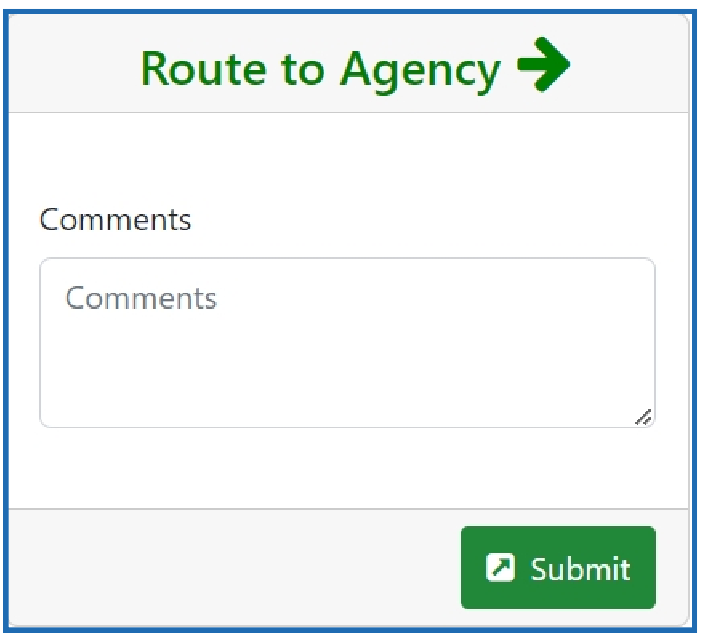
2. Add comments to the **Comments** field if desired.

3. Click the **Send** button. A confirmation message displays.



4. Click the **Save & Route to BO** button.

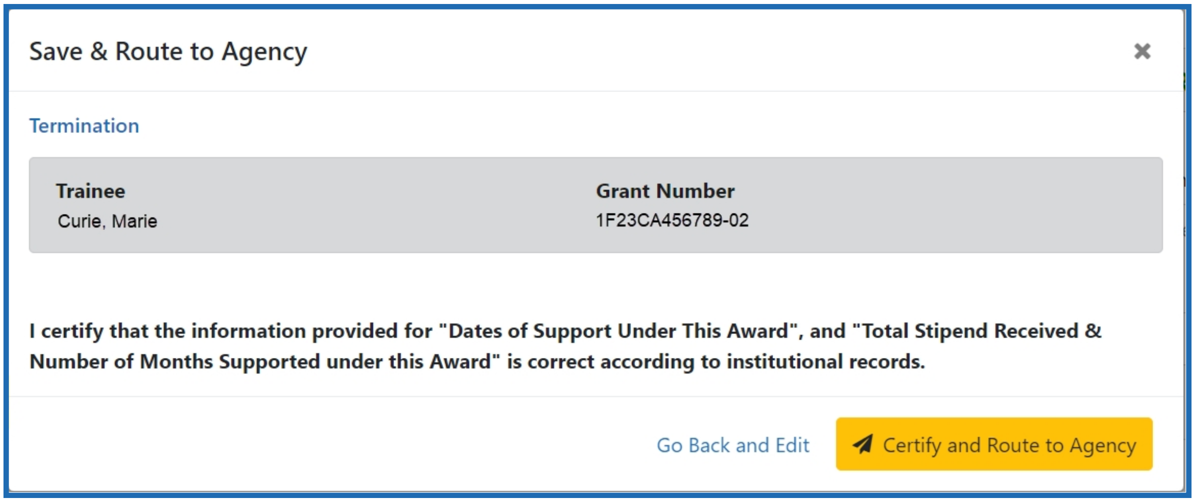
Route to Agency



1. Make the appropriate edits to the form.

2. Add comments to the **Comments** field if desired.

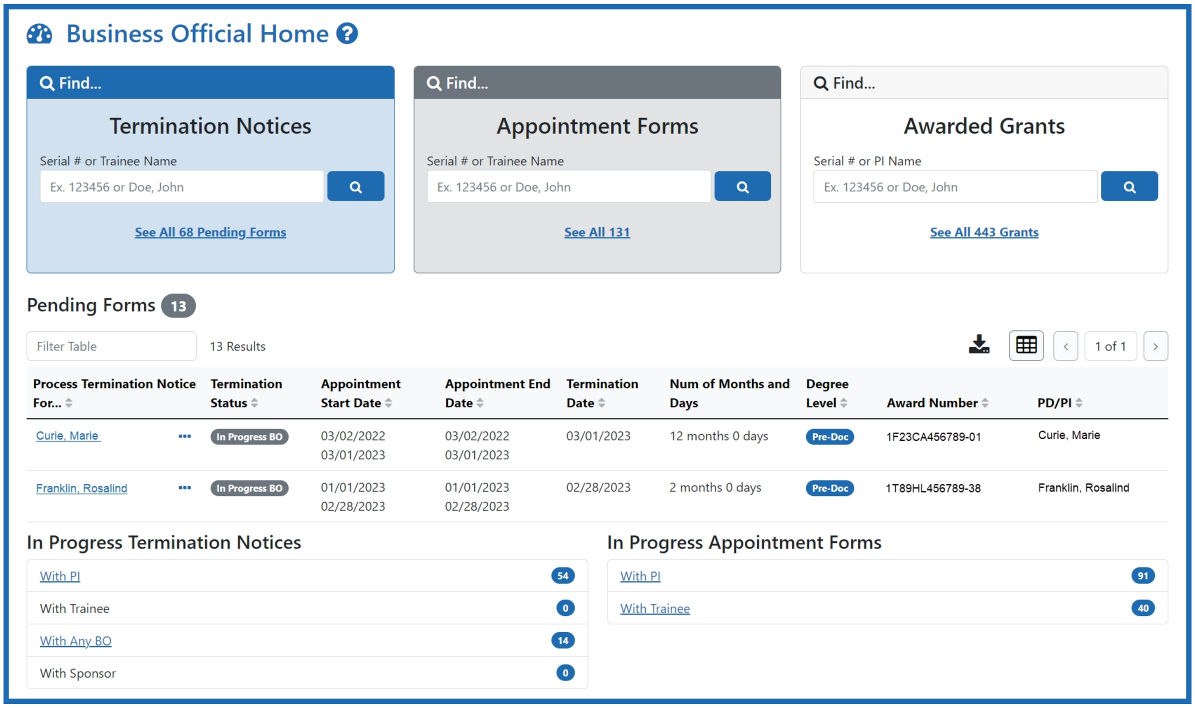
3. Click the **Submit** button. A confirmation message displays.



4. Click the Certify and **Route to Agency** button.

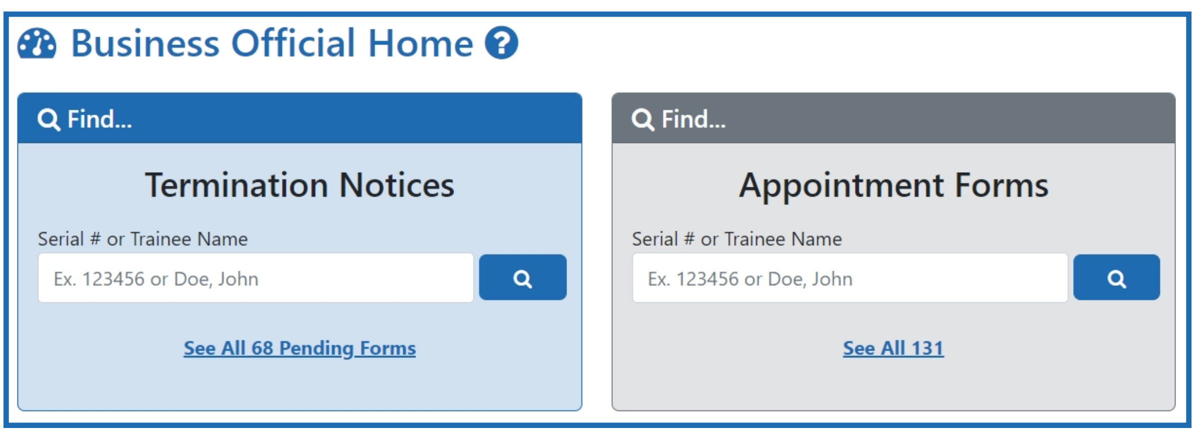
Business Official/Signing Official Home Screen

The BO/SO home screen provides a dashboard allowing you to quickly locate and process work-in-progress (WIP) termination notices, appointment forms, and awarded grants at your institution.

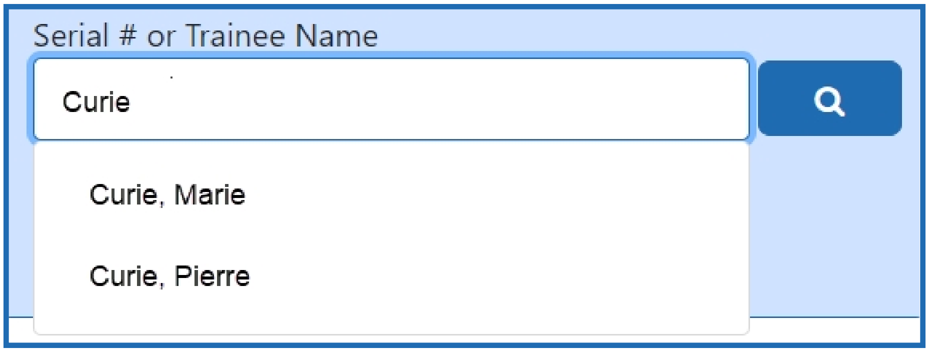


In addition, there are tabs at the top of the screen that provide a focused view of awarded grants, WIP appointments, and WIP terminations.

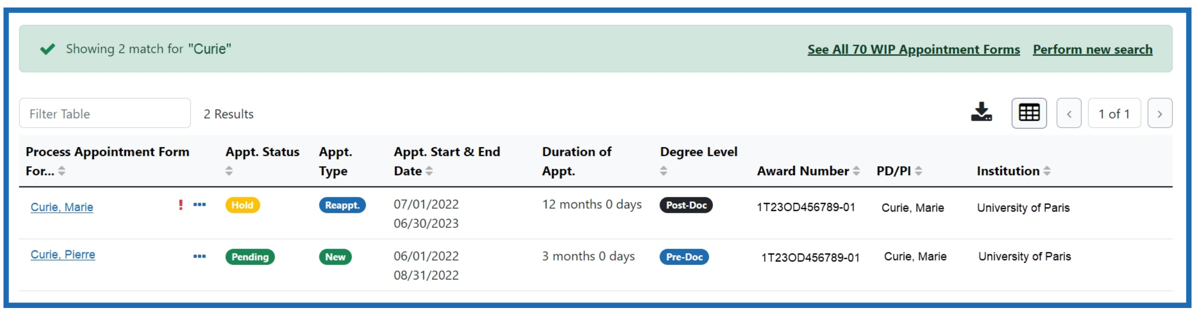
Using the Pending Termination Notices and Pending Appointment Forms cards



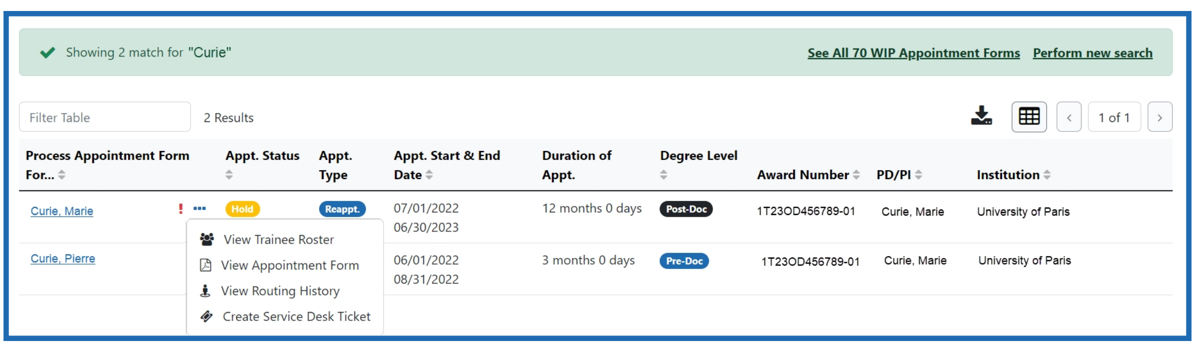
1. Enter the serial number or trainee name in the search field on the appropriate card. As you type, possible matches are displayed. You may select a match from the list or simply click the **Search** button to search for the typed text.



A list of possible matches is displayed.



2. Click the **Actions** button to view a list of available options.



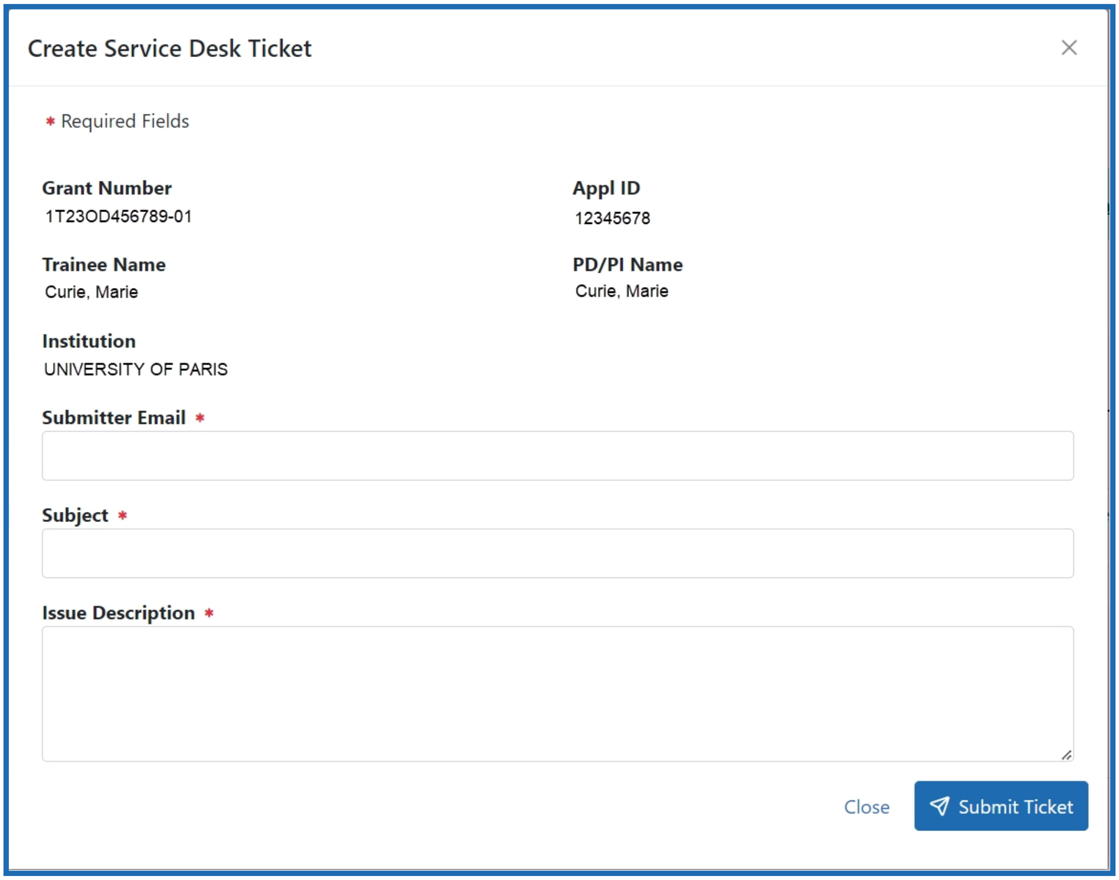
- **View Trainee Roster** opens the Grant Details screen.
- **View Appointment Form** downloads the Statement of Appointment form. You may also click the trainee name to view the appointment form in the browser. Only available for pending appointment forms.
- **View Termination Notice** downloads the Termination Notice form. You may also click the trainee name to view the Termination Notices screen in the browser, which contains grant details. Only available for pending termination notices.
- **View Routing History** displays the routing history for the current appointment form. Click here to view the Routing History.

Routing History for Curie, Marie

8 Results

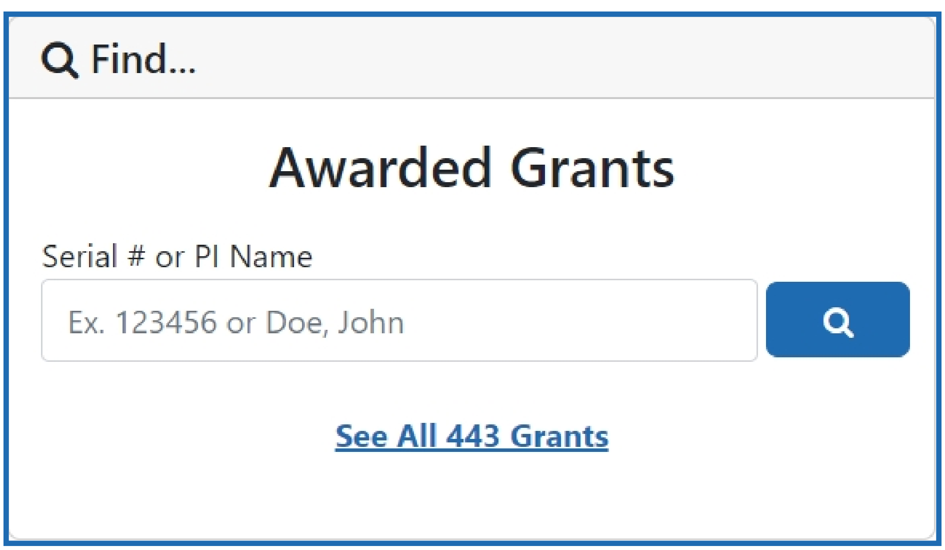
Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	Place 2271 on Hold	Sklodowska, Salomea	12/02/2022 11:52 AM	Placed on Hold by Agency	On Hold by Agency	AGENCY	
2	PI Submits 2271 to Agency	Ulam, Joseph	12/02/2022 11:31 AM	Submitted to Agency	Pending Agency Review	AGENCY	

- **Create Service Desk Ticket** opens a form prefilled with grant and trainee details.

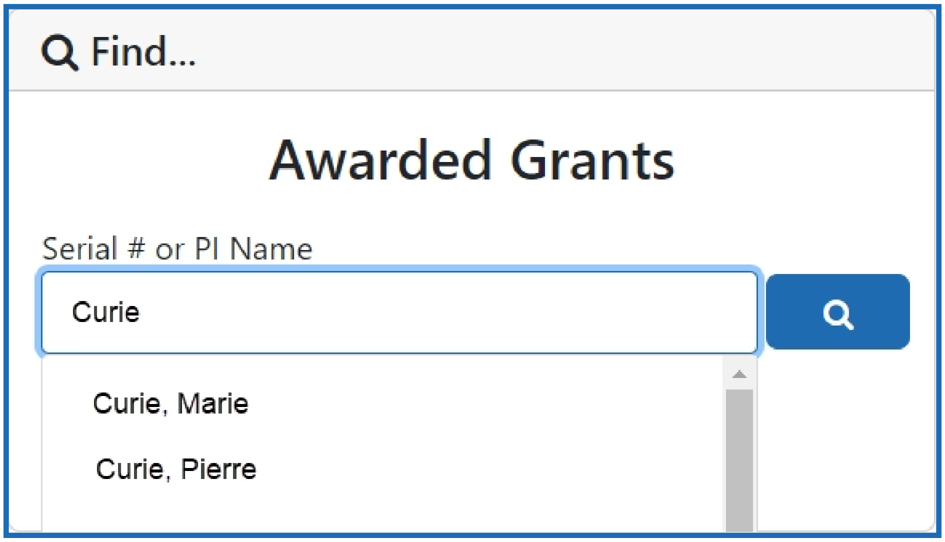


Complete the form and click the **Submit Ticket** button to create the ticket.

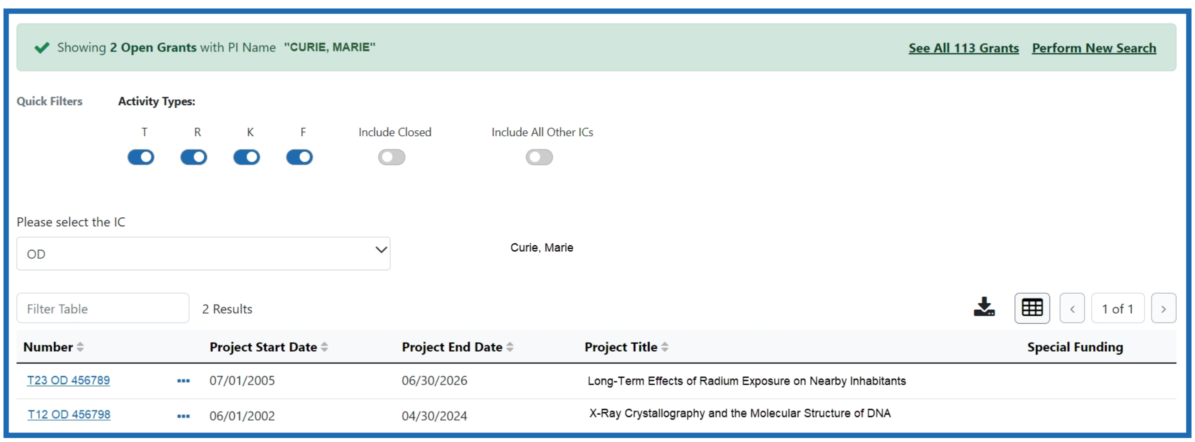
Using the Awarded Grants card



1. Enter the serial number or PI name in the search field on the appropriate card. Note that serial numbers must be at least six (6) digits long. As you type, possible matches are displayed. You may select a match from the list or simply click the **Search** button to search for the typed text.



A list of possible matches is displayed.


Showing 2 Open Grants with PI Name "CURIE, MARIE" See All 113 Grants Perform New Search

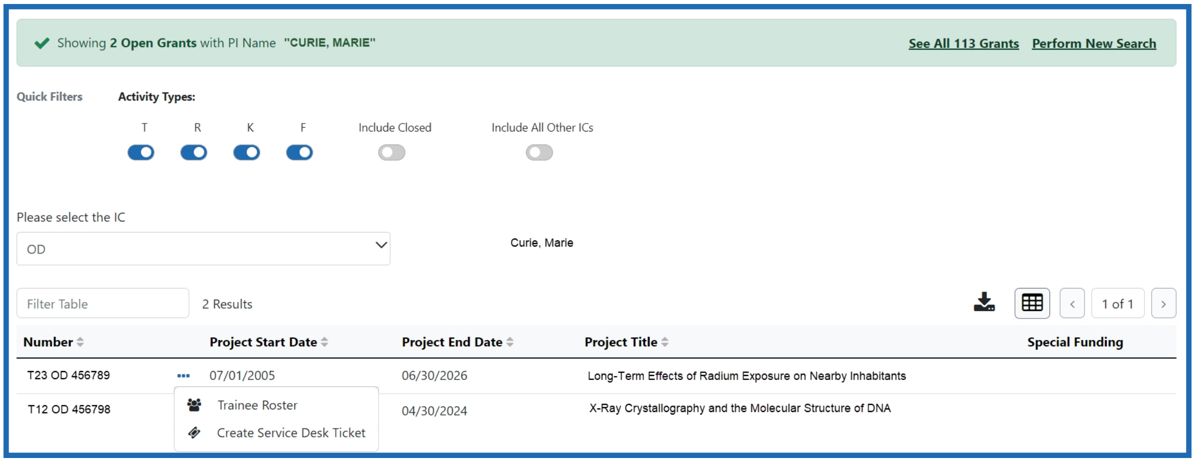
Quick Filters Activity Types: T R K F Include Closed Include All Other ICs

Please select the IC
OD
Curie, Marie

Filter Table 2 Results 1 of 1

Number		Project Start Date	Project End Date	Project Title	Special Funding
T23 OD 456789	•••	07/01/2005	06/30/2026	Long-Term Effects of Radium Exposure on Nearby Inhabitants	
T12 OD 456798	•••	06/01/2002	04/30/2024	X-Ray Crystallography and the Molecular Structure of DNA	

2. Click the **Actions** button to view a list of available options.



a. Select **Trainee Roster** to open the Grant Details screen. Refer to the *Grant Details Screen* on page 15 topic for more information.

b. Select **Create Service Desk Ticket** to create a service desk ticket pre-populated with grant information. Complete the ticket, then click the **Submit Ticket** button to send it to the service desk.

Using the Pending Forms table

The Pending Forms table provides you with quick access to forms that are in your queue.

1. Click the **Actions** button to view a list of available options for a trainee. For information about the options, refer to the on page 34 detailed above.

2. To process a form, click the hyperlinked trainee's name to view the Termination Notices or Appointment Forms screen. For more information, refer to the *Ter-minatiing Institutional Research Training Programs* on page 80 and *Appointments* on page 56 topics.

Using the In Progress Termination Notices and In Progress Appointment Forms tables

The In Progress Termination Notices and In Progress Appointment Forms tables contain links to pending termination notices and appointment forms broken out by category.

1. Click a hyperlinked category to view a list of pending forms in that category. Depending on the category, BOs and SOs may be able to process forms in others' queues. For example, BOs can process forms in the **With Any BO** category.

Appointment and Termination Statuses

Appointment Statuses

- **Pending Agency Review** - The appointment has been submitted to the agency.
- **On Hold by Agency** - The appointment has been submitted and the agency reviewer has put it on hold.
- **On Hold by Agency - Awaiting Paper Signature** - The appointment has been submitted and the agency reviewer has put it on hold while waiting for the Payback Agreement and/or the documentation for a permanent resident.
- **In Progress PI** - The PD/PI or the assistant is working on the appointment.
- **In Progress Trainee** - The trainee is working on the appointment.
- **In Progress BO** - The BO is working on the appointment.
- **Accepted** - The agency reviewer has accepted the appointment.
- **Terminated** - The appointment or fellowship has been terminated.

Termination Statuses

- **In Progress BO** - The Business Official is working on the termination notice.
- **In Progress PI** - The PD/PI (includes fellows) or an assistant is working on the termination notice.
- **In Progress Trainee** - The Trainee is working on the termination notice.
- **Pending Agency Review** - The termination notice has been submitted to the Agency
- **On Hold by Agency** - The Agency has reviewed the termination notice, but has not yet accepted it.
- **On Hold by Agency - Awaiting Award Revision** –An early termination notice has been submitted for a fellowship and it has been placed on hold until the award can be revised
- **Accepted** - The Agency has accepted the termination notice. When the termination status is “Accepted,” the appointment status is “Terminated.”

Accessing xTrain

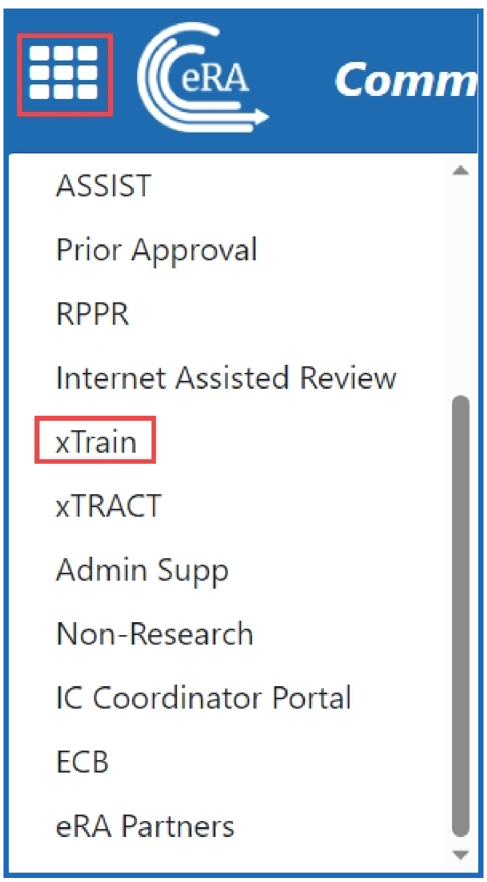
Access xTrain from eRA Commons. You need an eRA Commons account to use xTrain.

See the eRA Commons online help for details on accessing eRA Commons and obtaining a Commons user account. Look for sections on:

- About eRA Commons
- Logging into eRA Commons
- Welcome to eRA Commons

To log in to xTrain:

1. Log in to eRA Commons at https://public.era.nih.gov/commons/. See https://era.nih.gov/erahelp/commons/#Commons/access/login.htm for complete details.
2. Once logged in to eRA Commons, click the **Apps** menu and select **xTrain**.



When you access xTrain, the system displays the appropriate screen based on your role. The table below lists external user roles and the default screen displayed at xTrain access for the user role.

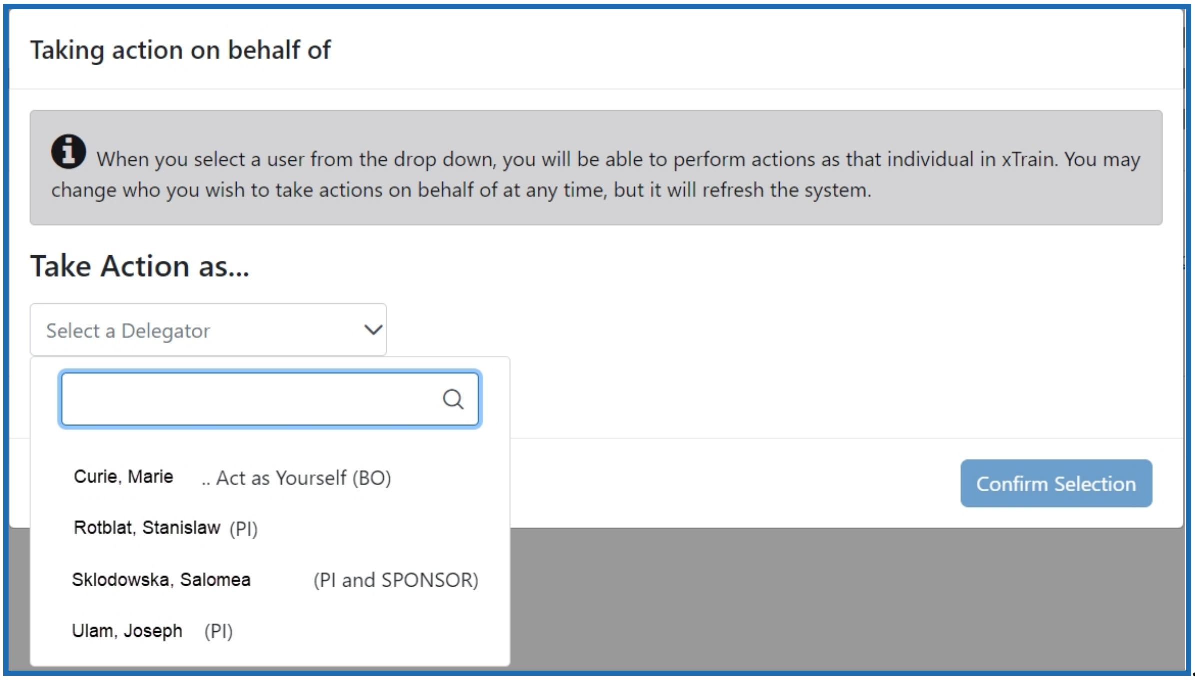
Role	Default Screen Display
PD/PI	Awarded Grants
ASST with xTrain delegation	Default for selected user
Trainee	Appointments and Terminations
SO or BO	Business Official Home
Sponsor	Awarded Grants

xTrain only populates lists with grants associated with the eRA Commons account with which you are logged in. If you have multiple eRA Commons accounts, you may need to merge the historical information associated with your accounts.

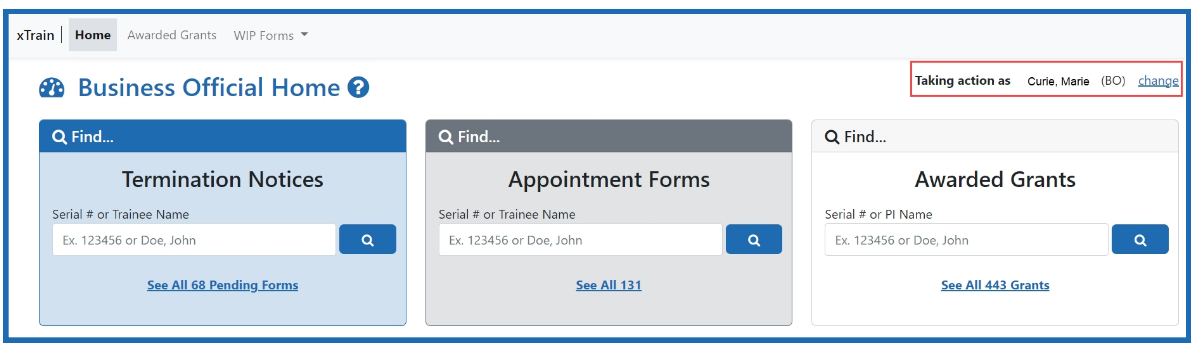
Accessing xTrain as a Delegate

Commons allows you to designate other users as your delegates, so that they can take action on your behalf. For more information on delegate permissions, review the Delegations topic in the eRA Commons help.

On login, xTrain users designated as a delegate will be presented with the **Taking action on behalf of** screen.



1. Click the **Take Action as** drop-down and select the appropriate user.
2. Click the **Confirm Selection** button to log in to xTrain as a delegate of that user. A notation is displayed in the upper right-corner of the screen indicating the user you are acting as.

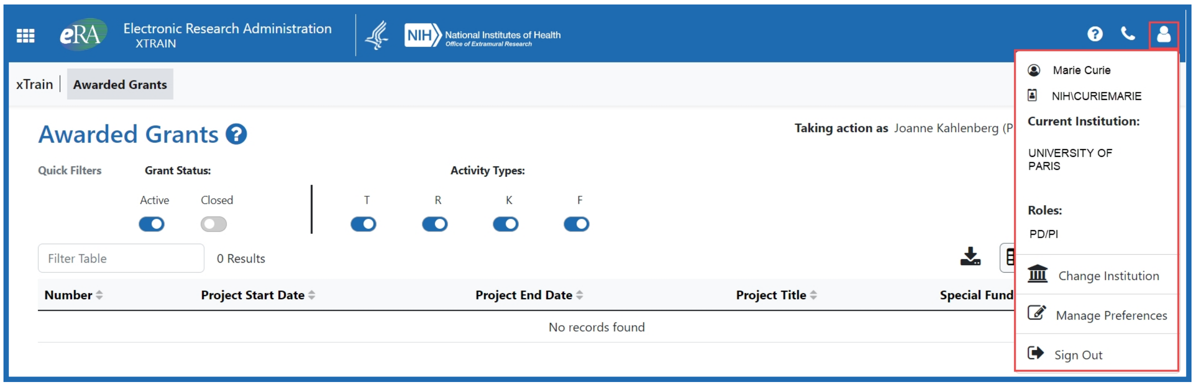


3. Click the **Change** link in the upper-right corner of the screen to reopen the **Taking action on behalf of** screen and change users.

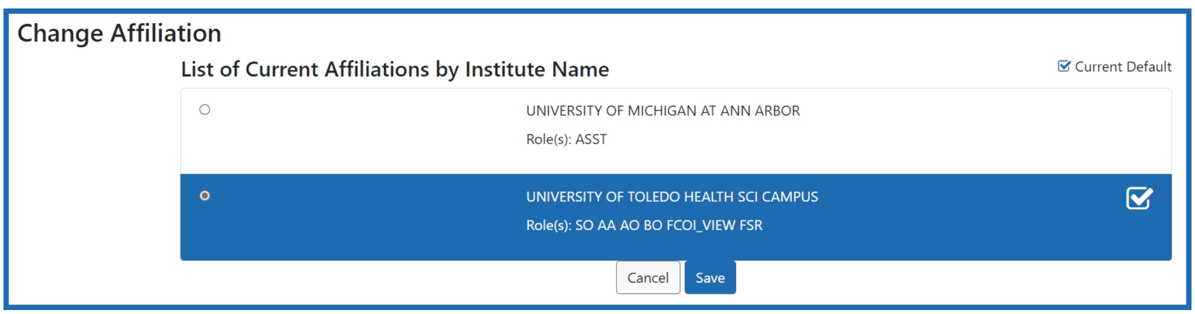
Accessing xTrain with Multiple Institutional Affiliations

xTrain users affiliated with more than one institution can select which institution to work with after logging into xTrain.

1. Log into xTrain.
2. Click the  **Person** icon in the upper-right corner of the screen. A menu is displayed, listing your current institution and roles.



3. Click **Change Institution**. The Change Affiliation screen is displayed. The current institution and roles are highlighted in blue.

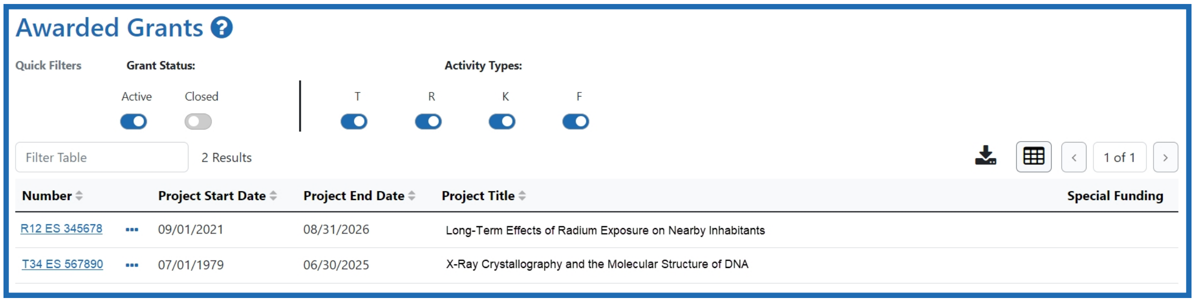


4. Click the radio button for the institution you wish to use.
5. Click the **Save** button. The change is saved and you are returned to the Commons home screen.
6. Navigate to xTrain and, if desired, click the  **Person** icon in the upper-right corner of the screen to confirm your current institution and roles.

NOTE: Changing the institution can be done from any screen in Commons.

PD/PI Home Screen - Awarded Grants

The PD/PI home screen displays all training grants for which the user is listed as the PD/PI.



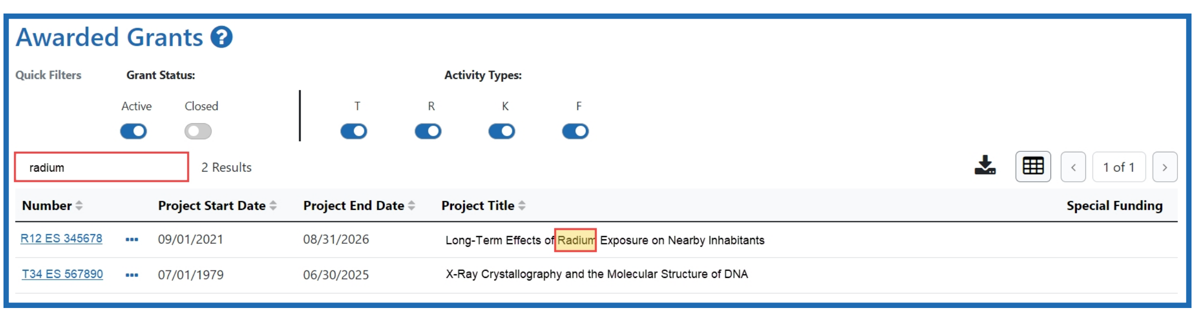
Using the Quick Filter toggles

The toggles allow you to filter grants by grant status and activity type. Blue indicates that you are filtering for that option; gray indicates that you are filtering out that option.

For example, the toggles in the image above will filter for active training grants.

Using the Filter Table field

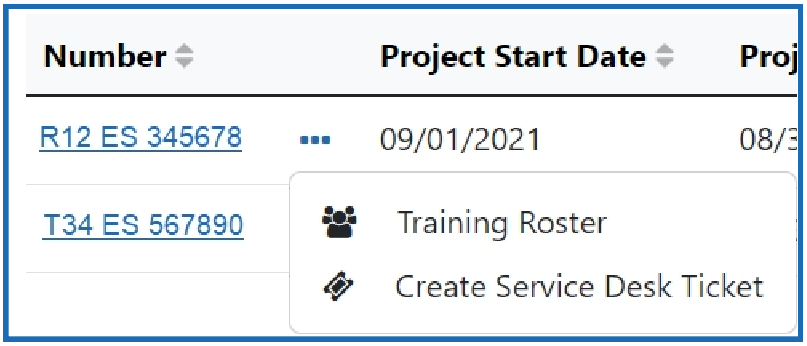
The **Filter Table** field allows you to filter the table by any field containing text. The search criteria include Number, Project Start Date, Project End Date, Project Title, and Special Funding.



The table is filtered as you type in the **Filter Table** field. Matches are highlighted in yellow.

Viewing a Training Roster

Click the **Actions** button to view grant options, then select **Training Roster**.



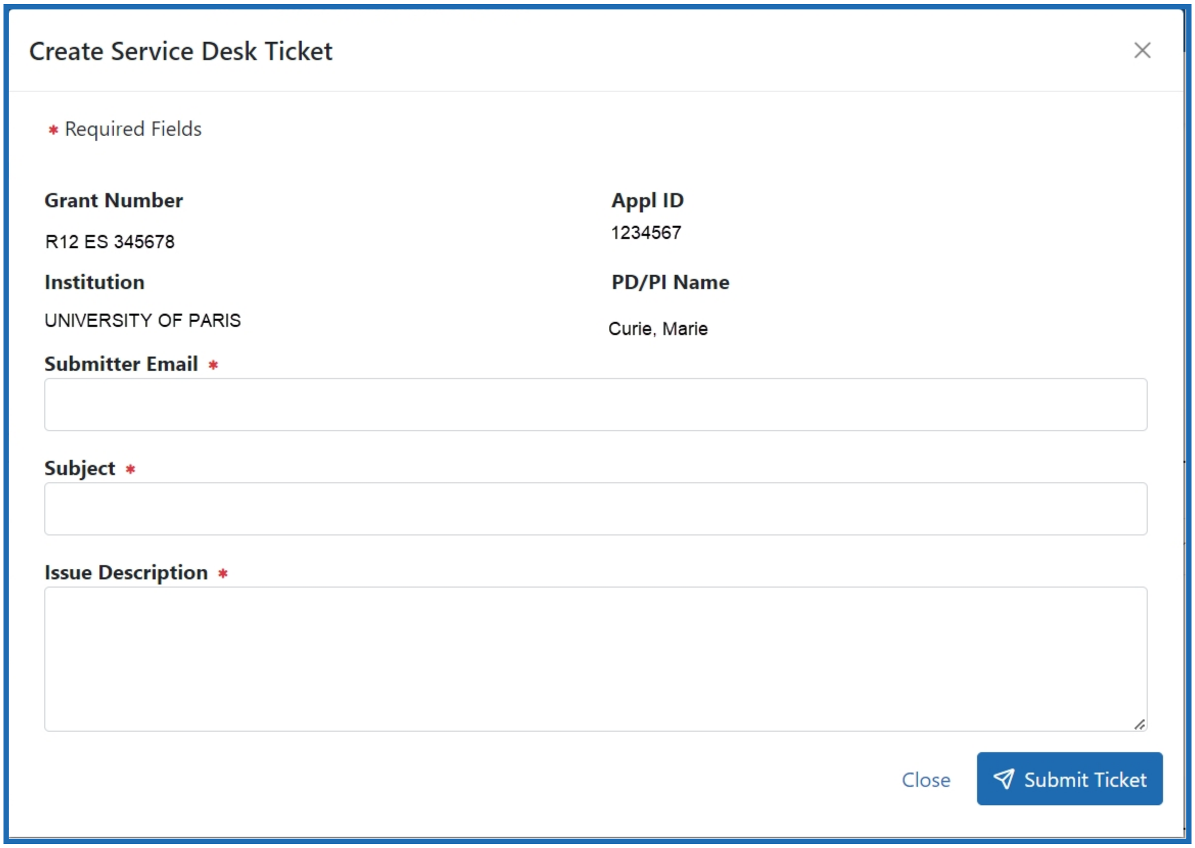
-or-

Click a hyperlinked **Grant Number**.

The Trainee Roster screen is displayed.

Creating a Service Desk Ticket

Click the **Actions** button to view grant options, then select **Create Service Desk Ticket** to create a service desk ticket prepopulated with grant information. Complete the ticket, then click the **Submit Ticket** button to send it to the service desk.



Viewing a Grant

Click any hyperlinked **Grant Number** to view the *Trainee Roster* screen. For more information, refer to the *Trainee Roster Screen* on page 9topic.

Accessing xTrain as a Trainee

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

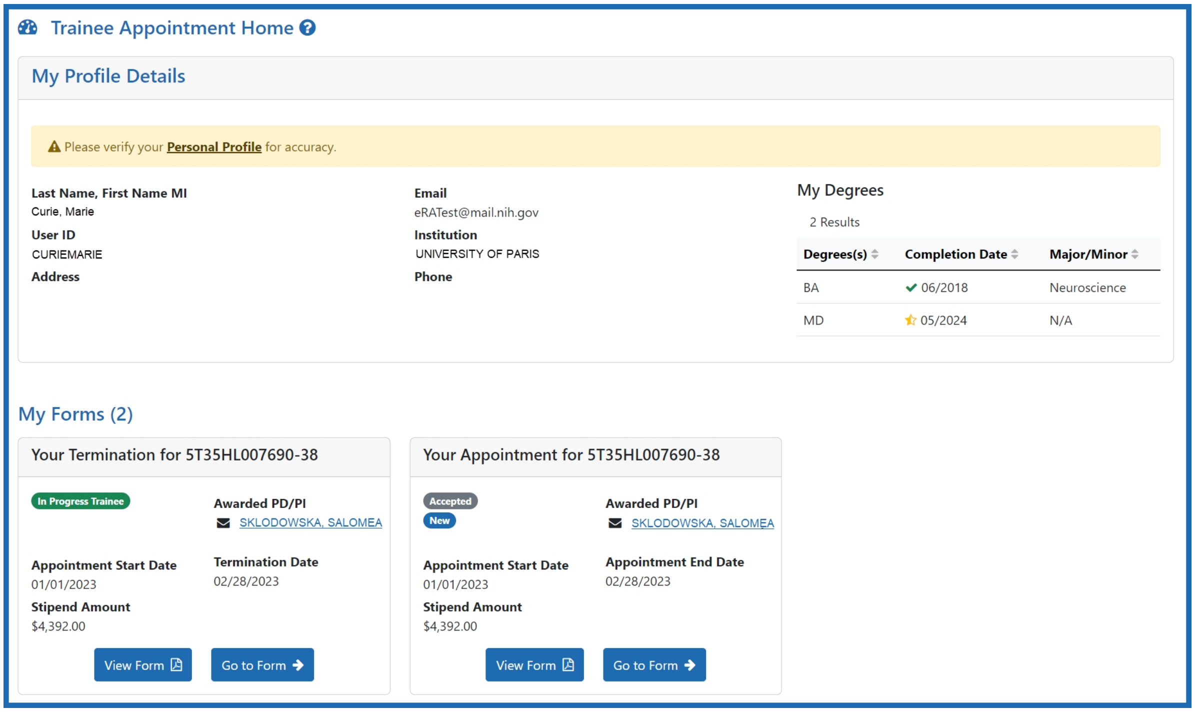


Figure 3: Trainee Appointments and Terminations Screen

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

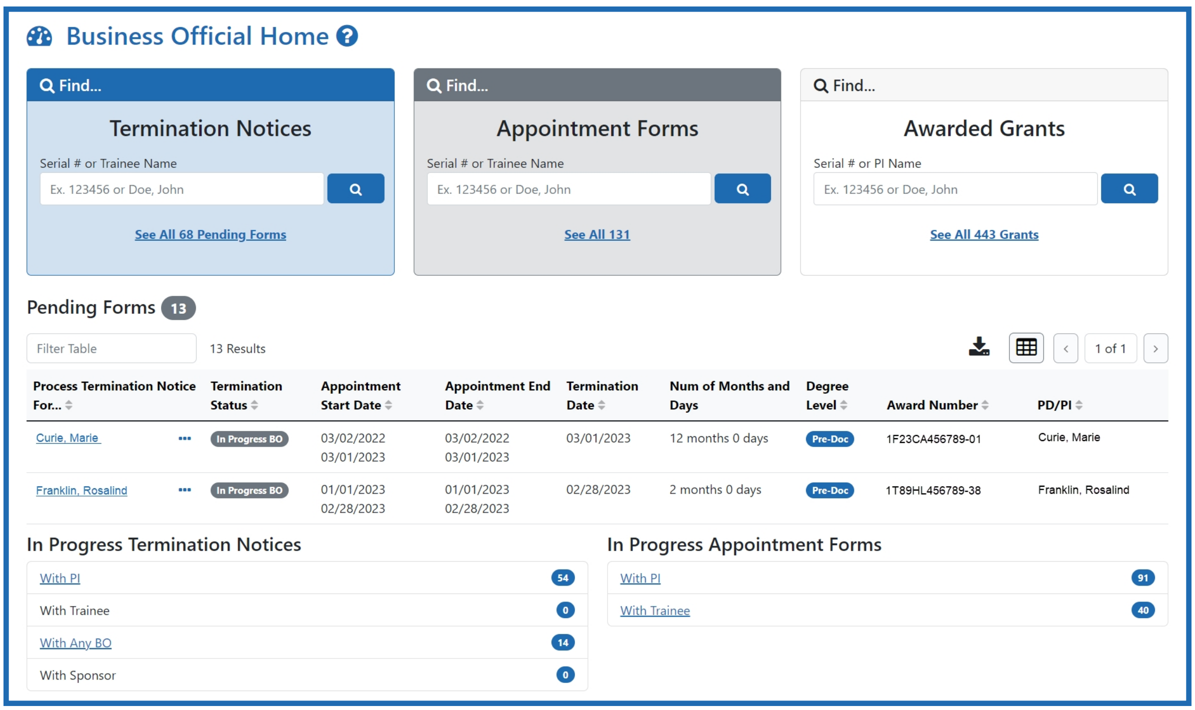
Termination and appointment forms are listed in the My Forms section.

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.

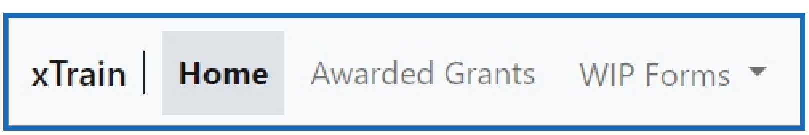
For more information on trainee Termination Notices and Appointment Forms, refer to the *Termination Notice Screen* on page 25 and *Appointment Form Screen* on page 18 topics.

Business Official/Signing Official Home Screen

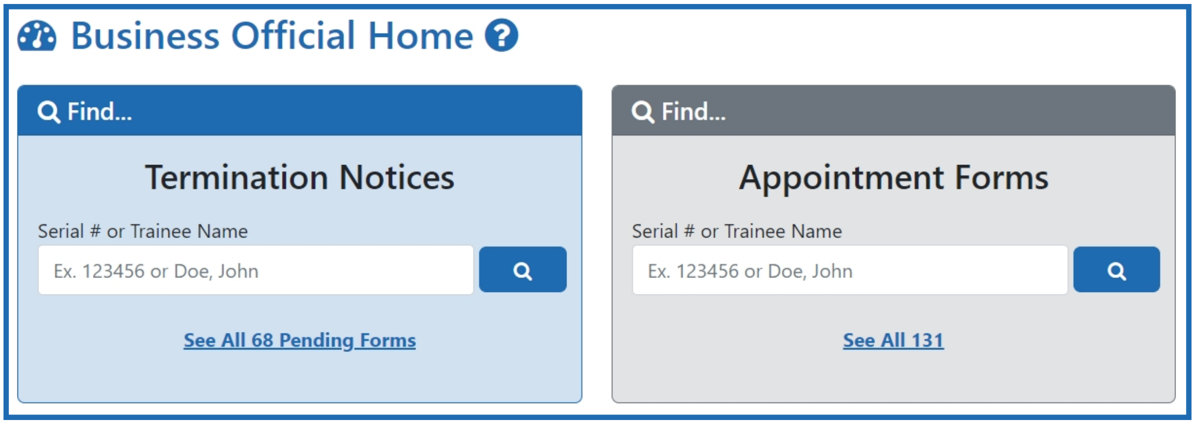
The BO/SO home screen provides a dashboard allowing you to quickly locate and process work-in-progress (WIP) termination notices, appointment forms, and awarded grants at your institution.



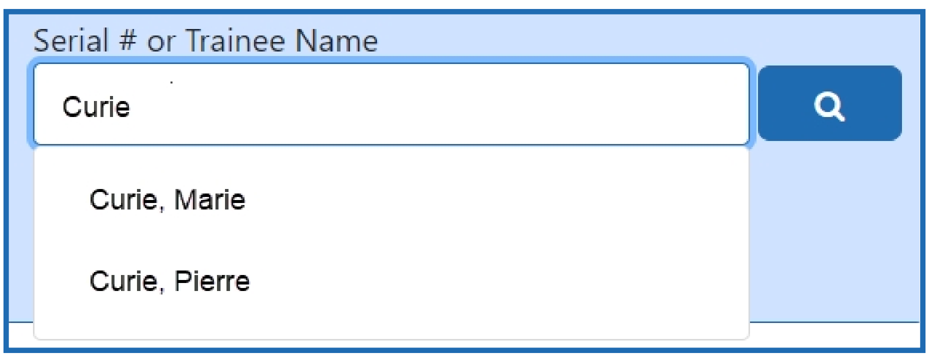
In addition, there are tabs at the top of the screen that provide a focused view of awarded grants, WIP appointments, and WIP terminations.



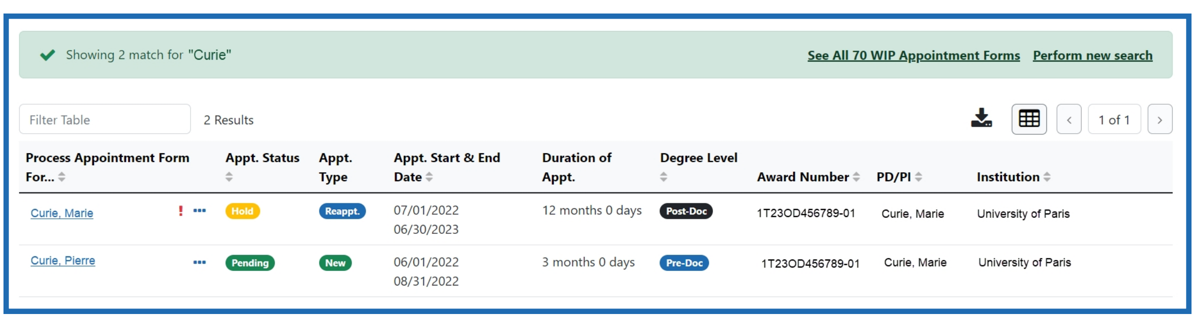
Using the Pending Termination Notices and Pending Appointment Forms cards



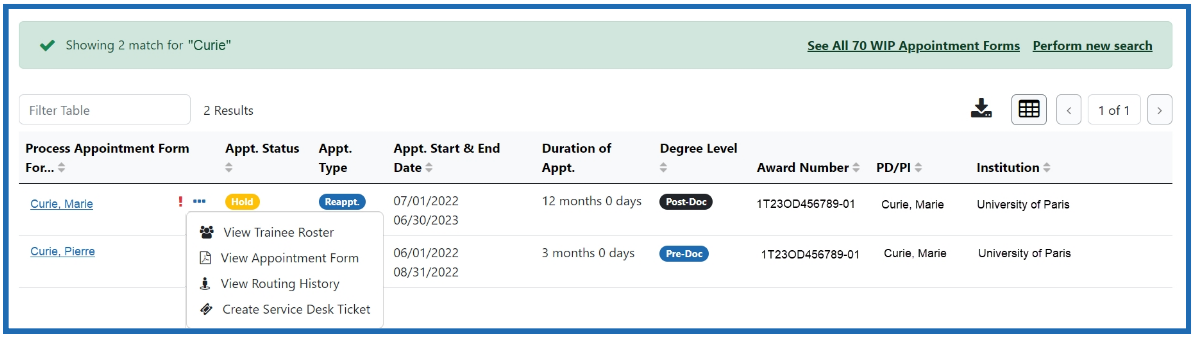
1. Enter the serial number or trainee name in the search field on the appropriate card. As you type, possible matches are displayed. You may select a match from the list or simply click the  **Search** button to search for the typed text.



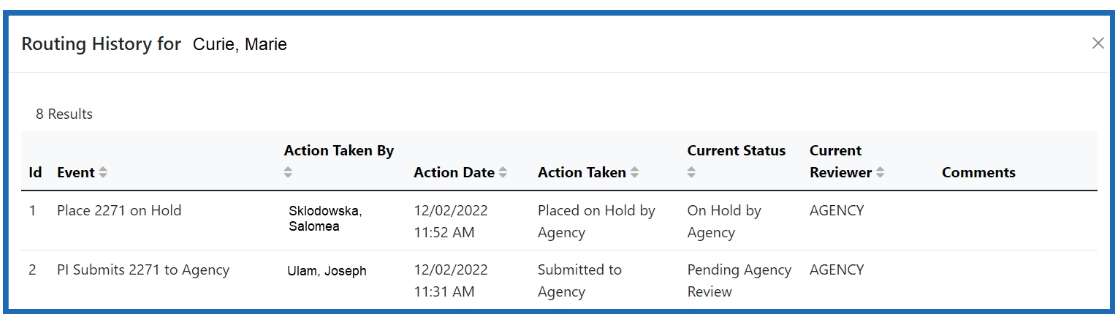
A list of possible matches is displayed.



2. Click the **Actions** button to view a list of available options.



- **View Trainee Roster** opens the Grant Details screen.
- **View Appointment Form** downloads the Statement of Appointment form. You may also click the trainee name to view the appointment form in the browser. Only available for pending appointment forms.
- **View Termination Notice** downloads the Termination Notice form. You may also click the trainee name to view the Termination Notices screen in the browser, which contains grant details. Only available for pending termination notices.
- **View Routing History** displays the routing history for the current appointment form. Click here to view the Routing History.

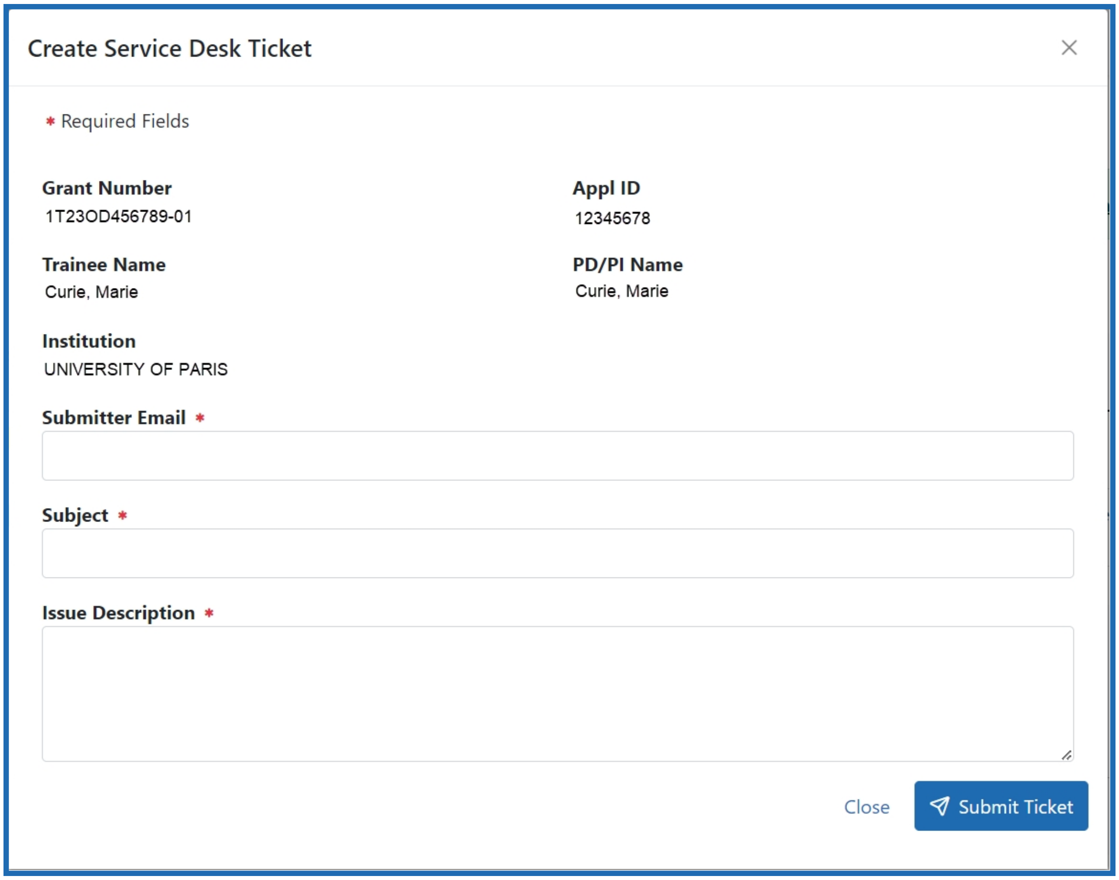


Routing History for Curie, Marie

8 Results

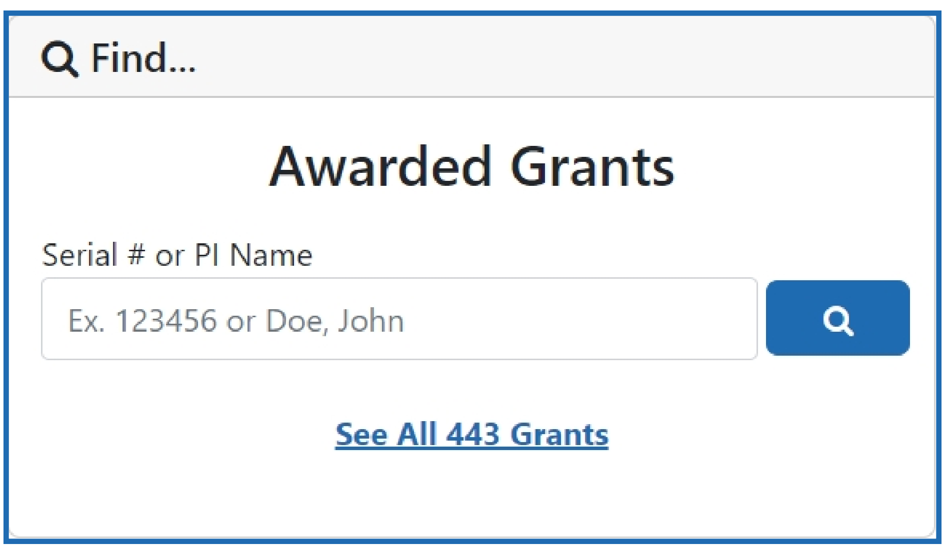
Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	Place 2271 on Hold	Sklodowska, Salomea	12/02/2022 11:52 AM	Placed on Hold by Agency	On Hold by Agency	AGENCY	
2	PI Submits 2271 to Agency	Ulam, Joseph	12/02/2022 11:31 AM	Submitted to Agency	Pending Agency Review	AGENCY	

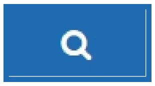
- **Create Service Desk Ticket** opens a form prefilled with grant and trainee details.

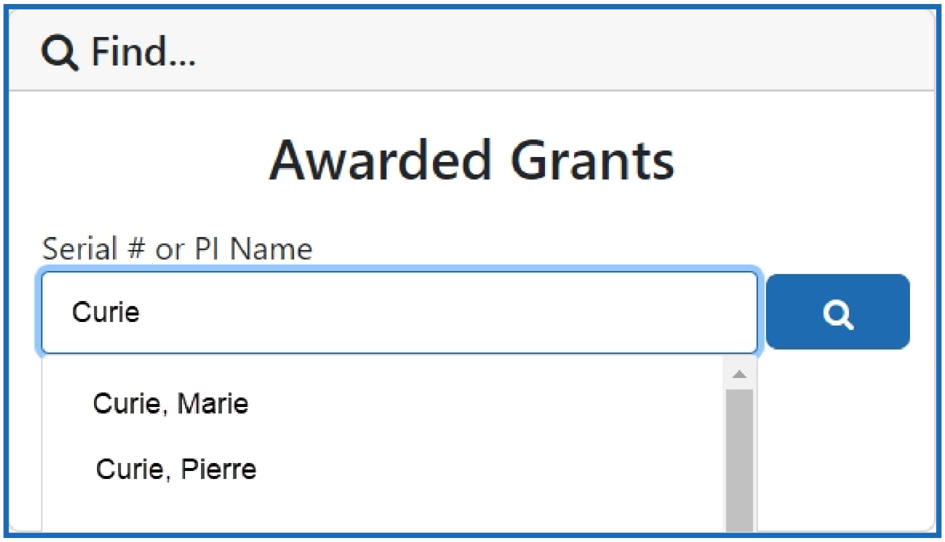


Complete the form and click the **Submit Ticket** button to create the ticket.

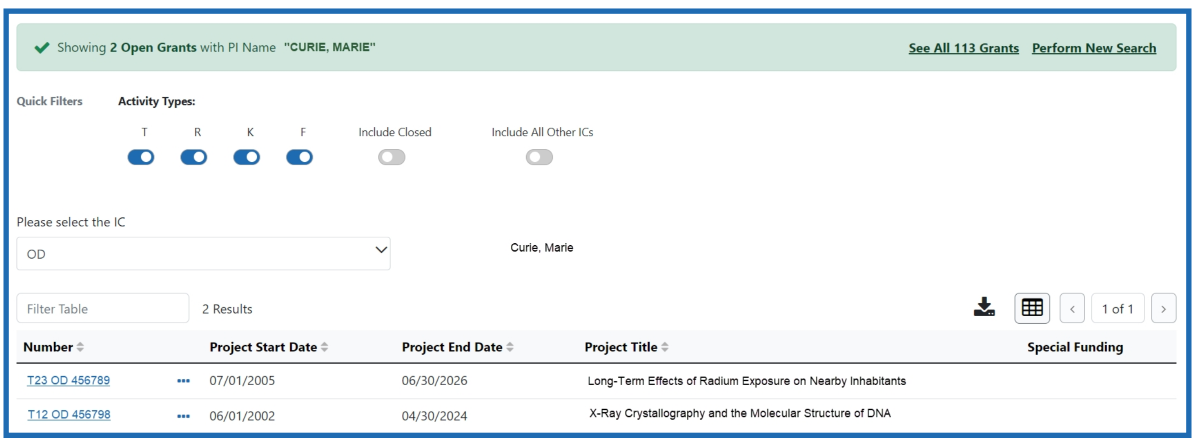
Using the Awarded Grants card



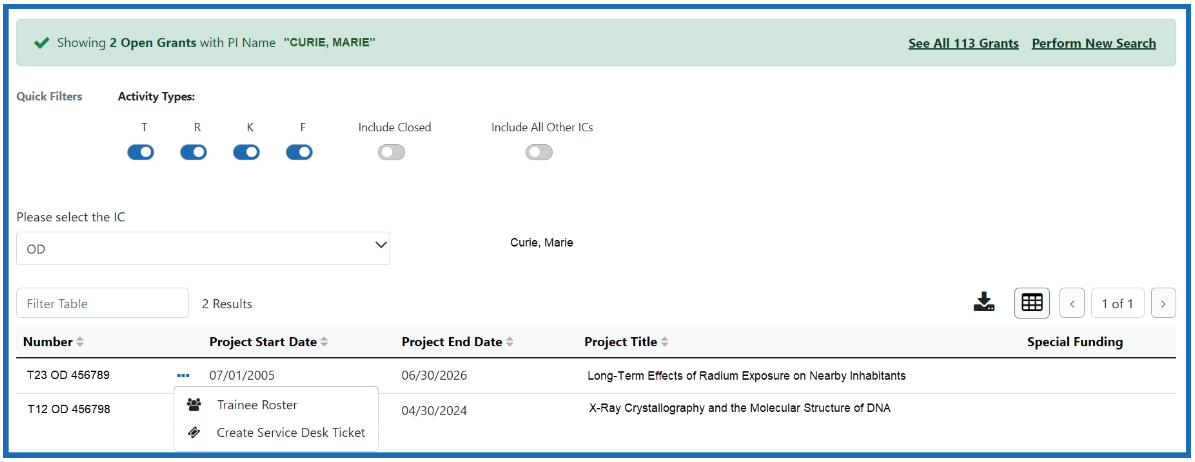
1. Enter the serial number or PI name in the search field on the appropriate card. Note that serial numbers must be at least six (6) digits long. As you type, possible matches are displayed. You may select a match from the list or simply click the  **Search** button to search for the typed text.



A list of possible matches is displayed.



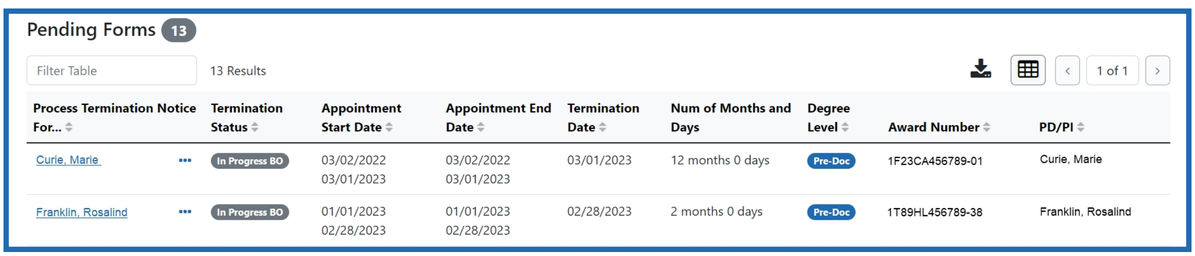
2. Click the  **Actions** button to view a list of available options.



a. Select **Trainee Roster** to open the Grant Details screen. Refer to the *Grant Details Screen* on page 15 topic for more information.

b. Select **Create Service Desk Ticket** to create a service desk ticket pre-populated with grant information. Complete the ticket, then click the **Submit Ticket** button to send it to the service desk.

Using the Pending Forms table



The Pending Forms table provides you with quick access to forms that are in your queue.

1. Click the  **Actions** button to view a list of available options for a trainee. For information about the options, refer to the on page 51 detailed above.

2. To process a form, click the hyperlinked trainee's name to view the Termination Notices or Appointment Forms screen. For more information, refer to the *Terminatiing Institutional Research Training Programs* on page 80 and *Appointments* on page 56 topics.

Using the In Progress Termination Notices and In Progress Appointment Forms tables

The In Progress Termination Notices and In Progress Appointment Forms tables contain links to pending termination notices and appointment forms broken out by category.

1. Click a hyperlinked category to view a list of pending forms in that category. Depending on the category, BOs and SOs may be able to process forms in others' queues. For example, BOs can process forms in the **With Any BO** category.

Appointments

A trainee may be appointed at any time during the grant budget period for an appointment period of 9 to 12 months (for T-activity codes that are not T35), without prior approval by the NIH awarding office.

The time period may be different for scholars appointed to institutional career development awards and participants appointed to research education awards.

At the time of the initial appointment and any subsequent reappointment, the training PD/PI must submit a Statement of Appointment to the NIH awarding office. The Statement of Appointment includes biographical and other information on the trainee and the stipend level for the period of appointment.

In addition to the Statement of Appointment, a signed Payback Agreement must be submitted for each postdoctoral trainee who is in his/her first 12 months of Kirschstein-NRSA postdoctoral support.

Quick Reference: https://www.era.nih.gov/files/Initiating%20an%20Appointment%20QRG.pdf

For more information concerning the 2271 form, refer to the *Appendix A – Statement of Appointment (Form PHS 2271)* on page 127 topic.

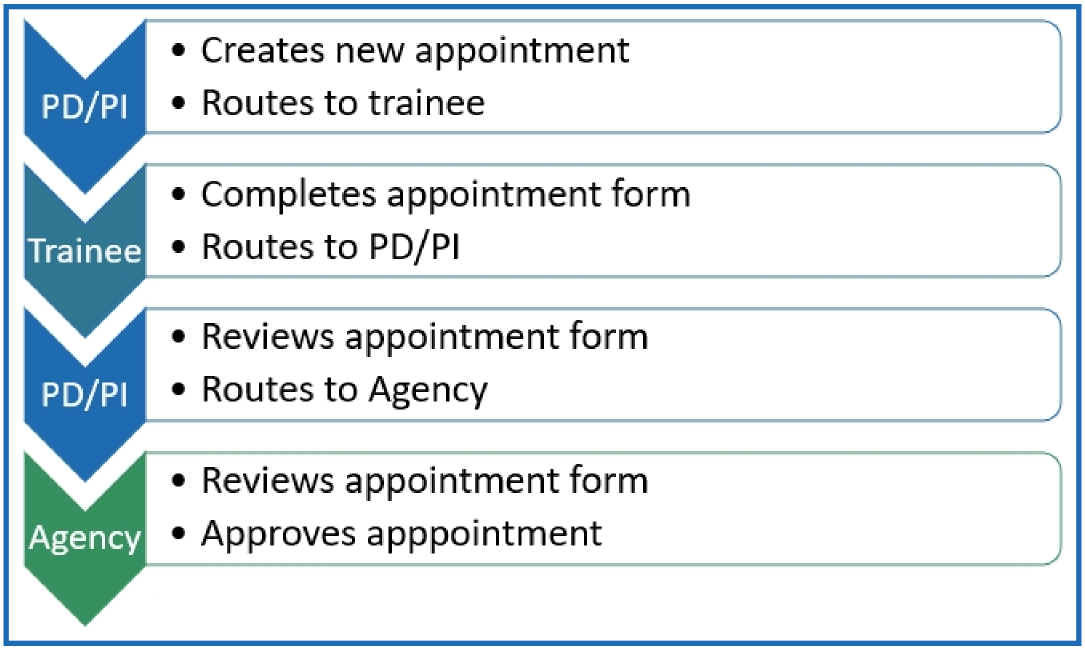


Figure 4: Appointment Process Flow

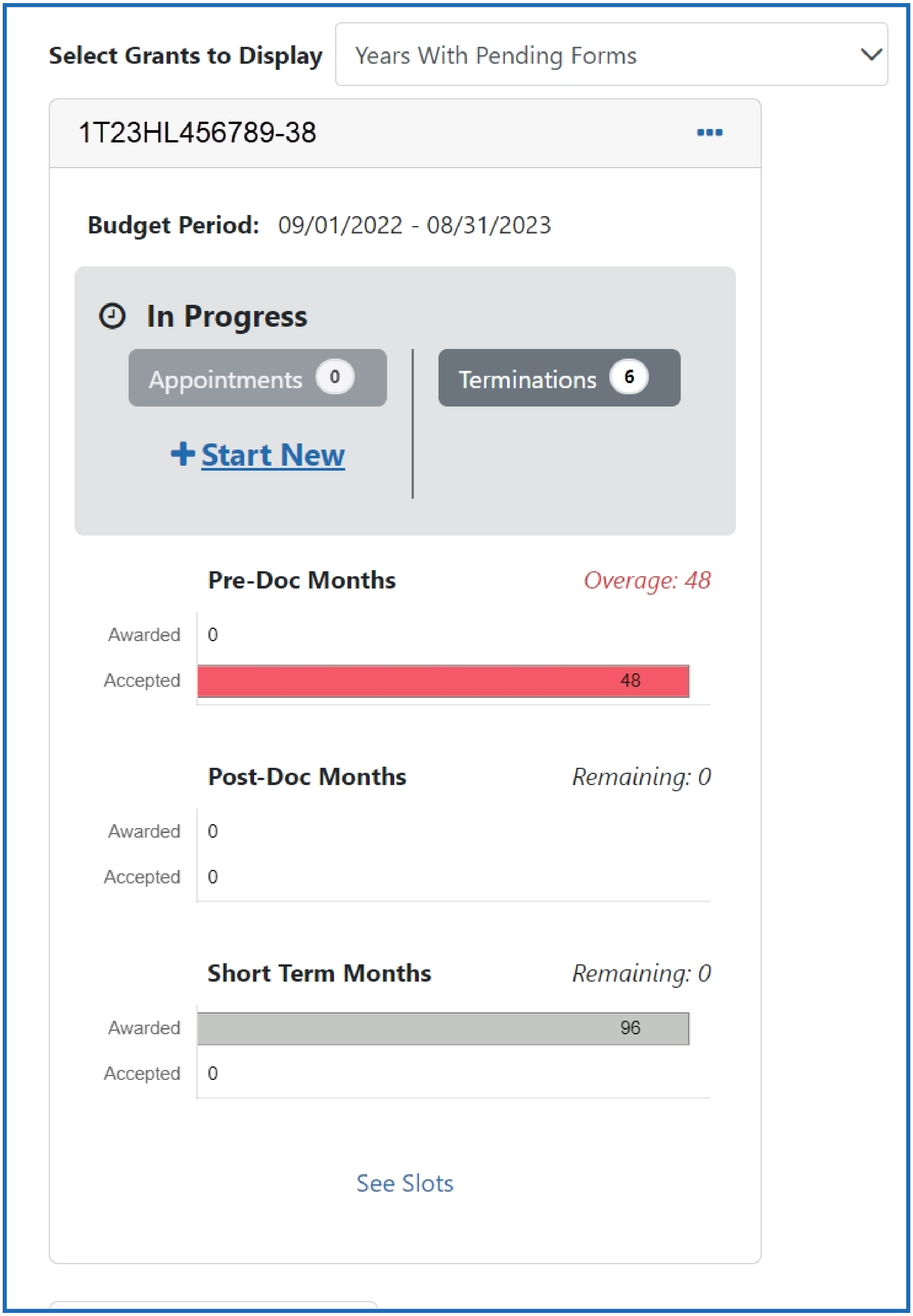
Create New Appointment by PD/PI

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

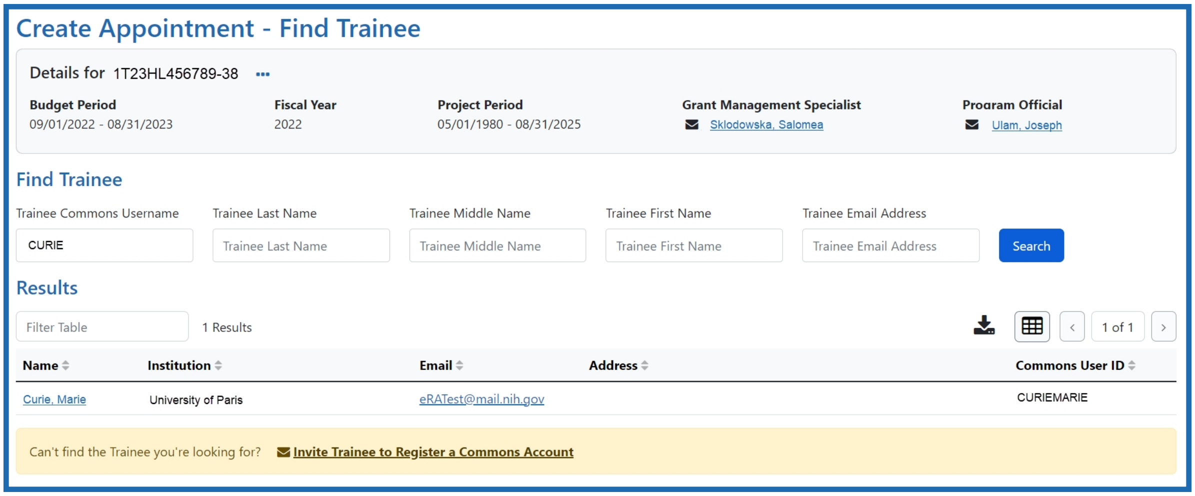
NOTE: If the trainee has already been appointed and is being extended for additional time, do not create a new appointment. Instead use the Reappoint option. If you create a new appointment for an existing trainee, the appointment will be converted to a reappointment on the 2271 form.

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

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



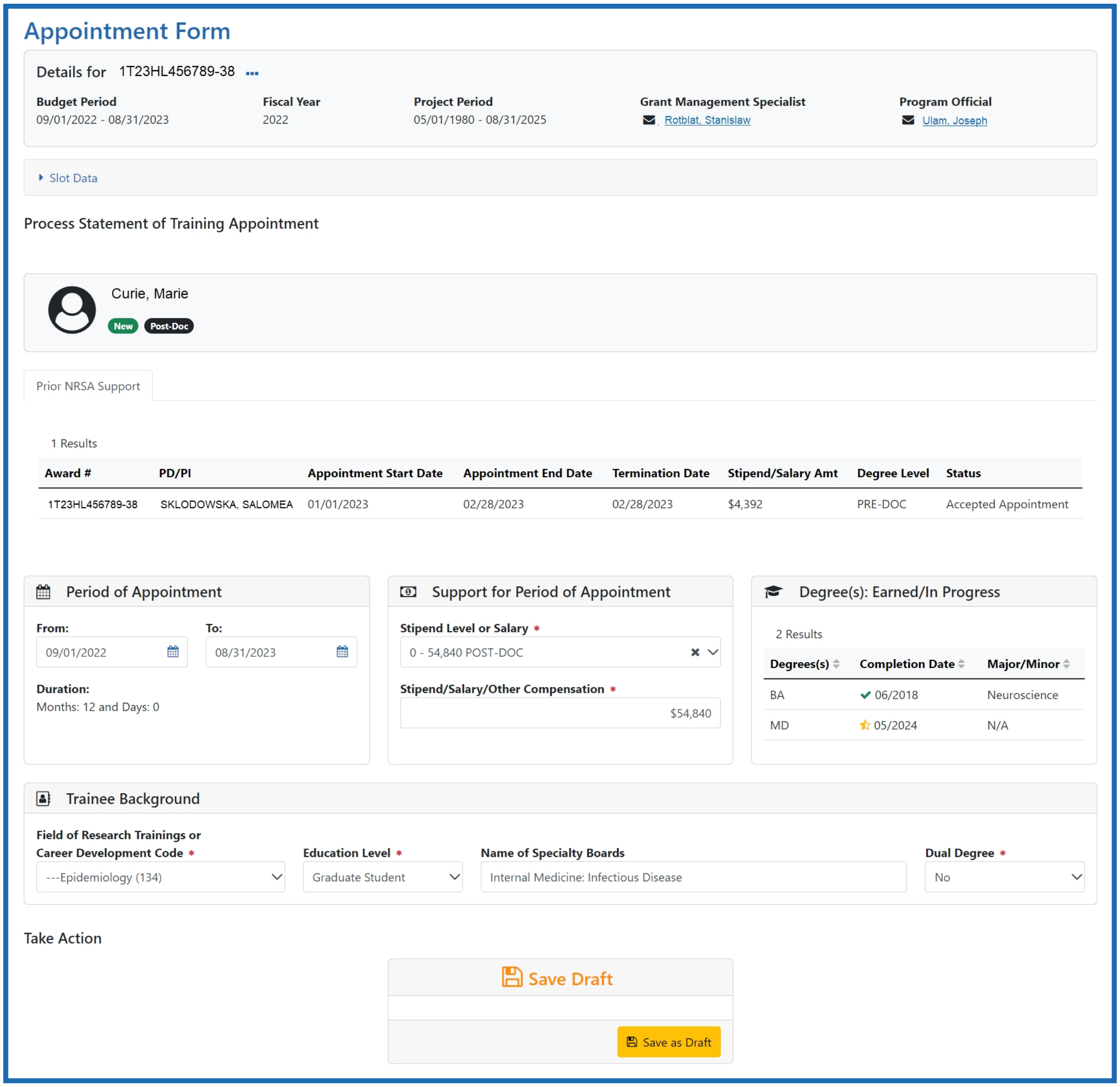
3. Enter search criteria in the **Find Trainee** section.

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 pre-populated from the trainee’s profile.

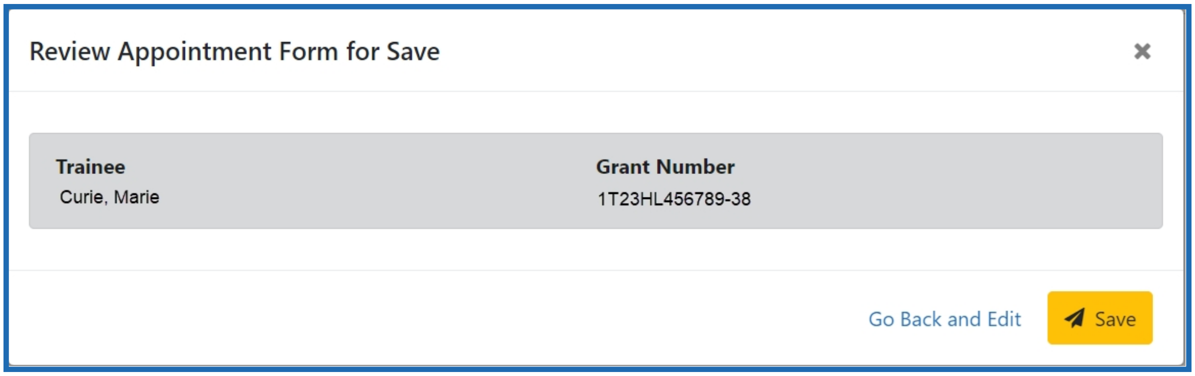


7. Complete the Appointment Form as appropriate. Required fields are marked with a red asterisk (*).

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.

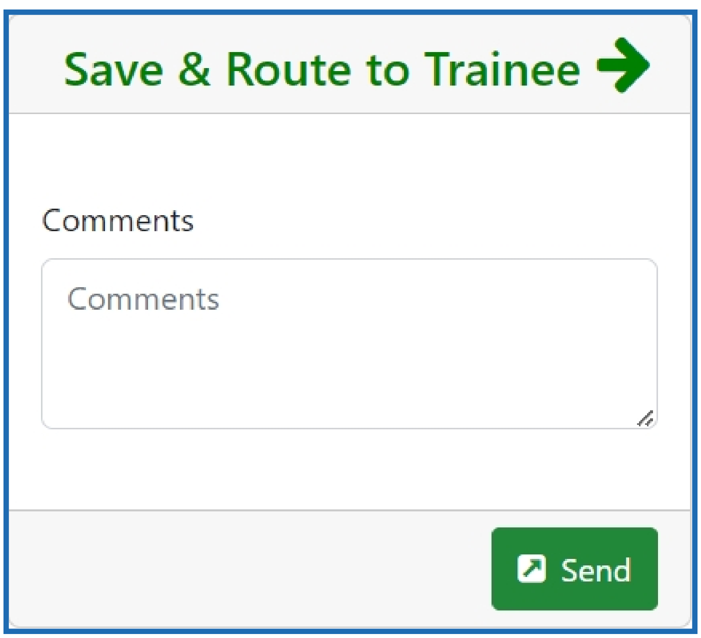
For information on the Grant's Policy Statement, please refer to Section 11.3.7, Initiation of Support, at this web site: https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3.7_initiation_of_support.htm

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



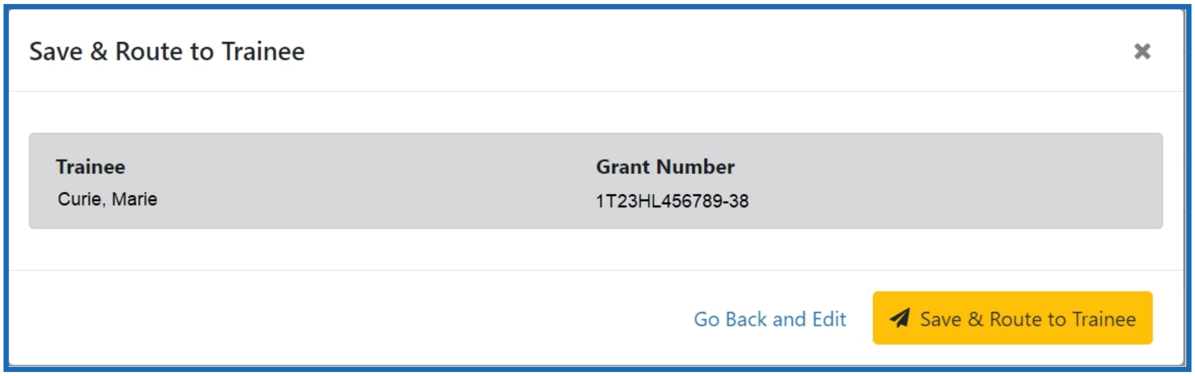
9. Click the **Save** button. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

Route new appointment to trainee

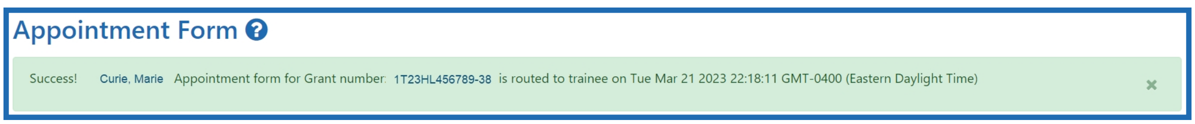


1. Add comments to the **Comments** field if desired.

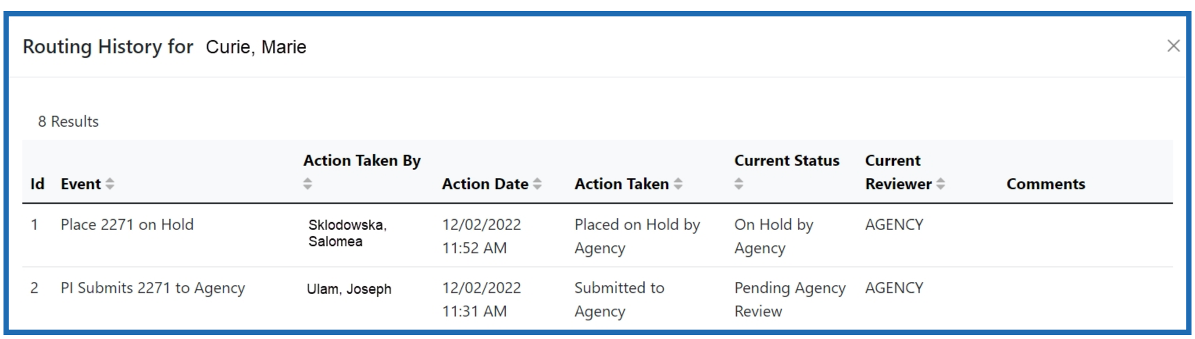
2. Click the **Send** button. A confirmation message displays.



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**.



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.



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

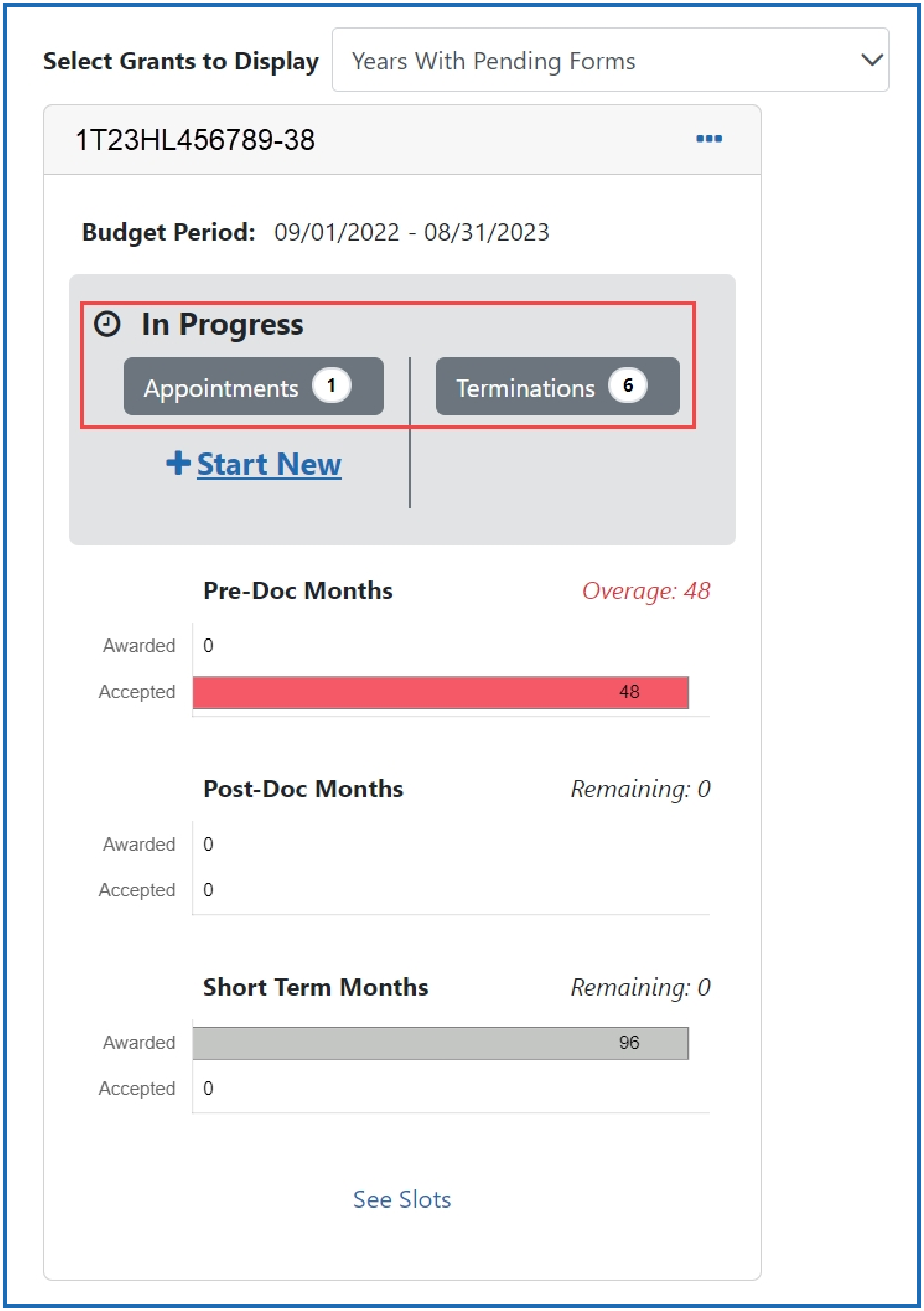
After receiving an email about the appointment and logging into xTrain, the trainee reviews and completes the necessary information. The trainee then routes the Appointment Form back to the PD/PI.

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.

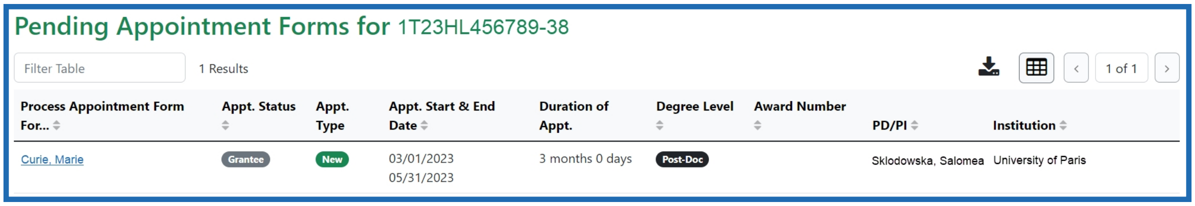
Complete the appointment

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

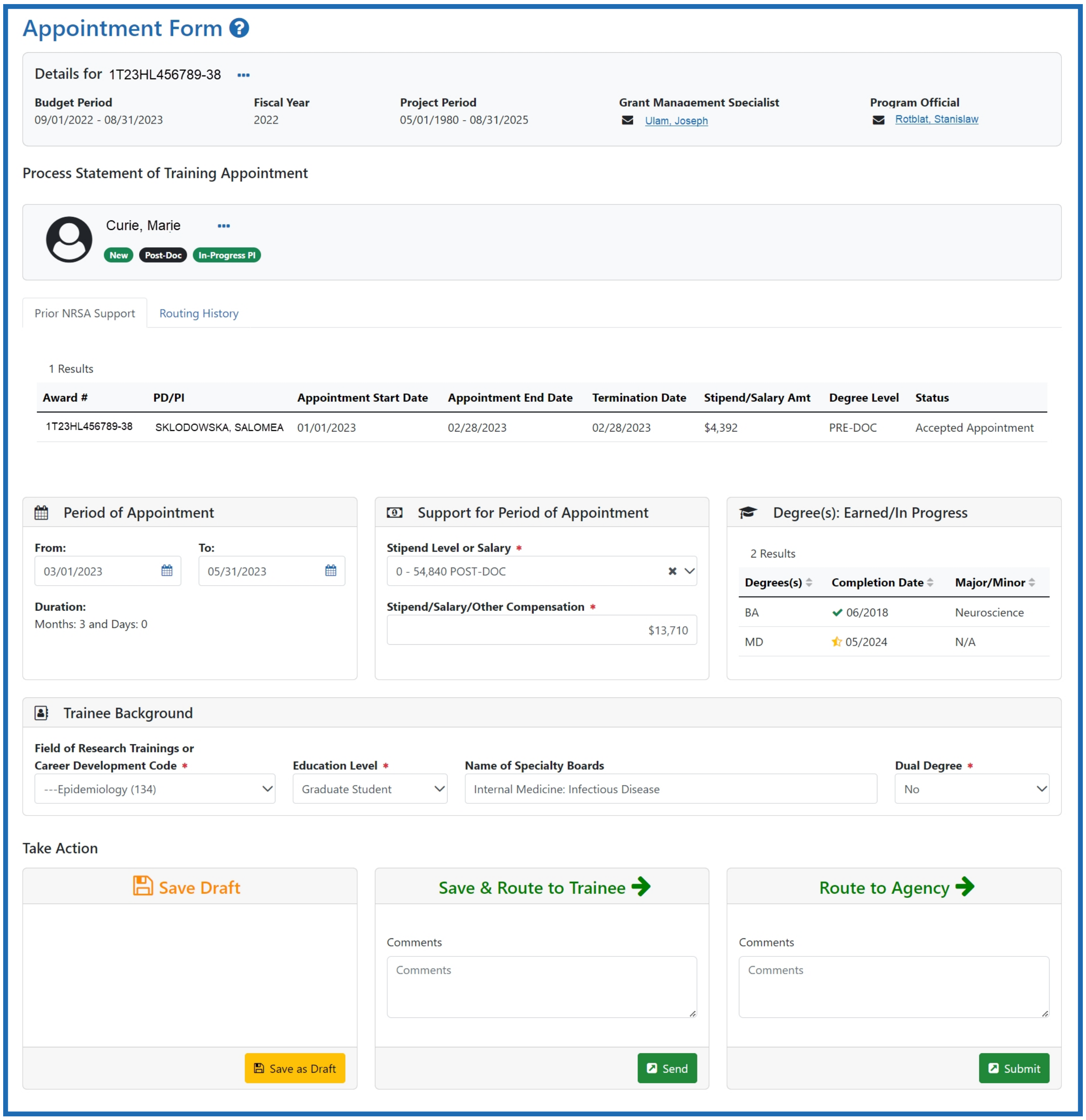
1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the In Progress section of the grant details, click the **Appointments** button.


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

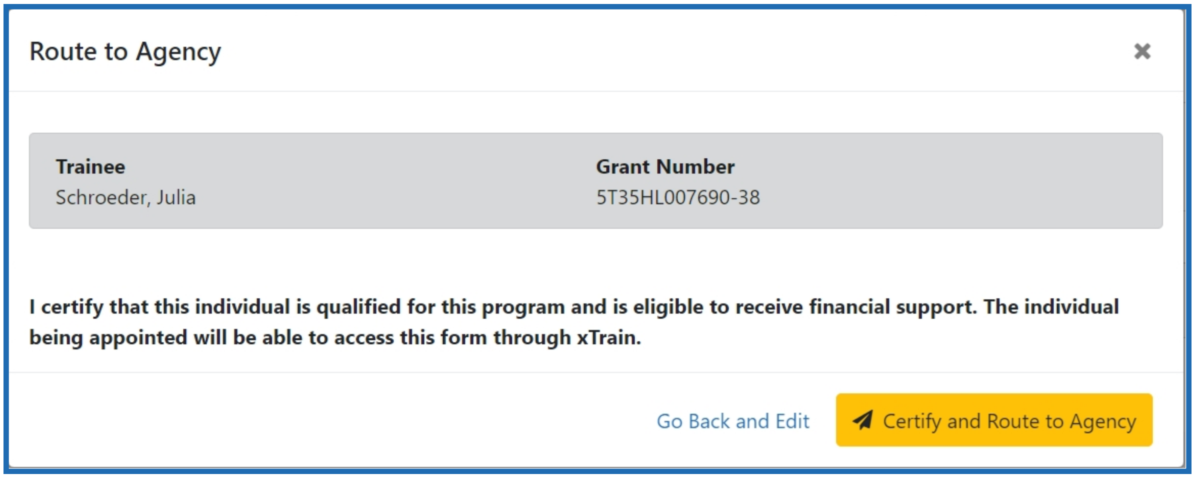
The Pending Appointment Forms screen is displayed.



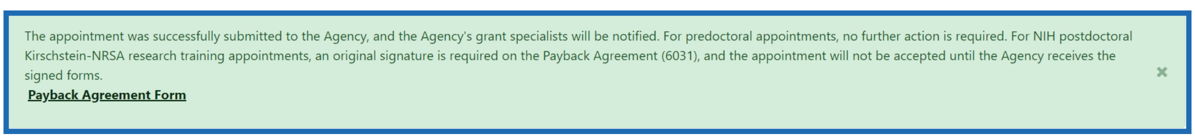
3. Click the hyperlinked trainee name to display the Appointment Form screen.



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.



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**.



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.

Delete an in-progress appointment

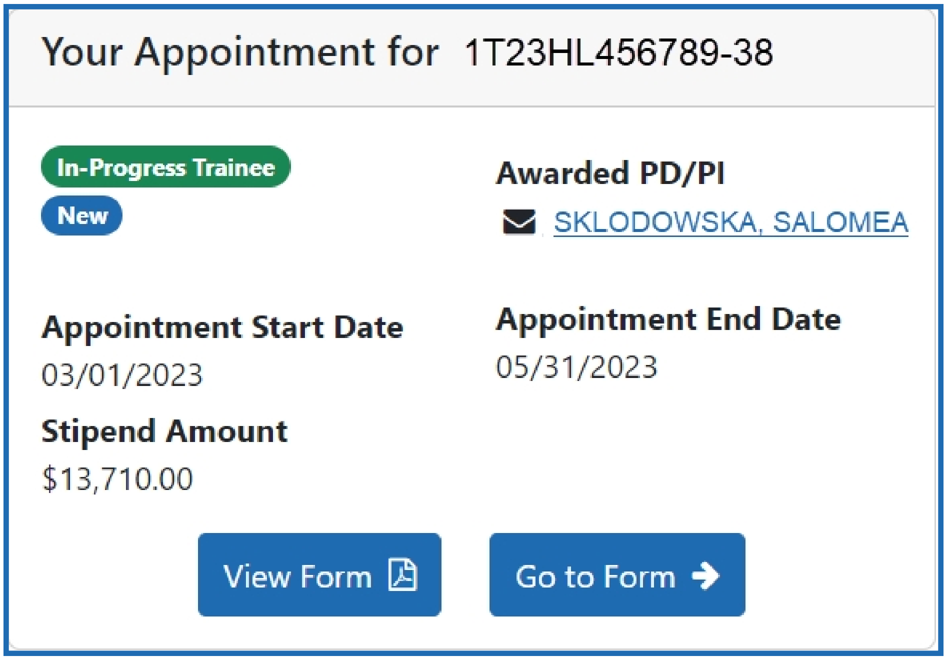
IMPORTANT: Appointments can only be deleted when the status is In Progress PI.

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the Trainee Roster, click the hyperlinked trainee name to open the in-progress appointment.
3. Click the **Delete Appointment** link in the lower-right corner of the screen. A confirmation screen is displayed.
4. Enter comments in the **Comments** field.
5. Click the **Delete** button. The in-progress appointment is deleted.

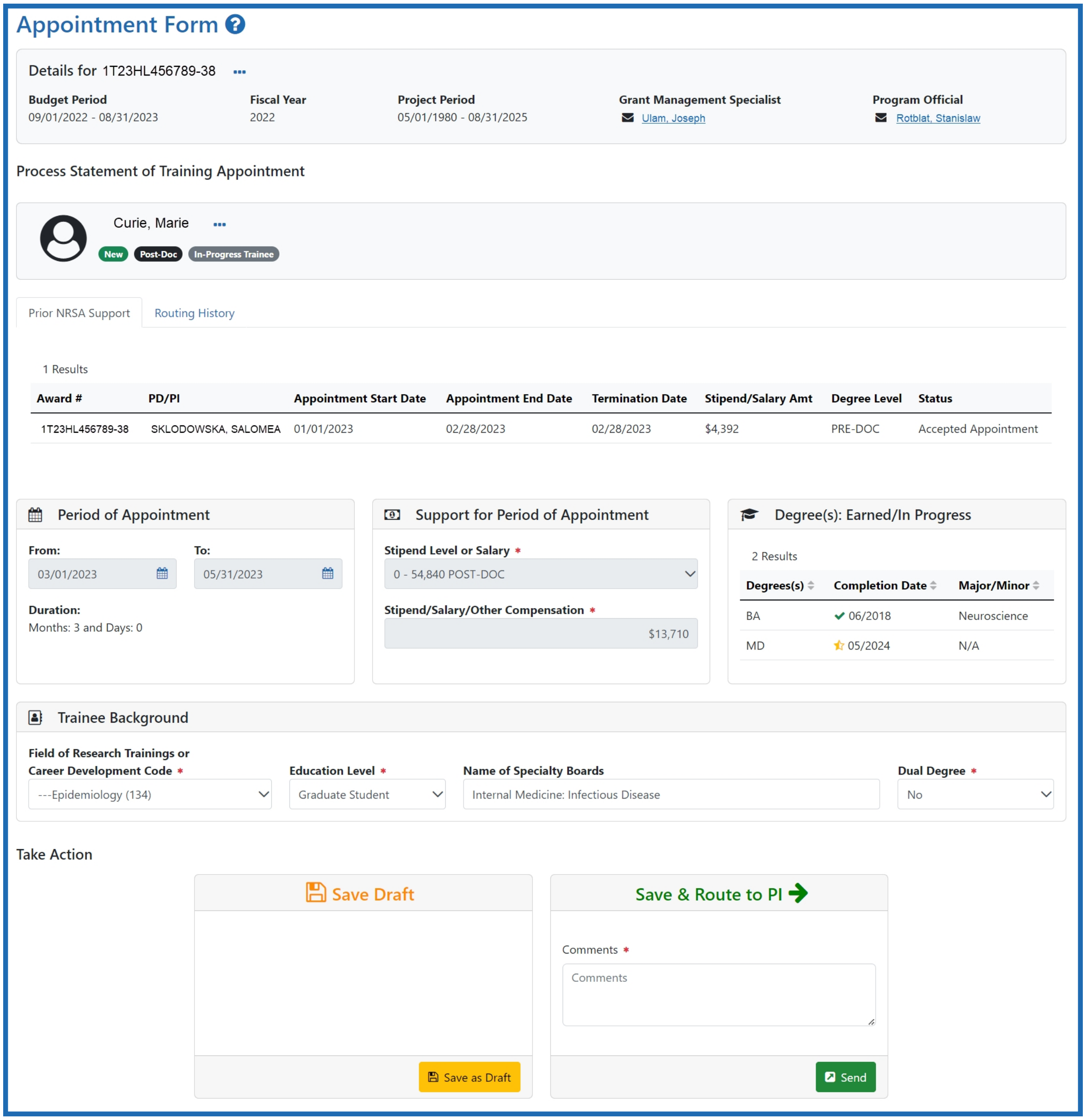
IMPORTANT: Deleting appointments cannot be undone. If you wish to appoint a trainee after their appointment has been deleted, you must recreate the appointment from scratch.

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.



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.

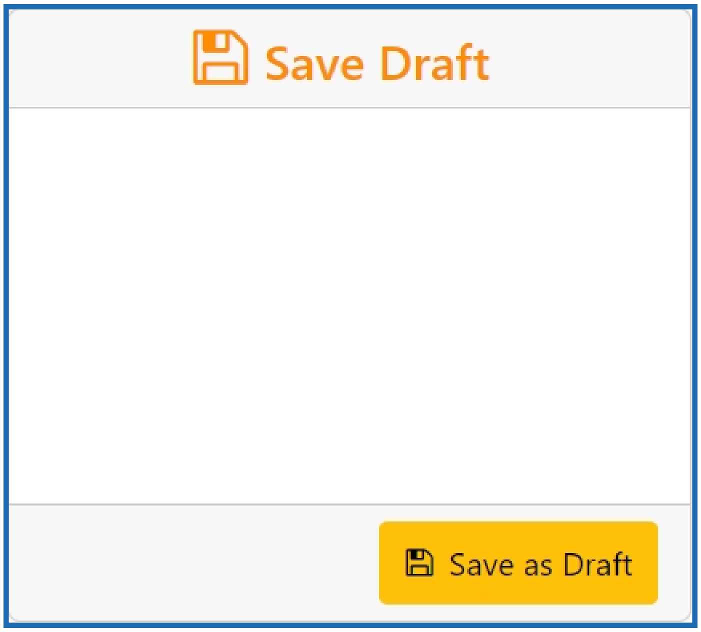


3. Edit the form as appropriate.

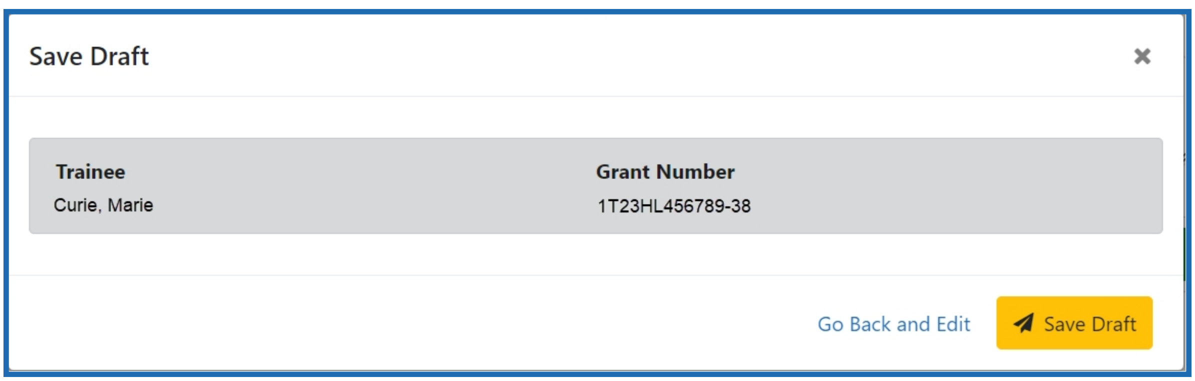
   Prior Kirschstein-NRSA Support information is pulled from the profile. To correct or update this information, contact the [eRA Service Desk](#).

Save Draft

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



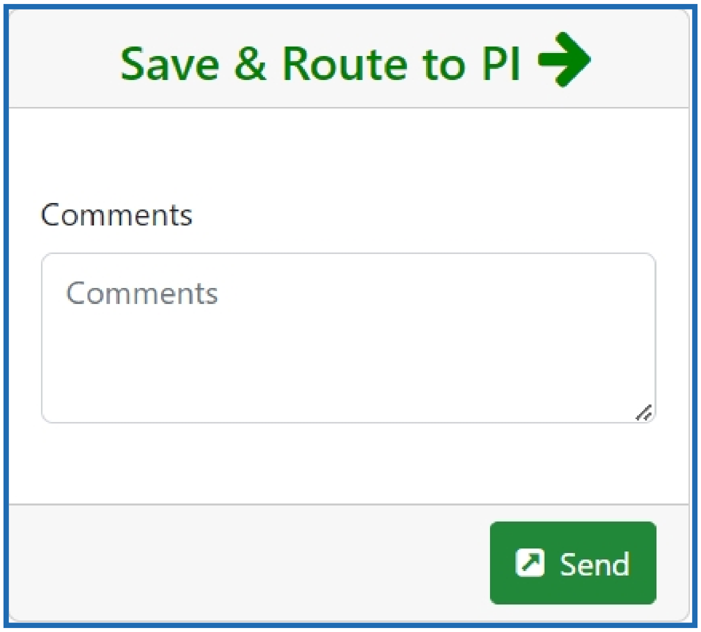
1. Make the appropriate edits to the form.
2. Click the **Save as Draft** button. A confirmation message displays.



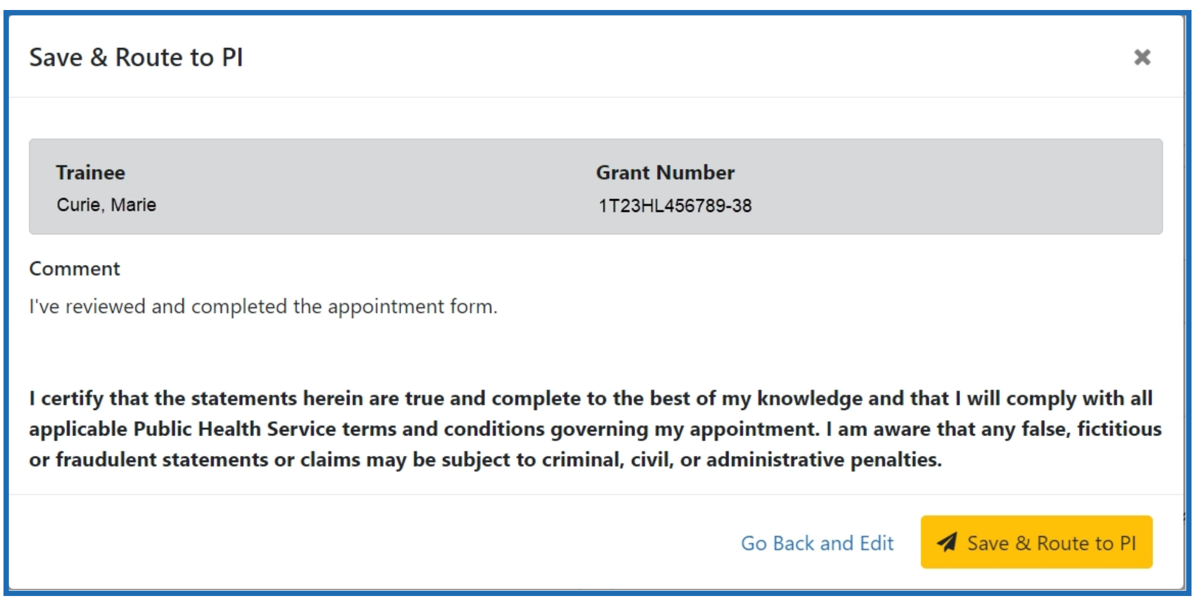
3. Click the **Save** button. Your edits are saved and the form remains in your queue.

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.

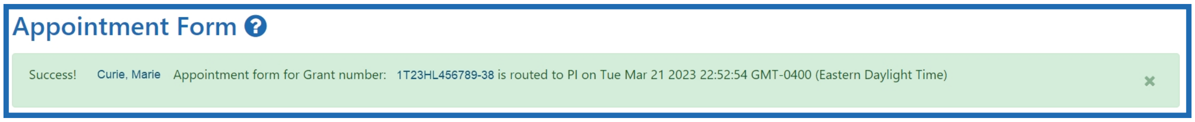


1. Make the appropriate edits to the form.
2. Add comments to the **Comments** field if desired.
3. Click the **Send** button. A confirmation message displays.

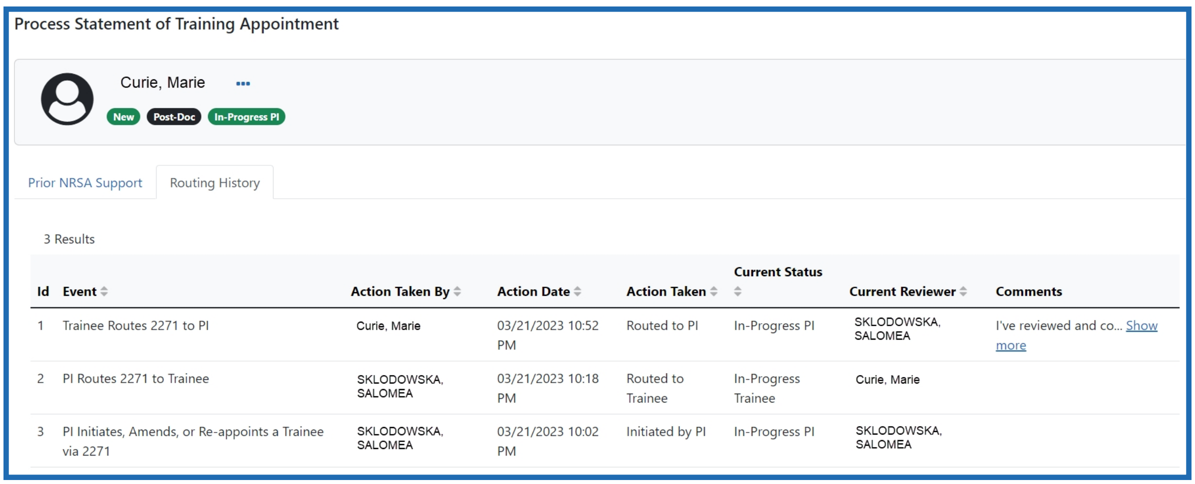


4. Click the **Save & Route to PI** button. The system will validate the information contained in the form and will flag any errors or warnings found. Errors must be

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**.



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.



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	

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.

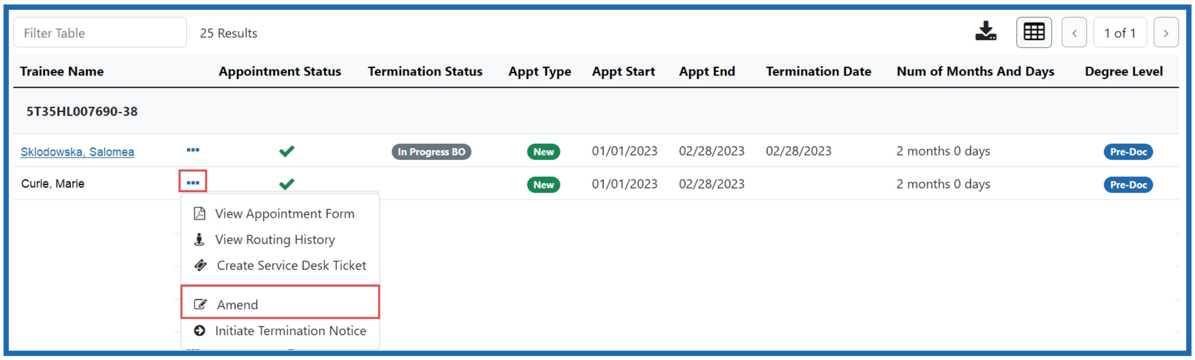
You must be a PD/PI or Delegate (ASST) to amend a 2271.

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

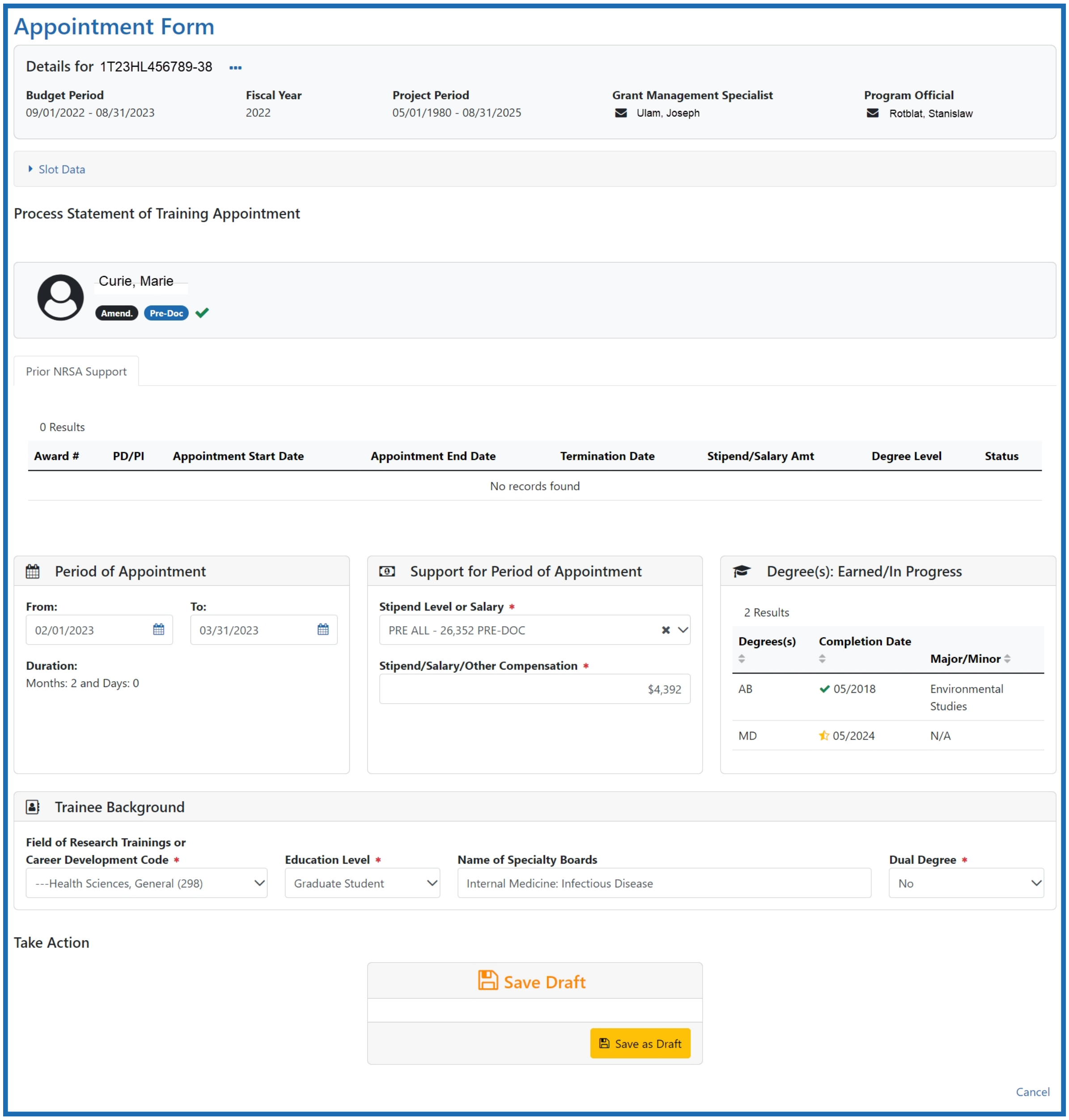
Create an Amendment

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.



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



Appointment Form

Details for 1T23HL456789-38 ...

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

Slot Data

Process Statement of Training Appointment

Curie, Marie

Amend. Pre-Doc

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 *	Education Level *	Name of Specialty Boards	Dual Degree *
---Health Sciences, General (298)	Graduate Student	Internal Medicine: Infectious Disease	No

Take Action

Save Draft

Save as Draft

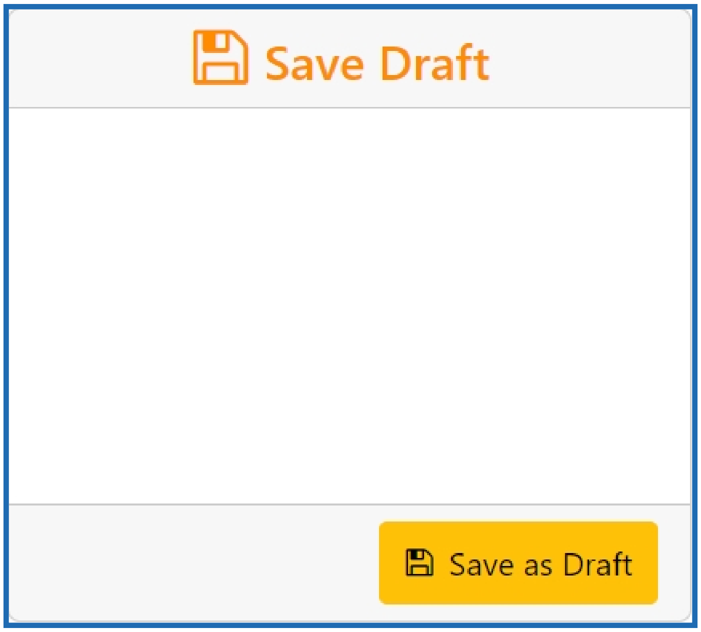
Cancel

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

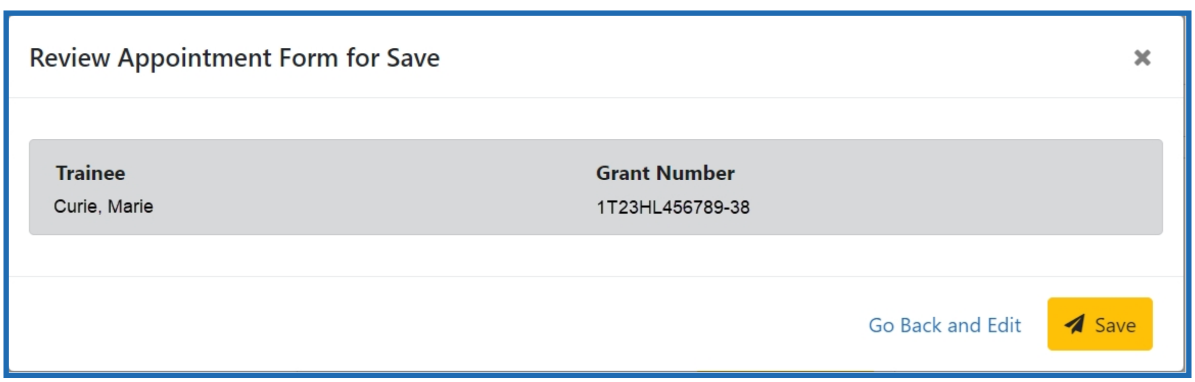
awarding Institute and/or Center (IC). Refer to the *Terminatiing Institutional Research Training Programs* on page 80topic for additional information.

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* on page 57 and *Process New Appointment by Trainee* on page 67topics for more information.

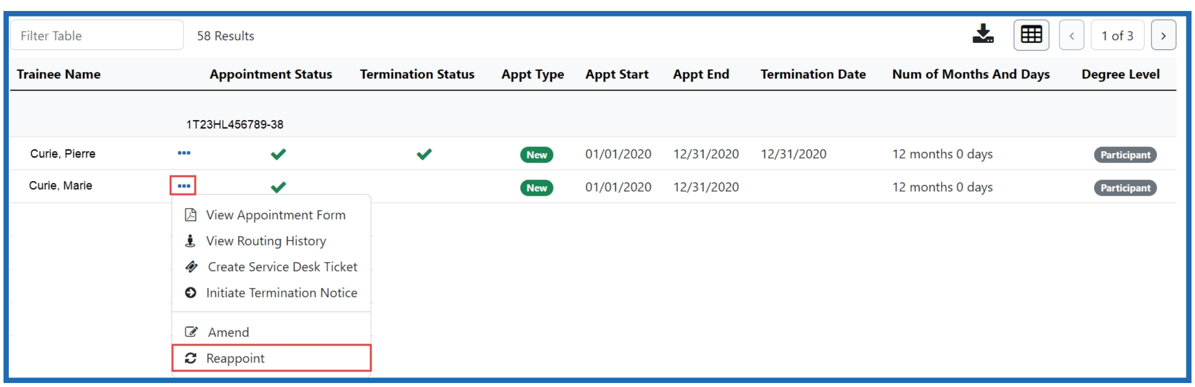
Initiate a Reappointment by PD/PI

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

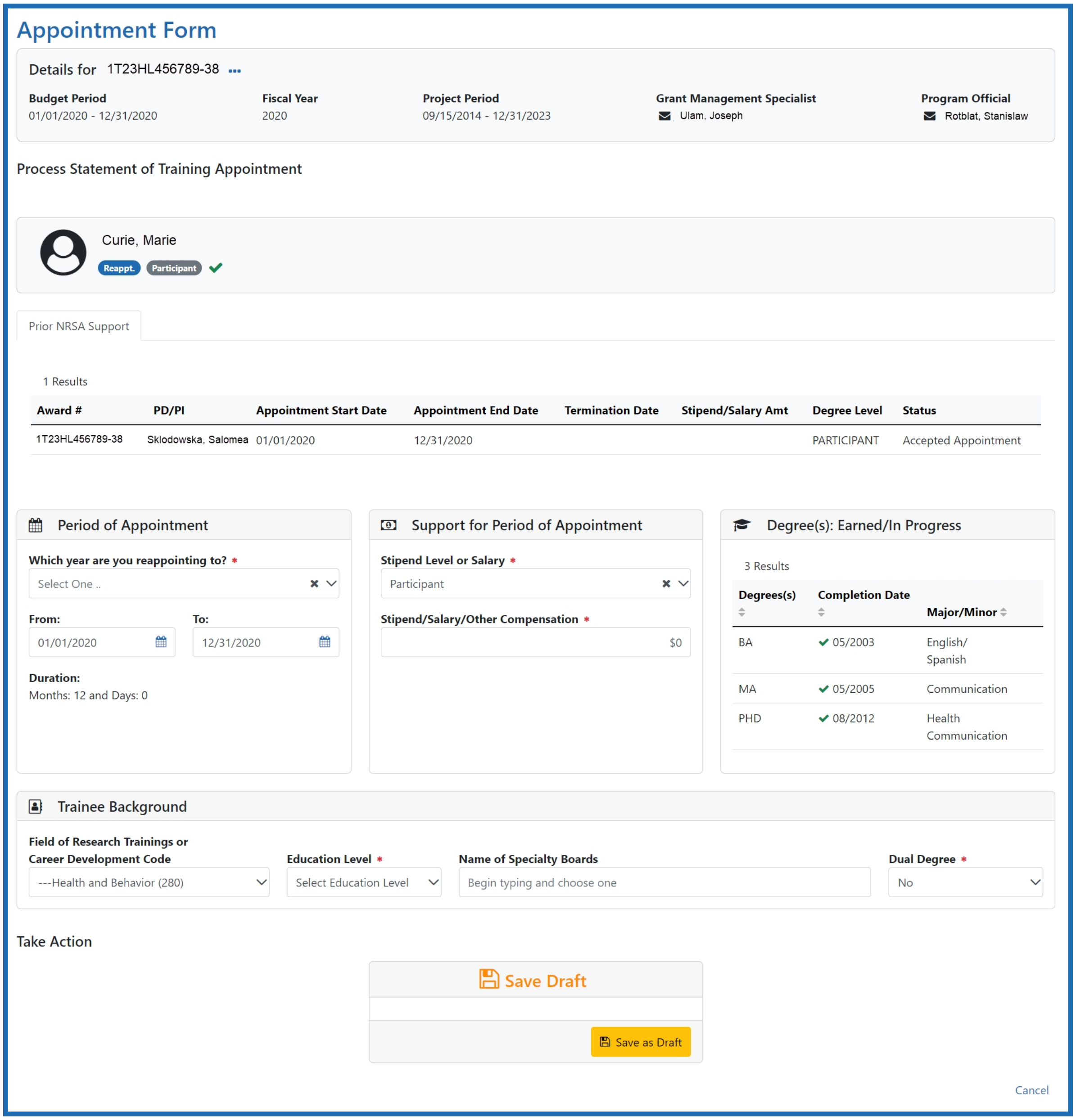
NOTE: If the preceding appointment was submitted via a paper form, then a new appointment has to be completed rather than a reappointment.

NOTE: If a trainee takes unpaid leave, their termination notice must be accepted by agency before a reappointment can be initiated.

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.



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



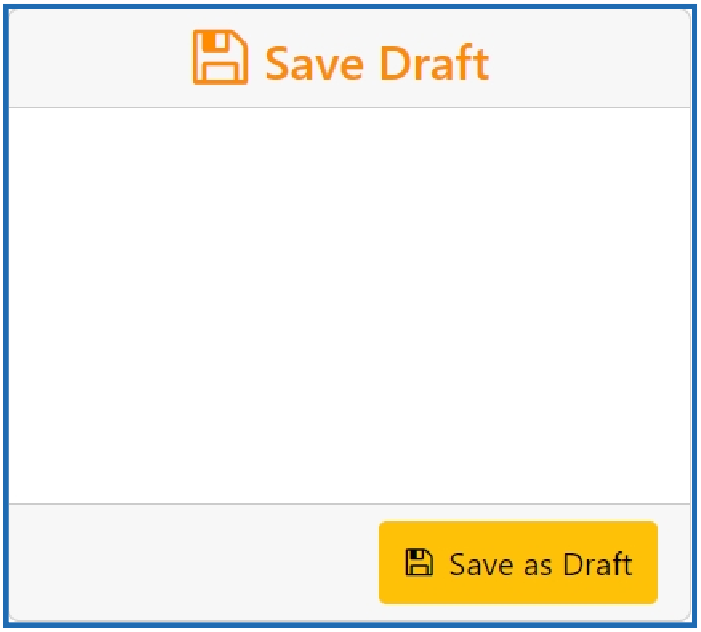
4. Complete the Appointment Form. Required fields are marked with a red asterisk (*).

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

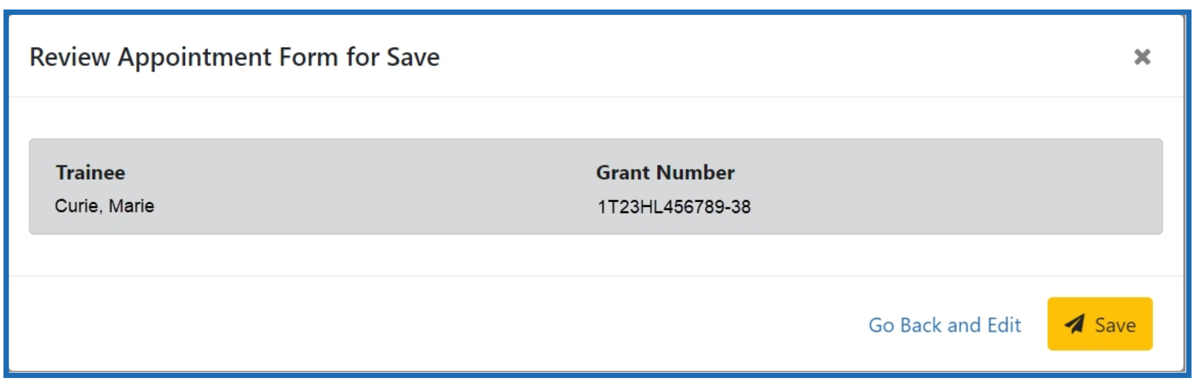
1. The **FROM** date should be within the budget period of the grant for the reappointment.
2. The format of the date fields is MM/DD/YYYY.

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* on page 57 and *Process New Appointment by Trainee* on page 67 topics for more information.

Terminatiing Institutional Research Training Programs

The Termination Notice documents the termination of NRSA fellowships and appointments to NRSA training grants.

It may also be used to document the termination of appointments to non-NRSA institutional research training programs (e.g., NLM T15’s), research education awards (e.g., R25), and institutional career development awards (e.g., K12).

For non-NRSA awards, please refer to the Funding Opportunity Announcement or Notice of Award to determine whether a termination notice is required.

Note that the flow below is for institutional research training programs. The flow for terminating fellowships, career development awards, and research education awards, if applicable, differs.

Quick Reference: https://www.era.nih.gov/files/Initiating%20a%20Termination%20QRG.pdf

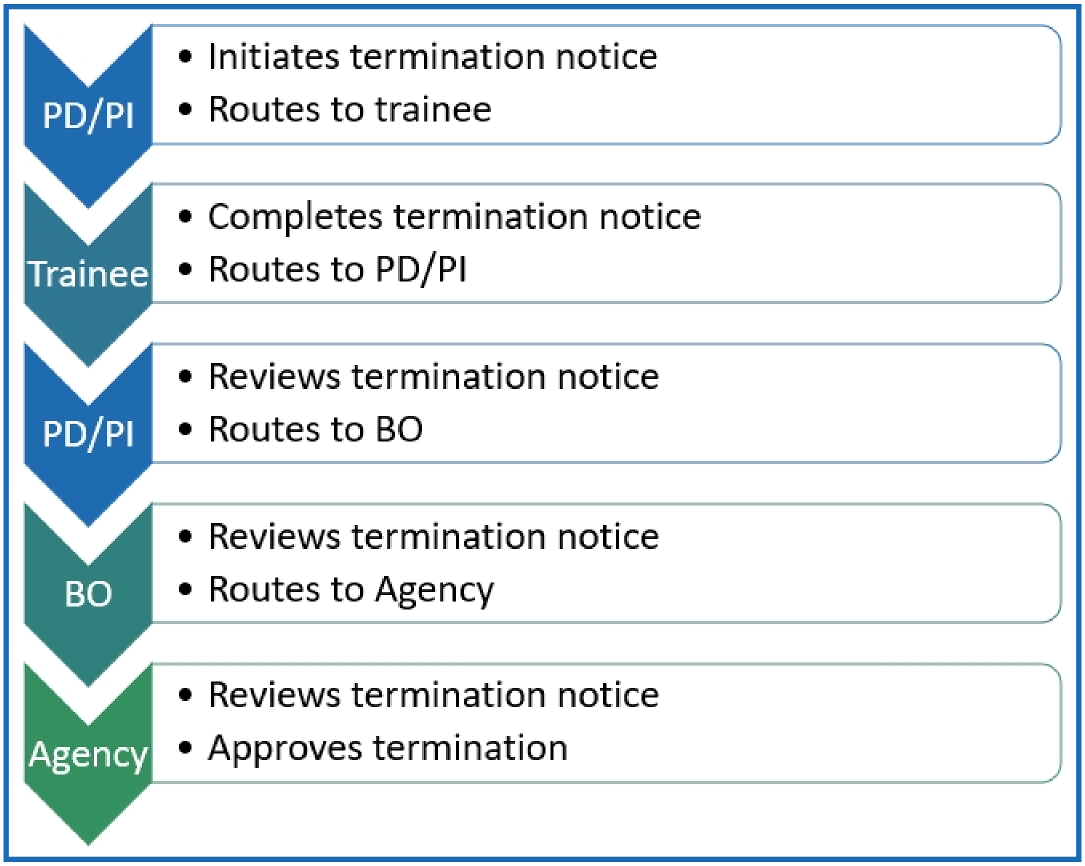


Figure 5: Termination Process Flow

Who Can Initiate/Submit Termination Notices

xTrain users with the following eRA Commons roles can initiate a termination notice:

- Principal Investigator (PI) – this role includes Fellows
- Assistant (ASST) with a PD/PI xTrain-delegated role
- Business Official (BO)
- Sponsor (for fellowships)
- Sponsor Delegate (for fellowships)

Only the BO can submit a Termination Notice (TN) to the Agency for NRSA appointments and fellowships.

Only the PD/PI can submit a Termination Notice for career development awards (e.g. K12, KL2, and KM1) and research education awards (e.g. R25, R90). The BO is not involved.

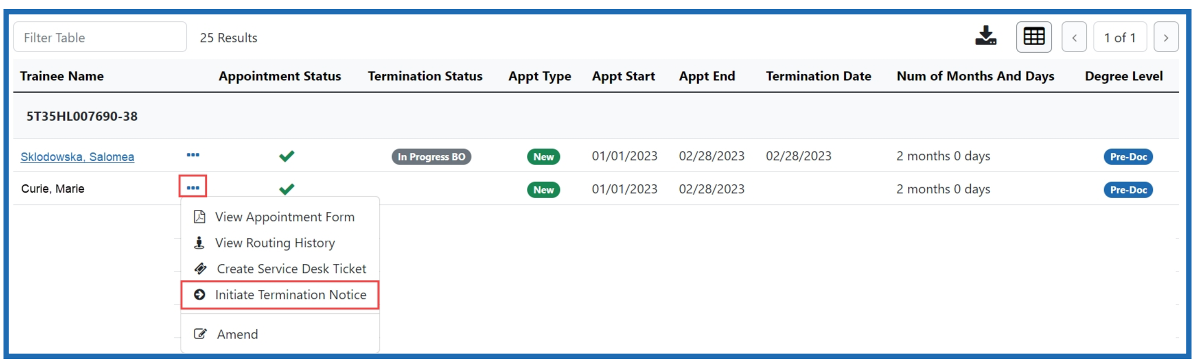
For Federal and Foreign fellowships, the PD/PI (Fellow), and the Sponsor can submit the Termination Notice. For more information see Appendix B – Termination Notice (416-7 Form).

Initiate a New Termination by PD/PI

PD/PIs are responsible for initiating new terminations for funded budget periods.

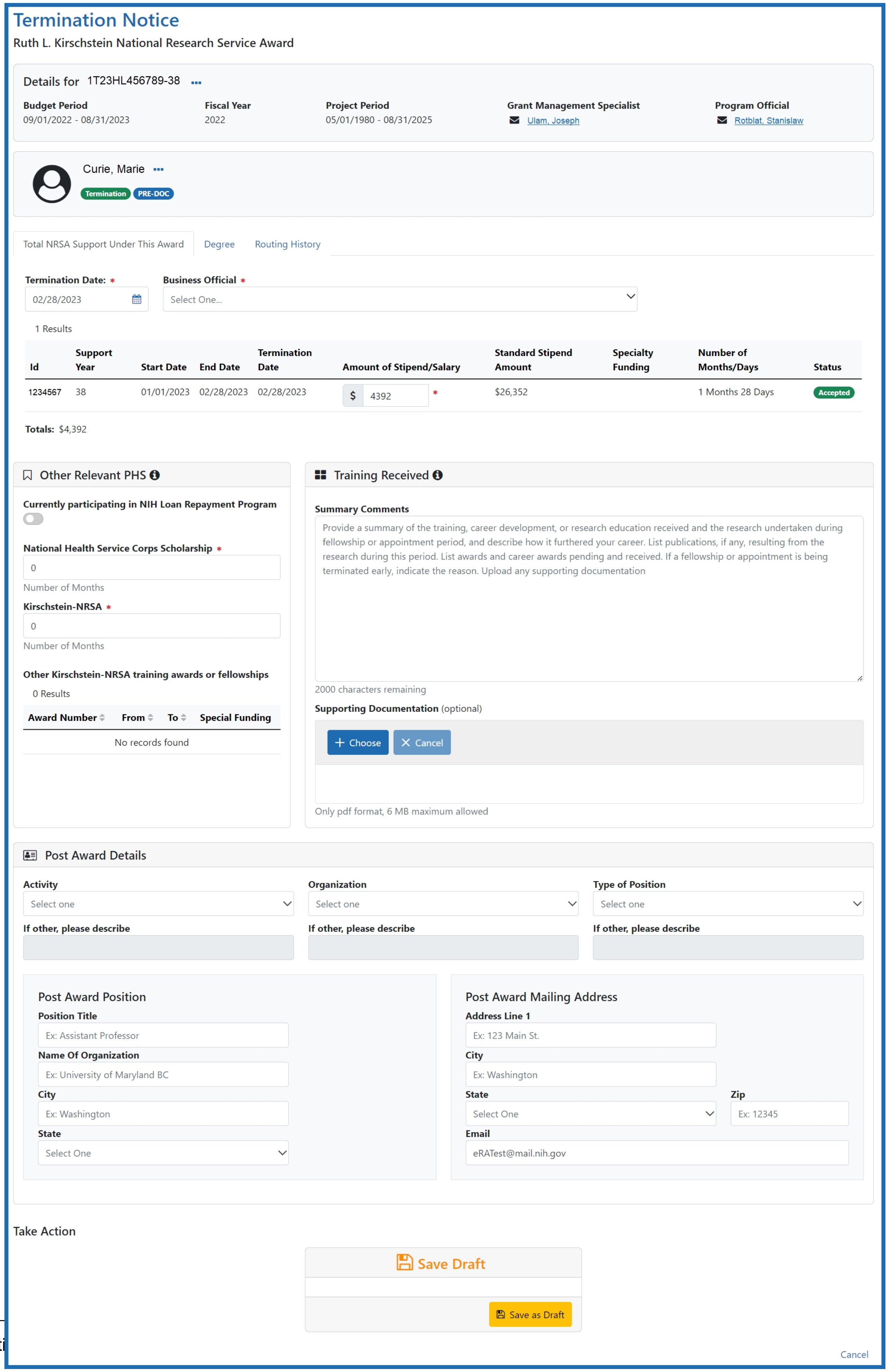
Initiate a new termination

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.



3. Click the  **Actions** button and select **Initiate Termination Notice**. The Termination Notice screen is displayed with some fields pre-populated with data from the system.

NOTE: The **Initiate TN** menu option will not display if there is an existing WIP appointment for the same Trainee.


Termination Notice
Ruth L. Kirschstein National Research Service Award
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
Rotblat, Stanislaw
Curie, Marie
Termination
PRE-DOC
Total NRSA Support Under This Award
Degree
Routing History
Termination Date:
02/28/2023
Business Official
Select One...
1 Results
Id
Support Year
Start Date
End Date
Termination Date
Amount of Stipend/Salary
Standard Stipend Amount
Specialty Funding
Number of Months/Days
Status
1234567
38
01/01/2023
02/28/2023
02/28/2023
$ 4392
$26,352
1 Months 28 Days
Accepted
Totals: $4,392
Other Relevant PHS
Currently participating in NIH Loan Repayment Program
National Health Service Corps Scholarship
0
Number of Months
Kirschstein-NRSA
0
Number of Months
Other Kirschstein-NRSA training awards or fellowships
0 Results
Award Number
From
To
Special Funding
No records found
Training Received
Summary Comments
Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. Upload any supporting documentation
2000 characters remaining
Supporting Documentation (optional)
Choose
Cancel
Only pdf format, 6 MB maximum allowed
Post Award Details
Activity
Select one
Organization
Select one
Type of Position
Select one
If other, please describe
If other, please describe
If other, please describe
Post Award Position
Position Title
Ex: Assistant Professor
Name Of Organization
Ex: University of Maryland BC
City
Ex: Washington
State
Select One
Post Award Mailing Address
Address Line 1
Ex: 123 Main St.
City
Ex: Washington
State
Select One
Zip
Ex: 12345
Email
eRATest@mail.nih.gov
Take Action
Save Draft
Save as Draft
Cancel

Complete the Termination Notice

1. Complete the Termination Notice. Required fields are marked with a red asterisk (*).

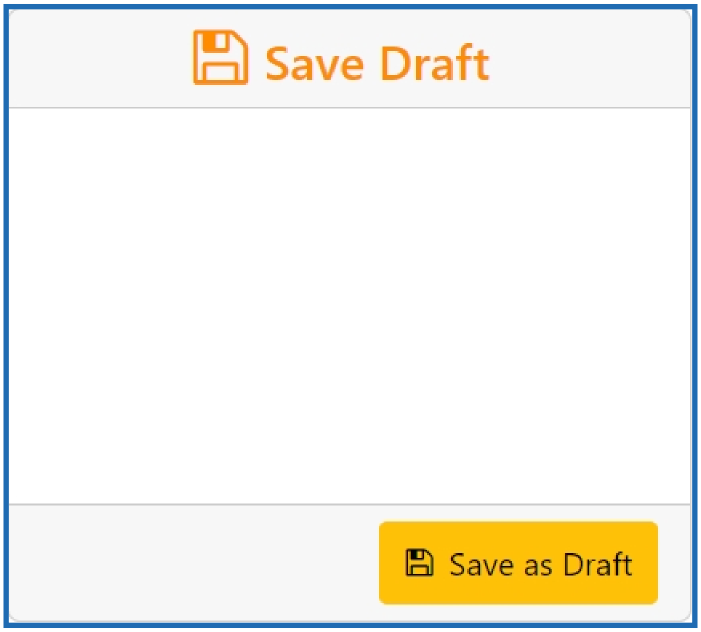
TIP: For form completion instructions and the form itself, click http://-grants.nih.gov/grants/funding/416/phs416-7.pdf.

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

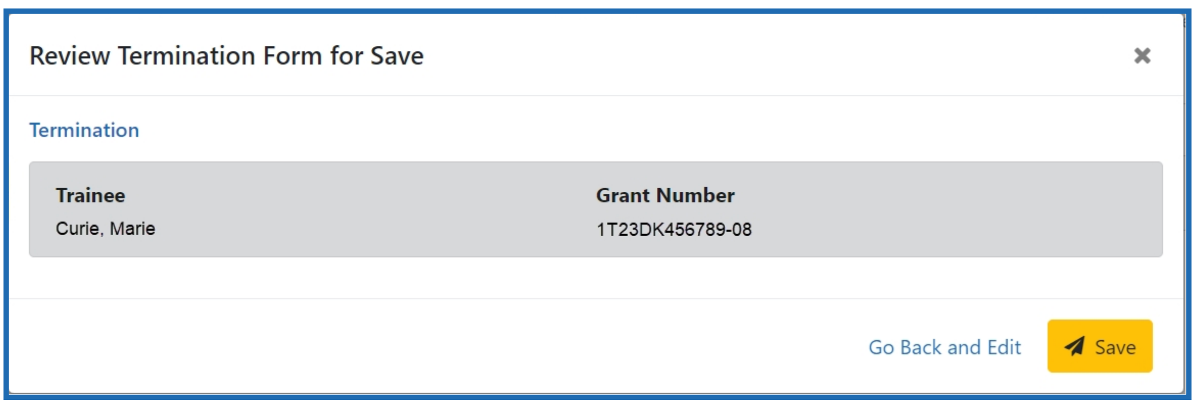
1. The Termination Date format is MM/DD/YYYY.
2. No commas or decimals are allowed in the Amount of Stipend/Salary field.
3. All comment text boxes are limited to 2000 characters.
4. Only the business official can submit the Termination Notice to the Agency for NRSA appointments and fellowships. For career development awards (e.g. K12, KL2, and KM1) and research awards (e.g. R25, R90), only the PD/PI can submit the termination notice.
5. Only the PD/PI can modify the stipend on an early termination for T, K and R grants—delegates cannot modify the stipend. On fellowships, the business official can make changes as well.

IMPORTANT: You must select the name of the business official (BO) who will submit the termination notice to the agency.

Save Draft

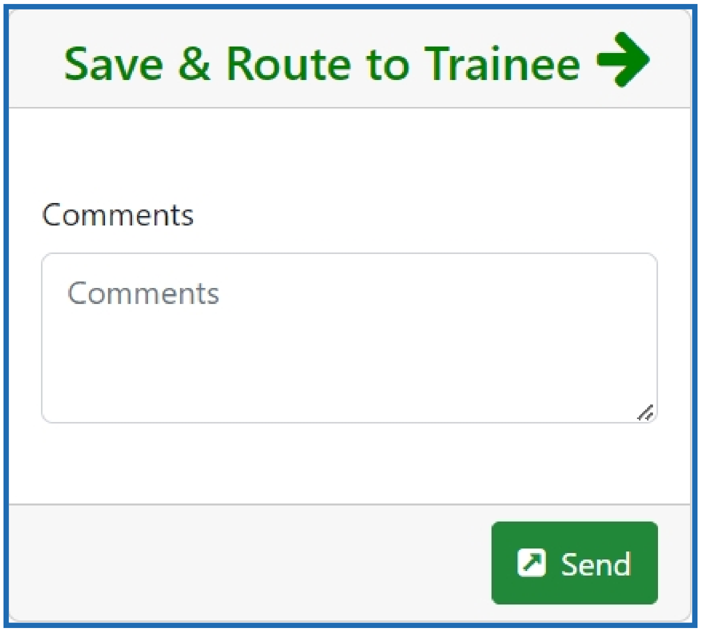


1. Click the **Save as Draft** button. A confirmation message displays.

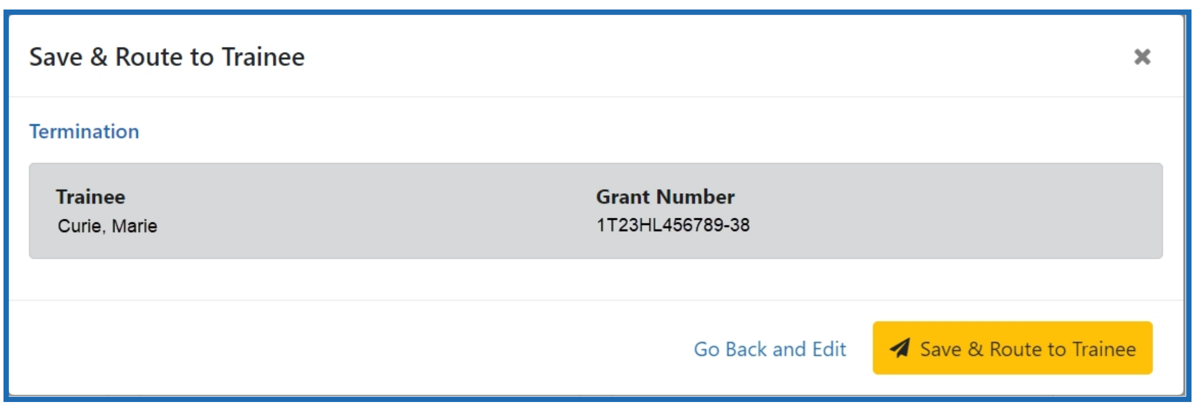


2. Click the **Save** button. Your edits are saved and the form remains in your queue. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

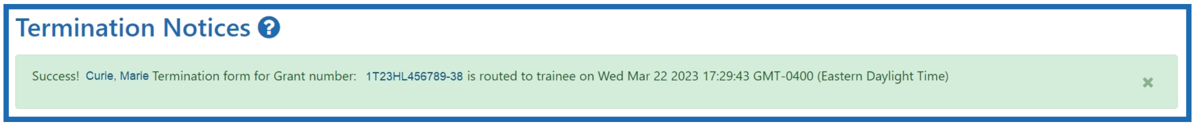
Route new termination to trainee



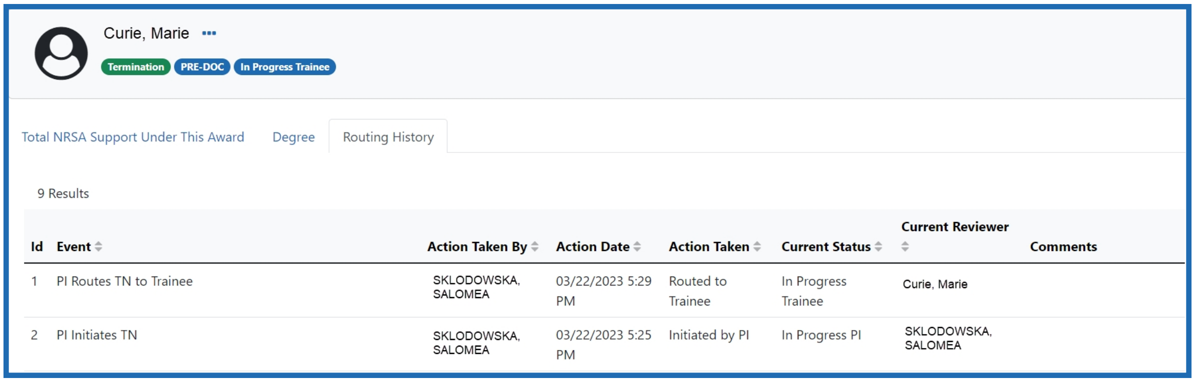
1. Add comments to the **Comments** field if desired.
2. Click the **Send** button. A confirmation message displays.



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 Termination Notice has been successfully routed to the trainee. The status of the termination is changed to **In-Progress Trainee**.



4. The **Routing History** tab in the trainee section contains a list of the actions taken on the termination. The first item in the history reflects the current state of the termination.



The status of the termination is changed to **In-Progress Trainee**.

Trainee processes form

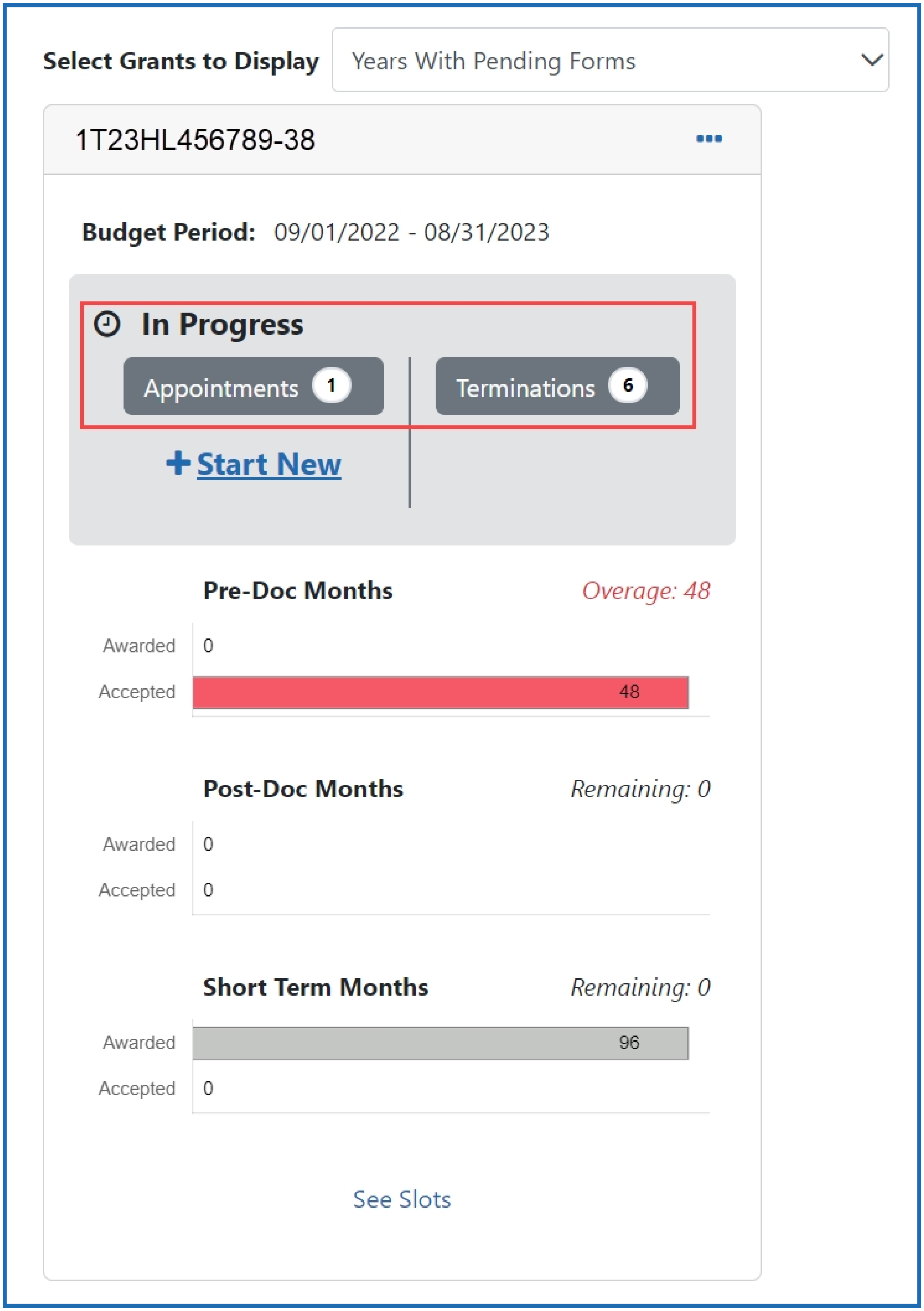
After receiving an email about the termination and logging into xTrain, the trainee reviews and completes the necessary information. The trainee then routes the Termination Notice back to the PD/PI.

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 termination status becomes In-Progress PI.

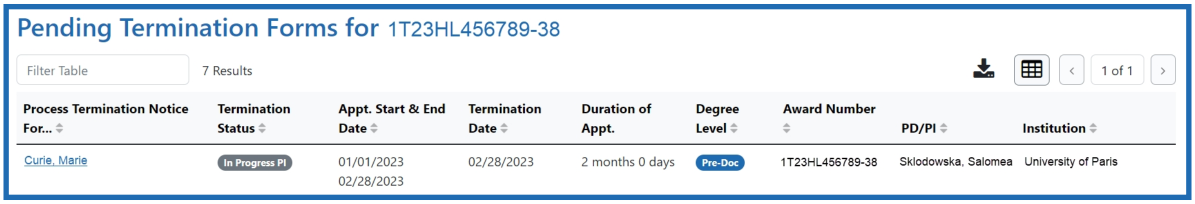
Complete the termination

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

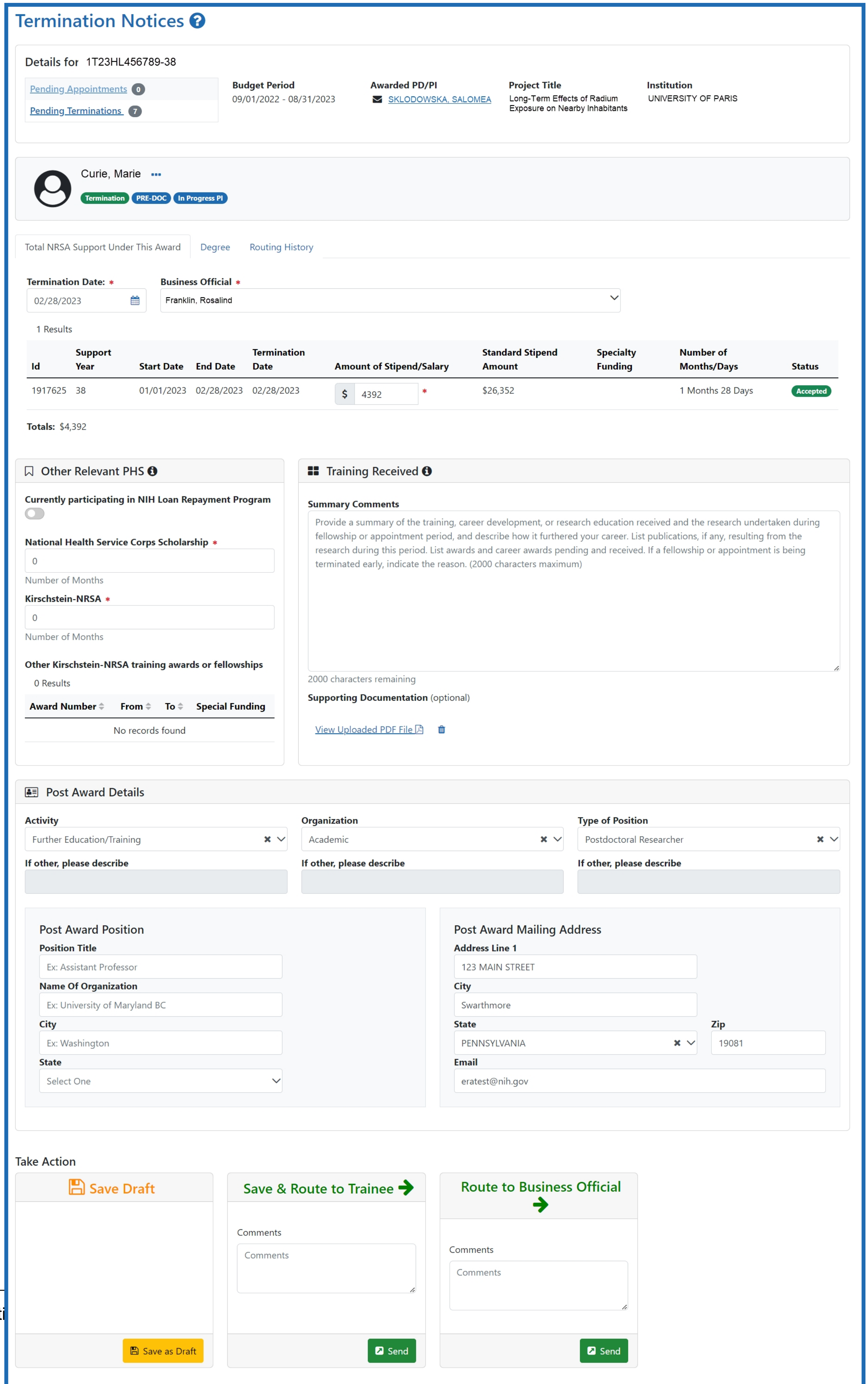
1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the In Progress section of the grant details, click the **Terminations** button.


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

The Pending Terminations Forms screen is displayed.



3. Click the hyperlinked trainee name to display the Termination Notices screen.



Termination Notices

Details for 1T23HL456789-38

Pending Appointments 0

Pending Terminations 7

Budget Period	Awarded PD/PI	Project Title	Institution
09/01/2022 - 08/31/2023	SKLODOWSKA, SALOMEA	Long-Term Effects of Radium Exposure on Nearby Inhabitants	UNIVERSITY OF PARIS

Curie, Marie

Termination PRE-DOC In Progress PI

Total NRSA Support Under This Award | Degree | Routing History

Termination Date: * 02/28/2023

Business Official * Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1917625	38	01/01/2023	02/28/2023	02/28/2023	$ 4392 *	$26,352		1 Months 28 Days	Accepted

Totals: $4,392

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship *

0

Number of Months

Kirschstein-NRSA *

0

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number	From	To	Special Funding
No records found			

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

2000 characters remaining

Supporting Documentation (optional)

View Uploaded PDF File

Post Award Details

Activity: Further Education/Training

Organization: Academic

Type of Position: Postdoctoral Researcher

If other, please describe

If other, please describe

If other, please describe

Post Award Position

Position Title: Ex: Assistant Professor

Name Of Organization: Ex: University of Maryland BC

City: Ex: Washington

State: Select One

Post Award Mailing Address

Address Line 1: 123 MAIN STREET

City: Swarthmore

State: PENNSYLVANIA

Zip: 19081

Email: eratest@nih.gov

Take Action

Save Draft

Save as Draft

Save & Route to Trainee

Comments

Comments

Send

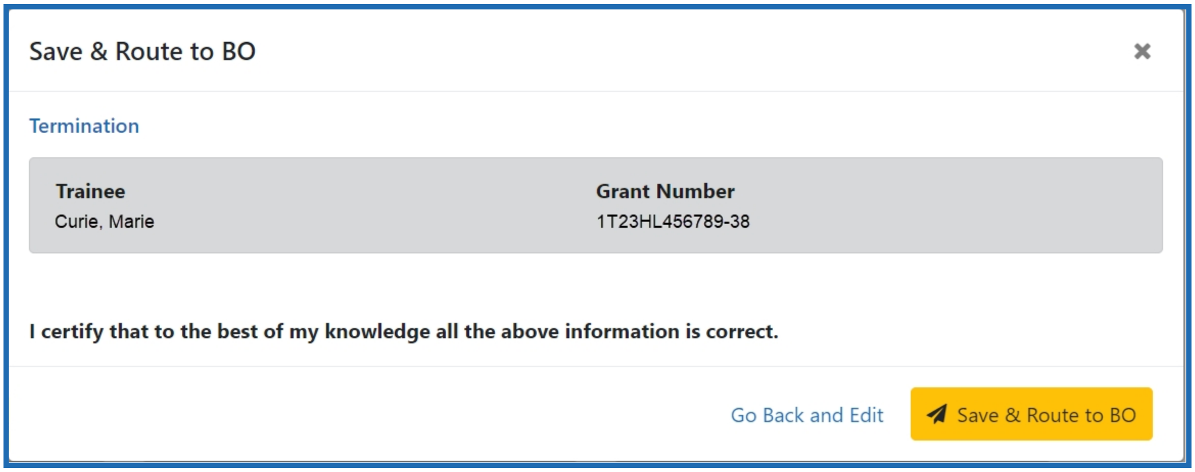
Route to Business Official

Comments

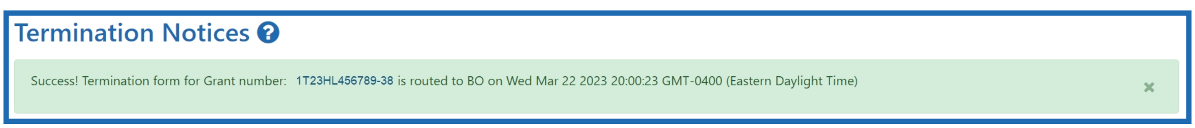
Comments

Send

4. To complete the termination, review the form one last time, add comments if desired, then click the **Send** button in the **Route to Business Official** card. A confirmation message displays.



5. Click the **Save and Route to BO** 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 termination is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Termination Notice has been successfully routed to the BO. The status of the appointment is changed to **In Progress BO**.



Delete an in-progress termination

IMPORTANT:
Terminations can only be deleted when the status is In Progress PI.

---

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the Trainee Roster, click the hyperlinked trainee name to open the in-progress termination.

3. Click the **Delete Termination** link in the lower-right corner of the screen. A confirmation screen is displayed.

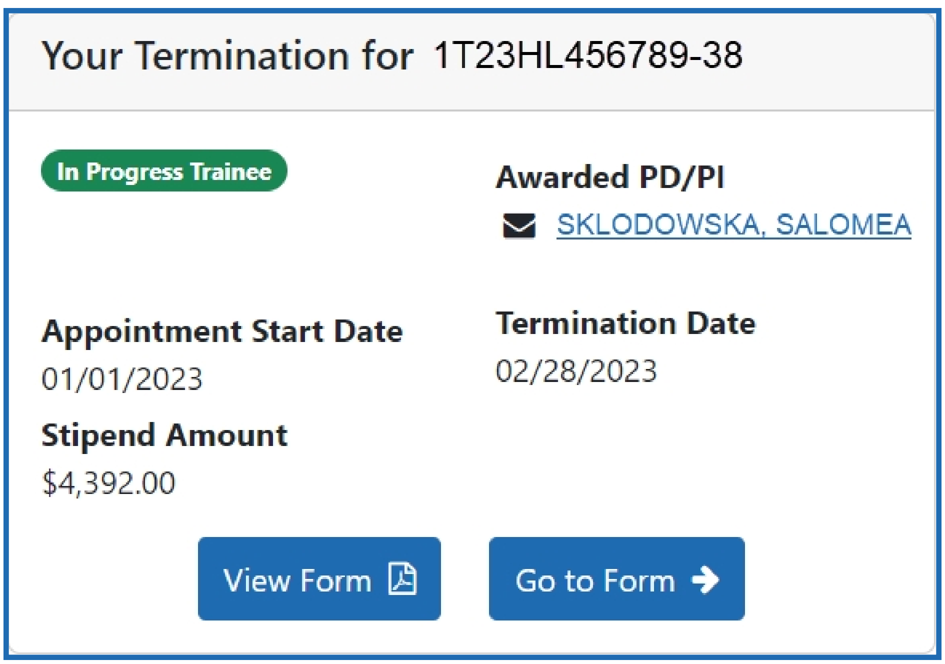
4. Enter comments in the **Comments** field.

5. Click the **Delete** button. The in-progress termination is deleted.

IMPORTANT: Deleting terminations cannot be undone. If you wish to terminate a trainee after their termination has been deleted, you must recreate the termination notice from scratch.

Process Termination Notice by Trainee

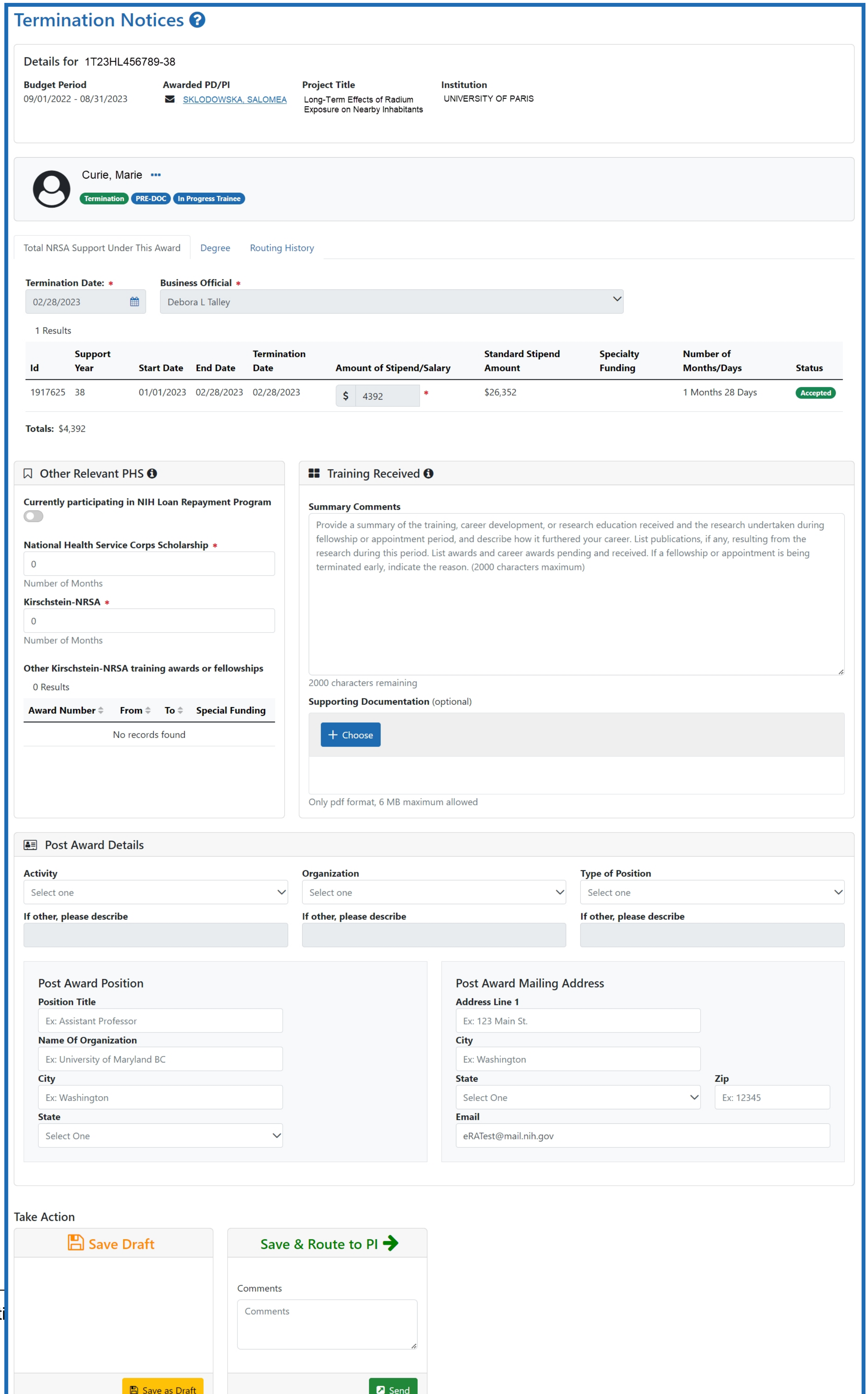
Once the PD/PI creates a new appointment and routes it to the trainee, it is displayed in the My Forms section of the Trainee Appointment Home screen.



Open the Termination Notice

1. To view a PDF of the Termination Notice, click the **View Form** button. The PDF is downloaded to the browser's default location.

2. To complete the termination notice, click the **Go to Form** button. The Termination Notices screen is displayed for your review.



Termination Notices
Details for 1T23HL456789-38
Budget Period
09/01/2022 - 08/31/2023
Awarded PD/PI
SKLODOWSKA, SALOMEA
Project Title
Long-Term Effects of Radium Exposure on Nearby Inhabitants
Institution
UNIVERSITY OF PARIS
Curie, Marie
Termination
PRE-DOC
In Progress Trainee
Total NRSA Support Under This Award
Degree
Routing History
Termination Date:
02/28/2023
Business Official
Debora L Talley
1 Results
Id
Support Year
Start Date
End Date
Termination Date
Amount of Stipend/Salary
Standard Stipend Amount
Specialty Funding
Number of Months/Days
Status
1917625
38
01/01/2023
02/28/2023
02/28/2023
$ 4392
$26,352
1 Months 28 Days
Accepted
Totals: $4,392
Other Relevant PHS
Currently participating in NIH Loan Repayment Program
National Health Service Corps Scholarship
0
Number of Months
Kirschstein-NRSA
0
Number of Months
Other Kirschstein-NRSA training awards or fellowships
0 Results
Award Number
From
To
Special Funding
No records found
Training Received
Summary Comments
Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)
2000 characters remaining
Supporting Documentation (optional)
Choose
Only pdf format, 6 MB maximum allowed
Post Award Details
Activity
Select one
Organization
Select one
Type of Position
Select one
If other, please describe
If other, please describe
If other, please describe
Post Award Position
Position Title
Ex: Assistant Professor
Name Of Organization
Ex: University of Maryland BC
City
Ex: Washington
State
Select One
Post Award Mailing Address
Address Line 1
Ex: 123 Main St.
City
Ex: Washington
State
Select One
Zip
Ex: 12345
Email
eRATest@mail.nih.gov
Take Action
Save Draft
Save & Route to PI
Comments
Comments
Save as Draft
Send

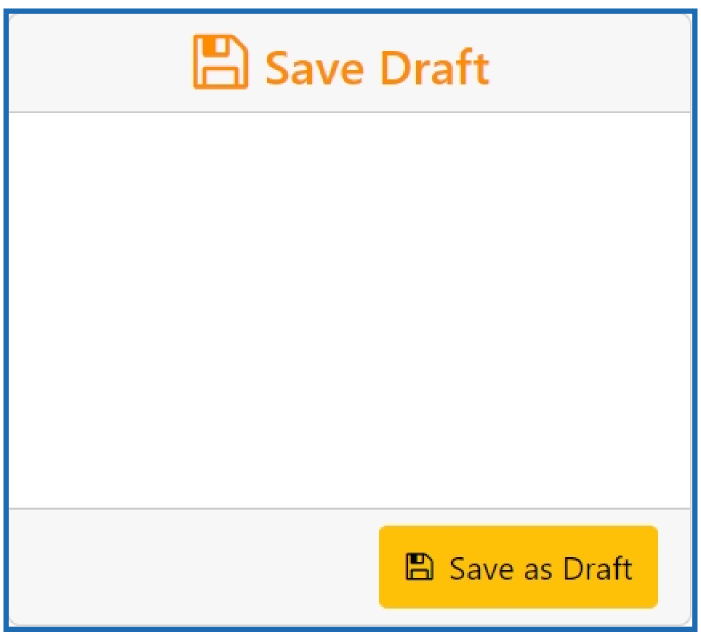
Complete the Termination Notice

1. Complete the form as appropriate. Required fields are marked with a red asterisk (*).
2. Enter details about the training in the **Summary Comments** field of the **Training Received** section.
3. If desired, attach a PDF in the **Supporting Documentation** section. Click the **Choose** button, navigate to the file's location, and double-click the file to attach it. Only one file can be uploaded.

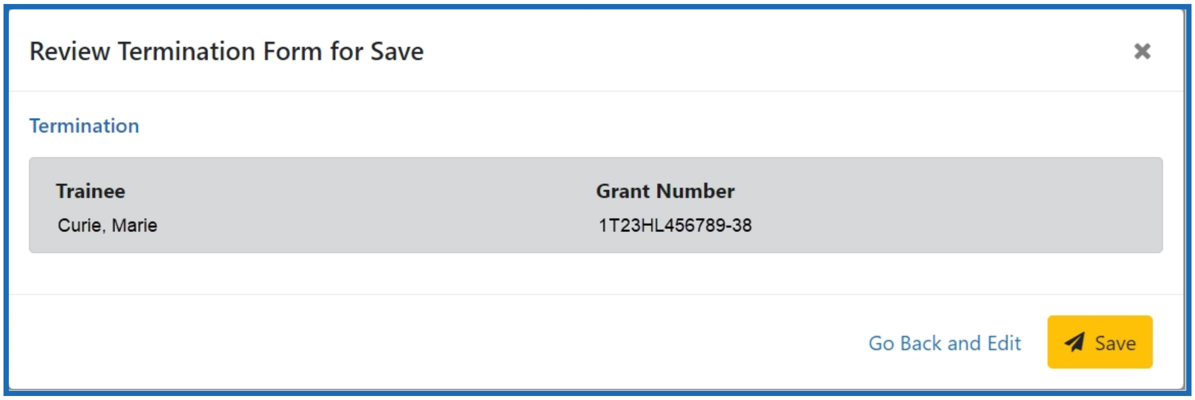
IMPORTANT: Your mailing and email address must be ones where you can be reached after your training has been terminated.

Save Draft

Use this option to save your work on an termination notice and keep it in your queue.



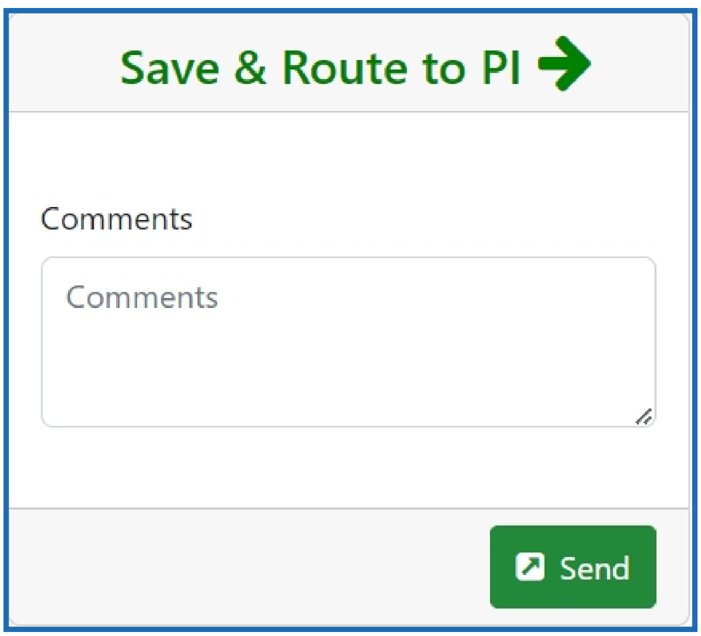
1. Make the appropriate edits to the form.
2. Click the **Save as Draft** button. A confirmation message displays.



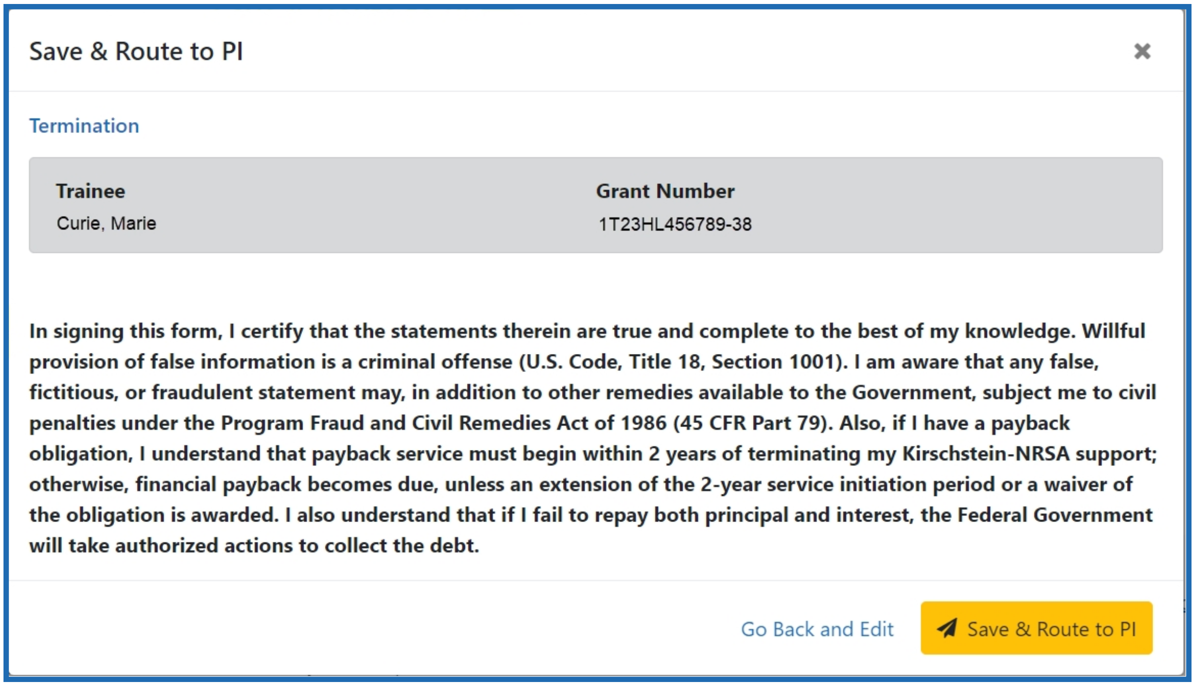
3. Click the **Save** button. Your edits are saved and the form remains in your queue.

Save & Route to PI

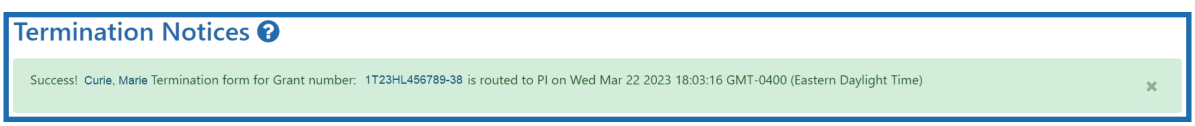
When you have completed and reviewed the form, use this option to return the form to the PD/PI for processing.



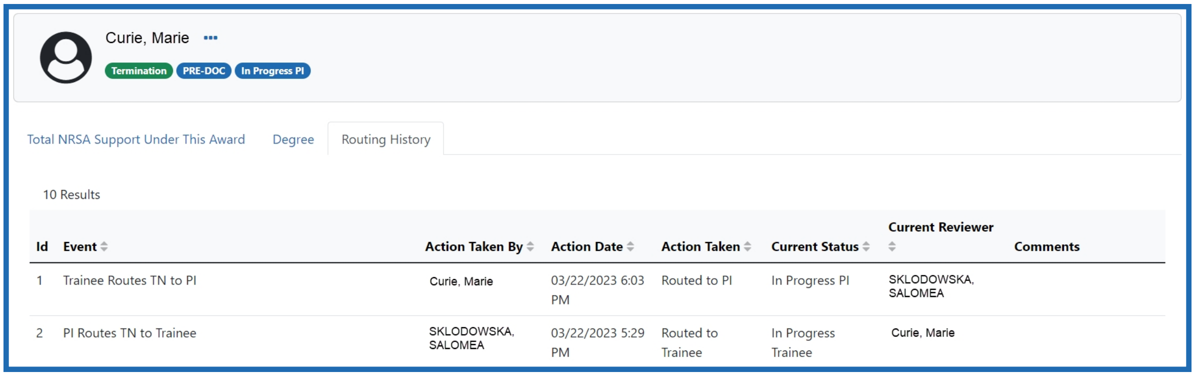
1. Make the appropriate edits to the form.
2. Add comments to the **Comments** field if desired.
3. Click the **Send** button. A confirmation message displays.



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 Termination is routed to the PI. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Termination Form has been successfully routed to the PI. The Trainee's electronic signature is recorded and the status of the appointment is changed to **In-Progress PI**.



5. The **Routing History** tab in the trainee section contains a list of the actions taken on the termination. The first item in the history reflects the current state of the termination.



Curie, Marie •••

Termination PRE-DOC In Progress PI

Total NRSA Support Under This Award | Degree | Routing History

10 Results

Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	Trainee Routes TN to PI	Curie, Marie	03/22/2023 6:03 PM	Routed to PI	In Progress PI	SKLODOWSKA, SALOMEA	
2	PI Routes TN to Trainee	SKLODOWSKA, SALOMEA	03/22/2023 5:29 PM	Routed to Trainee	In Progress Trainee	Curie, Marie	

6. Additionally, the trainee should update their information in the **Personal Profile** section within Commons and should know how to contact the Service Desk if the list of prior Kirschstein-NRSA support is incorrect.

7. Click the **Done** button.

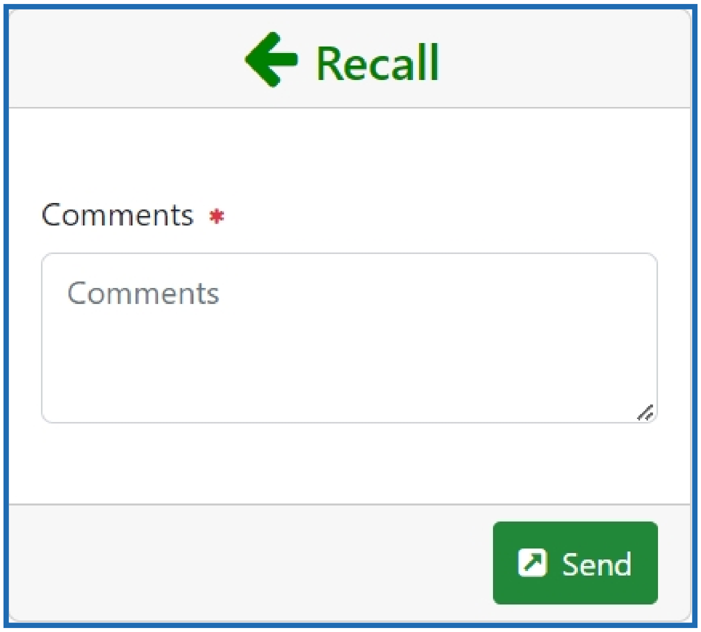
   If no action is taken by the PI within 14 business days, the system will automatically route the form to the Business Official (BO), send a notification to the BO, and change the status to **In Progress by BO**.

NOTE: If a TN is sent back to an Institution by the Agency and the TN has a status of **In Progress BO**, the PI is able to recall the TN.

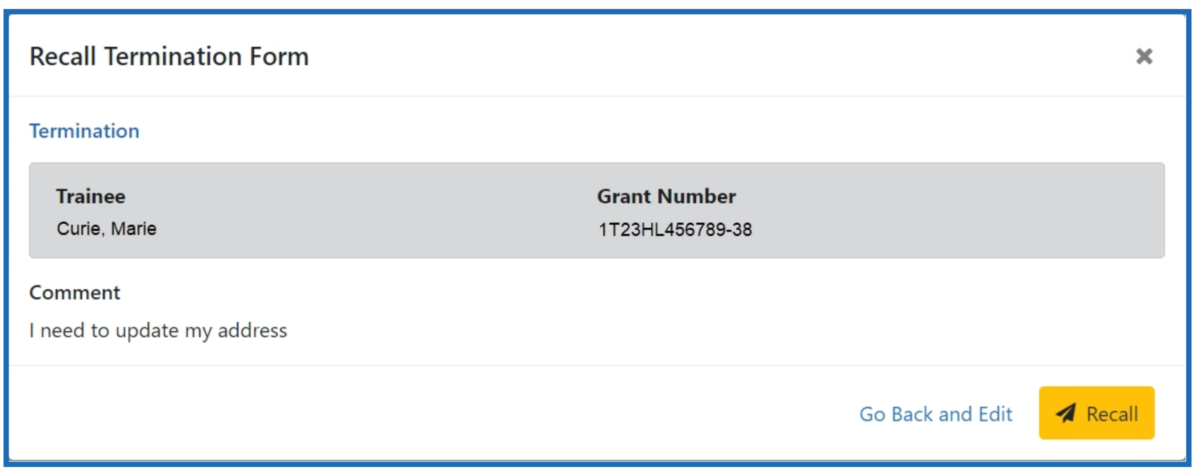
NOTE: The PD/PI should make every effort to have the Trainee update their *Personal Profile* screen within Commons, specifically to update their email address with their new (forwarding) email address, before the Trainee leaves the Institution.

Recall

If necessary, you can recall a termination form that has been routed onward to make edits.



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



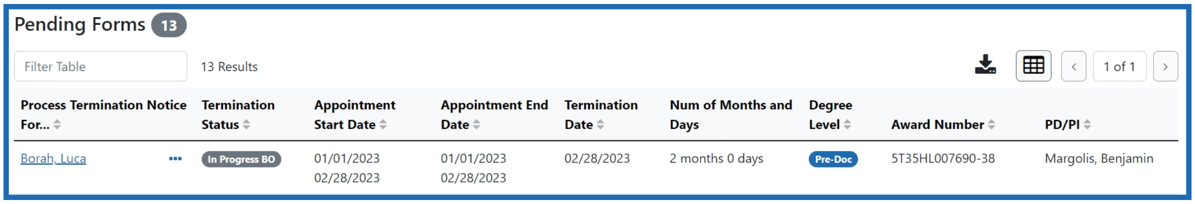
3. Click the **Recall** button. The form is returned to your queue.

Process New Termination Notice by BO

NOTE: The Business Official (BO) is the only one who can submit a Termination Notice (TN) to the Agency for final processing and acceptance.

Process a new termination

1. In the Pending Forms list on the Business Official Home screen, locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.

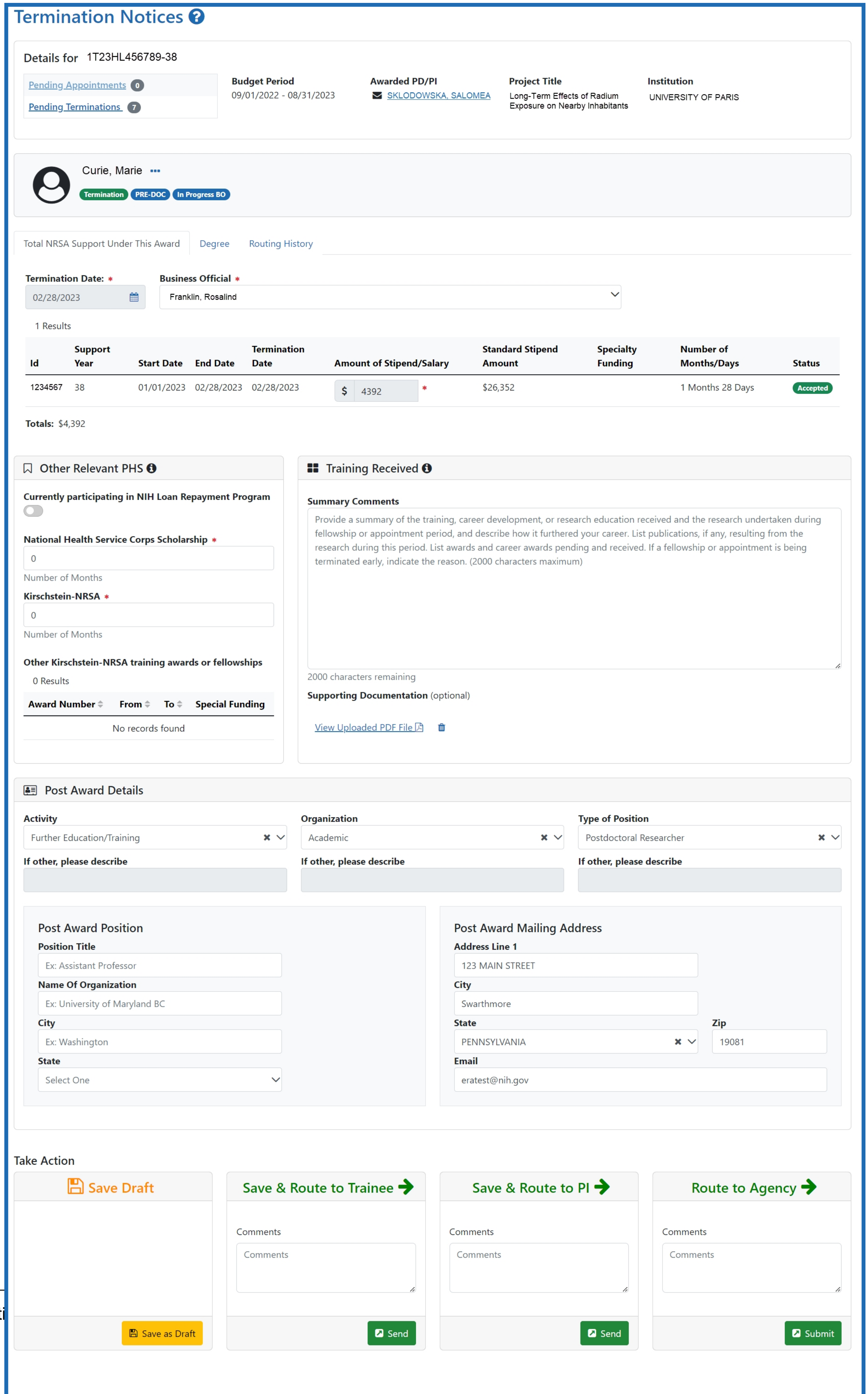


Pending Forms 13

Filter Table 13 Results 1 of 1

Process Termination Notice For...	Termination Status	Appointment Start Date	Appointment End Date	Termination Date	Num of Months and Days	Degree Level	Award Number	PD/PI
Borah, Luca	In Progress BO	01/01/2023 02/28/2023	01/01/2023 02/28/2023	02/28/2023	2 months 0 days	Pre-Doc	5T35HL007690-38	Margolis, Benjamin

2. Click the hyperlinked trainee name to view the Termination Notices screen.



Termination Notices

Details for 1T23HL456789-38

Pending Appointments 0
Pending Terminations 7

Budget Period	Awarded PD/PI	Project Title	Institution
09/01/2022 - 08/31/2023	SKLODOWSKA, SALOMEA	Long-Term Effects of Radium Exposure on Nearby Inhabitants	UNIVERSITY OF PARIS

Curie, Marie
Termination PRE-DOC In Progress BO

Total NRSA Support Under This Award | Degree | Routing History

Termination Date: * 02/28/2023
Business Official * Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1234567	38	01/01/2023	02/28/2023	02/28/2023	$ 4392 *	$26,352		1 Months 28 Days	Accepted

Totals: $4,392

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship * 0
Number of Months

Kirschstein-NRSA * 0
Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number	From	To	Special Funding
No records found			

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

2000 characters remaining

Supporting Documentation (optional)

View Uploaded PDF File

Post Award Details

Activity: Further Education/Training
Organization: Academic
Type of Position: Postdoctoral Researcher
If other, please describe
If other, please describe
If other, please describe

Post Award Position

Position Title: Ex: Assistant Professor
Name Of Organization: Ex: University of Maryland BC
City: Ex: Washington
State: Select One

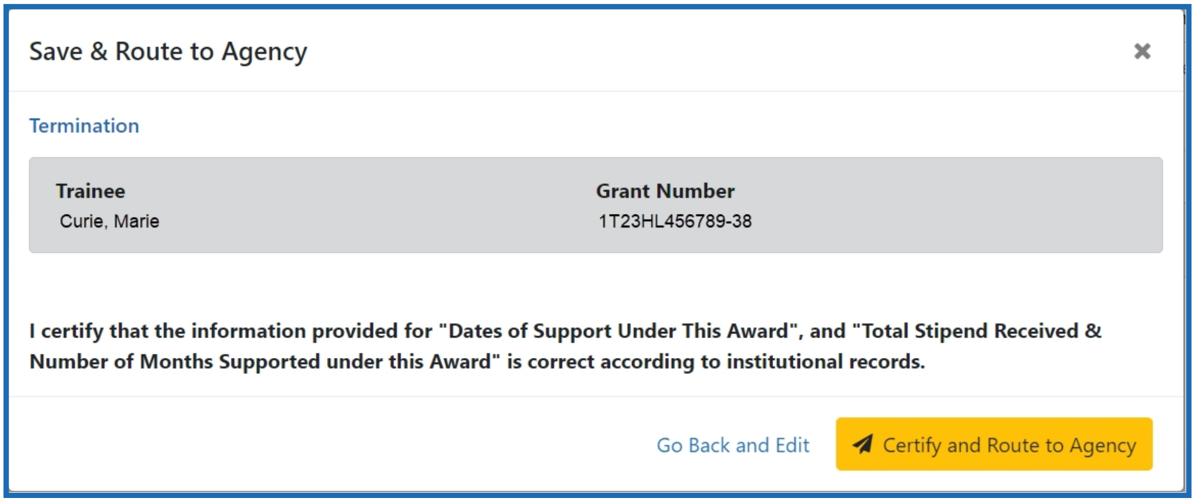
Post Award Mailing Address

Address Line 1: 123 MAIN STREET
City: Swarthmore
State: PENNSYLVANIA
Zip: 19081
Email: eratest@nih.gov

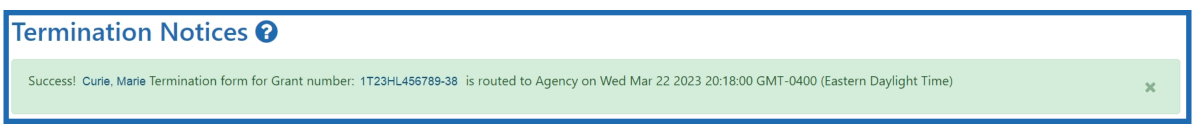
Take Action

Save Draft	Save & Route to Trainee	Save & Route to PI	Route to Agency
	Comments	Comments	Comments
Save as Draft	Send	Send	Submit

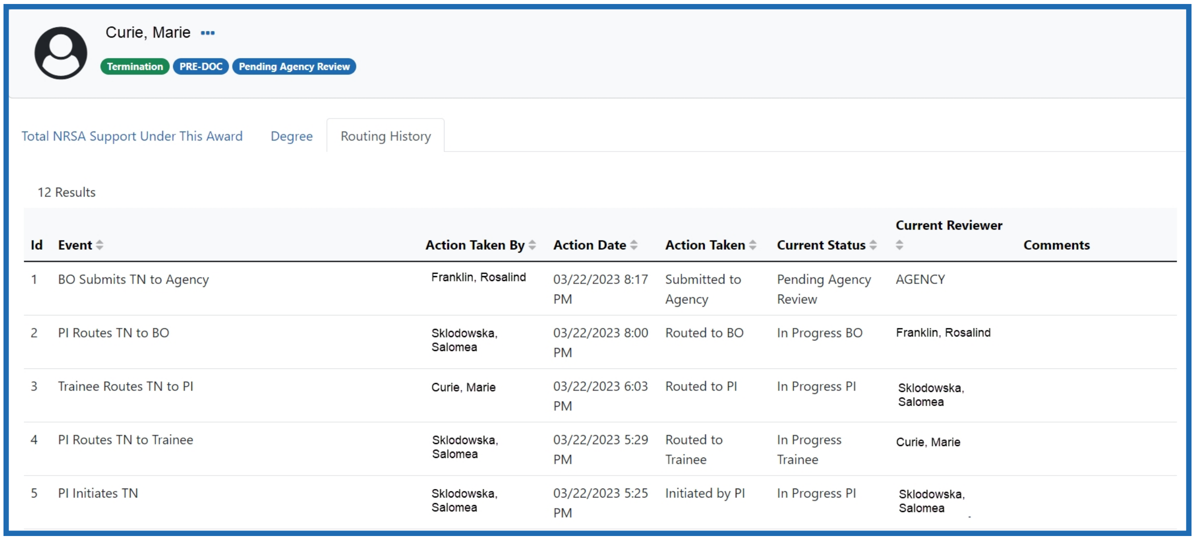
3. Review the form, add comments if desired, then click the **Send** button in the **Route to Agency** card. A confirmation message displays.



4. Click the **Certify and Route to Agency** 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 Termination Notice has been successfully routed to the agency. The status of the appointment is changed to **Pending Agency Review**.



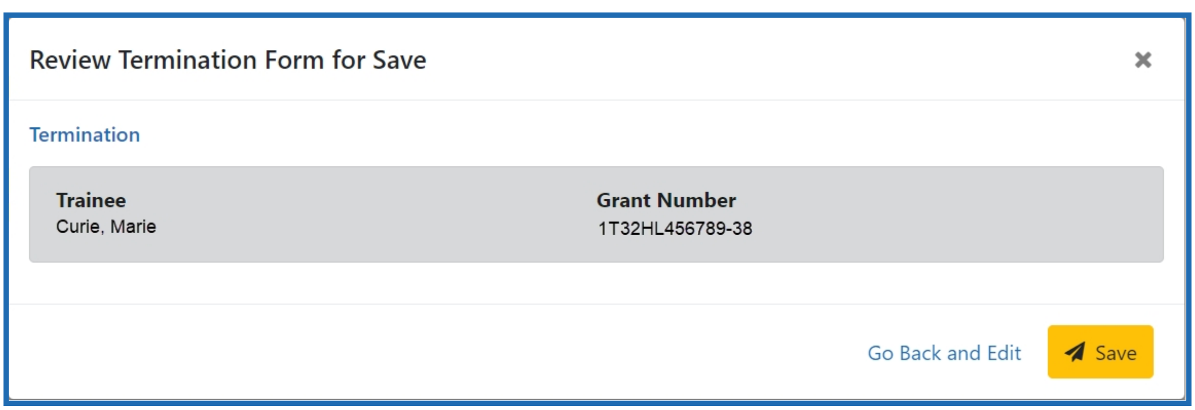
5. The **Routing History** tab in the Process Statement of Training Appointment section contains a list of the actions taken on the appointment. The first item in the history reflects the current state of the appointment.



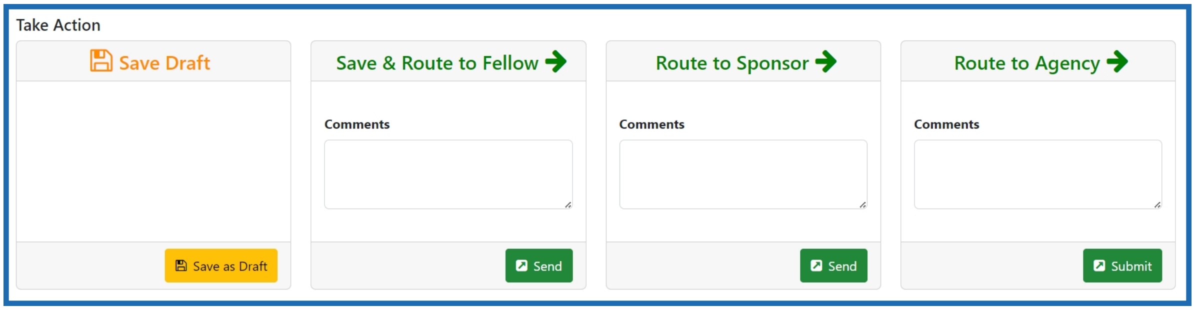
Reassign a Termination Notice to yourself

BOs have the ability to reassign to themselves any termination notices currently assigned to another BO.

1. In the In Progress Termination Notices list on the Business Official Home screen, click the **With Any BO** link. A list of all termination notices in **In Progress BO** status is displayed.
2. Locate the termination notice you wish to reassign to yourself.
3. Click the hyperlinked trainee name to view the Termination Notices screen.
4. At the bottom of the screen, click the **Save as Draft** button in the **Save & Assign to Me** card. A confirmation message displays.



5. Click the **Save** button. The termination notice is reassigned to you and the **Take Action** section now has options to process it.

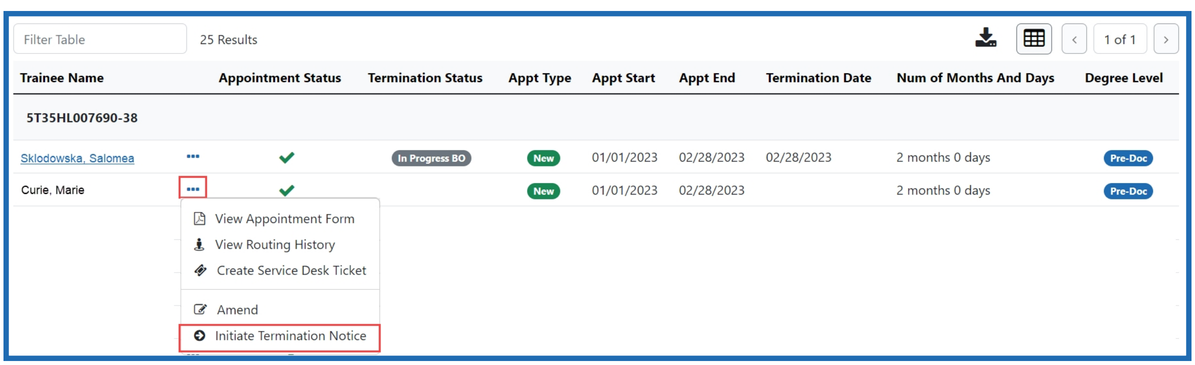


Early Terminations

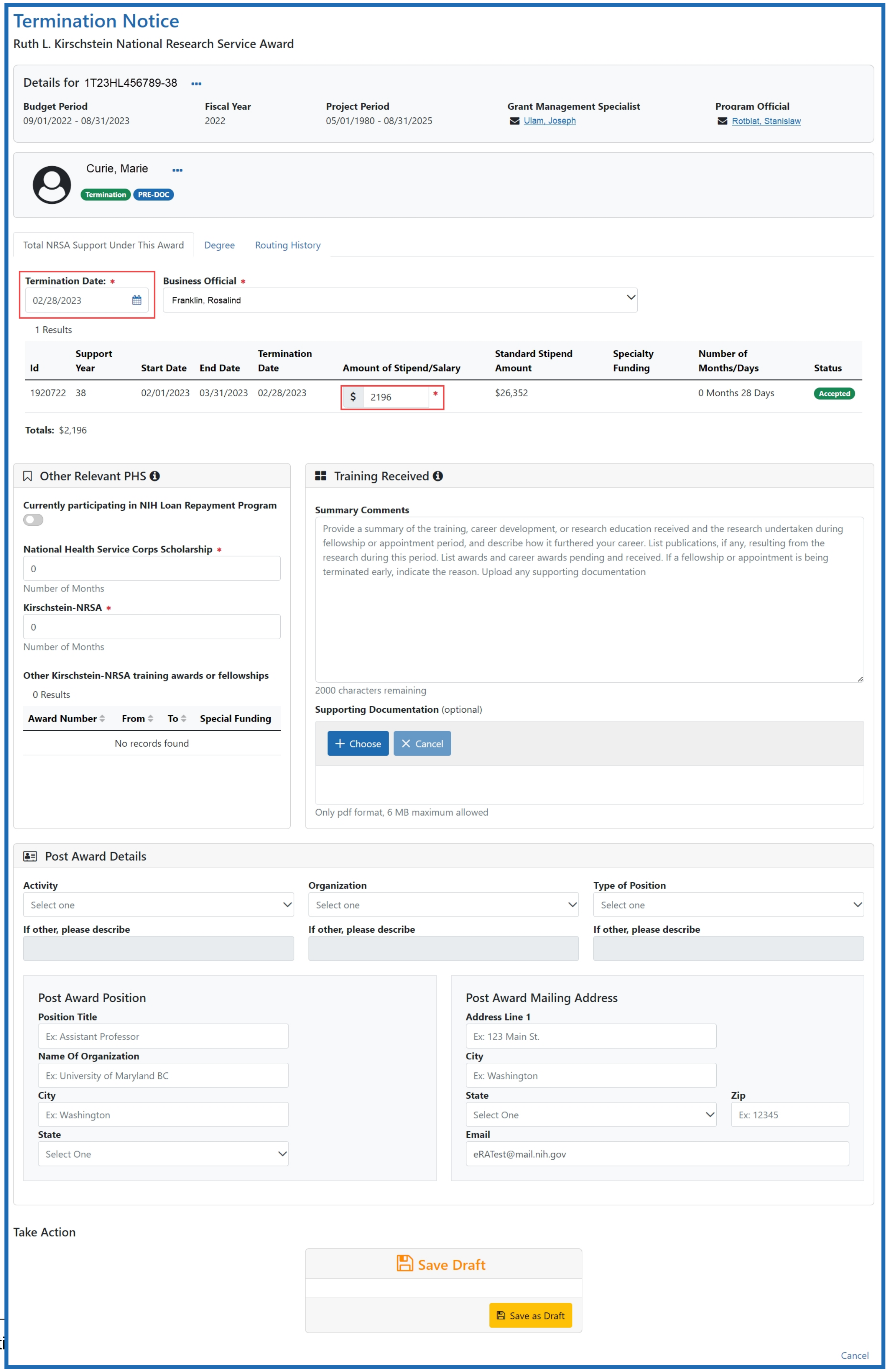
If a Trainee terminates early, only the Appointment that is being terminated, as well as all previous Appointments, will get terminated with the early termination date.

Initiate an early termination

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.



3. Click the **Actions** button and select **Initiate Termination Notice**.The Termination Notice screen is displayed with some fields pre-populated with data from the system.



Termination Notice

Ruth L. Kirschstein National Research Service Award

Details for 1T23HL456789-38 ...

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

Curie, Marie ...

Termination PRE-DOC

Total NRSA Support Under This Award | Degree | Routing History

Termination Date: * 02/28/2023

Business Official * Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1920722	38	02/01/2023	03/31/2023	02/28/2023	$ 2196 *	$26,352		0 Months 28 Days	Accepted

Totals: $2,196

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship *

0

Number of Months

Kirschstein-NRSA *

0

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number	From	To	Special Funding
No records found			

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. Upload any supporting documentation

2000 characters remaining

Supporting Documentation (optional)

+ Choose | X Cancel

Only pdf format, 6 MB maximum allowed

Post Award Details

Activity: Select one

Organization: Select one

Type of Position: Select one

If other, please describe

If other, please describe

If other, please describe

Post Award Position

Position Title: Ex: Assistant Professor

Name Of Organization: Ex: University of Maryland BC

City: Ex: Washington

State: Select One

Post Award Mailing Address

Address Line 1: Ex: 123 Main St.

City: Ex: Washington

State: Select One

Zip: Ex: 12345

Email: eRATest@mail.nih.gov

Take Action

Save Draft

Save as Draft

Cancel

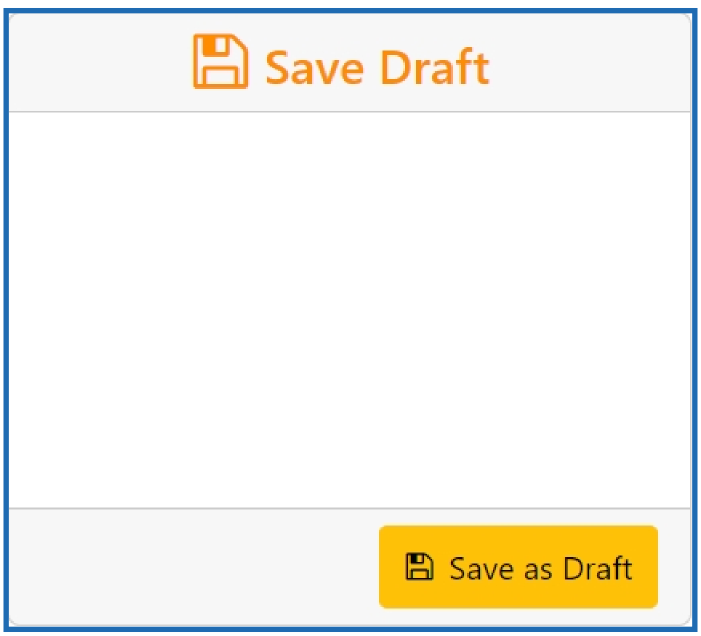
4. Modify the **Termination Date** as appropriate using MM/DD/YYYY format. The system will automatically recalculate the stipend.

   Only whole numbers are allowed in the **Amount of Stipend Salary** field. Only the principal investigator (PI) can modify the stipend on an early termination for T, K, and R grants—delegates cannot modify the stipend. On fellowships, the business official (BO) can make changes as well.

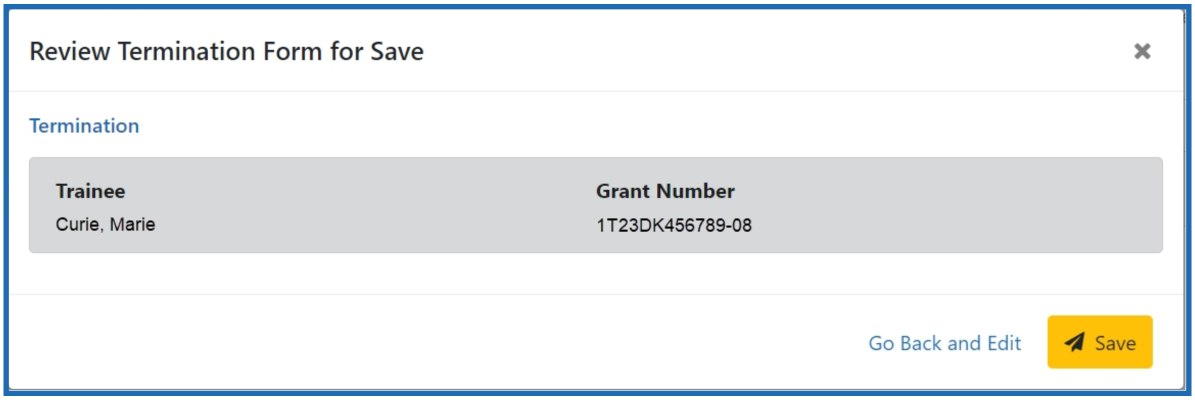
NOTE: When the end date is modified, and the appointment is for a partial year, sometimes the recalculated stipend amount will differ from the stipend amount calculated by the institution. The institution can modify the stipend based on its calculation. The Agency will approve the modified stipend, if it is within an appropriate range.

IMPORTANT: You must select the name of the business official (BO) who will submit the early termination notice to the agency.

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

Once the draft early termination has been saved, it follows the same process as terminations:

1. PD/PI routes early termination to trainee.
2. Trainee reviews and routes early termination to PD/PI. If no action is taken by Trainee in 14 business days, the system will automatically route the form back to the PD/PI, send a notification to PD/PI, and change the status of the TN to **In Progress PI**.
3. PD/PI reviews and routes early termination to BO.
4. BO reviews and routes early termination to Agency.
5. Agency reviews and approves early termination.

   Review the *Initiate a New Termination by PD/PI* on page 82, *Process Termination Notice by Trainee* on page 92 and *Process New Termination Notice by BO* on page 99 topics for more information.

NOTE: The PD/PI should make every effort to have the Trainee update their Personal Profile screen within Commons, specifically update their email address with their new (forwarding) email address, before the Trainee leaves the Institution. Otherwise, the PD/PI

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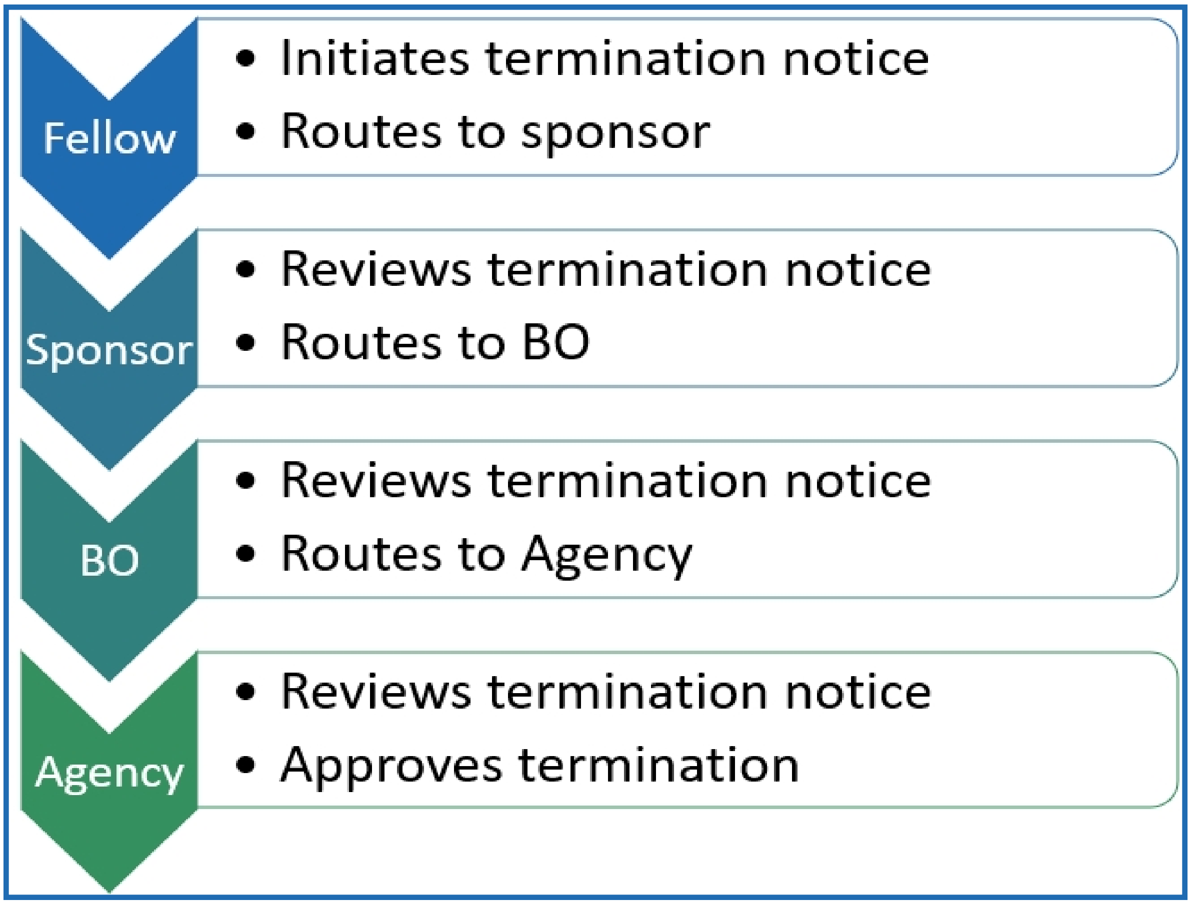
needs to know, and be able to provide, a forwarding email address for the Trainee to be entered within the Termination Notice.

Terminating Fellowships

Users can initiate and submit termination notices for fellowships via xTrain. Once the Fellowships are terminated, they will be automatically closed. As with training appointments, institution users will be able to terminate Fellowships early. Internal users will not be able to accept the TN until the Fellowship award is revised to show the new end date.



The Termination Notice for a Fellow can be initiated by the PD/PI (Fellow), business official (BO), Sponsor or Sponsor Delegate. The flow diagram indicates the preferred process: the Fellow initiates the termination notice; the Sponsor routes and certifies it; and the business official submits it to the Agency.

The individual that initiates the award termination is the *user*.

- The user locates the most recent Fellowship and displays its Trainee Roster screen.
- The user selects Initiate Termination Notice.
- The Termination Notice screen is displayed with fields pre-populated with data from the eRA system.
- The user reviews the Termination Notice and makes any necessary edits/additions (such as updating the email address of the PD/PI (Fellow) and entering/uploading the training provided).
- The user routes the Termination Notice onward to the next reviewer.

NOTE: For Federal or Foreign (the Institution is outside the US) Fellowships, the PD/PI (Fellow) and the Sponsor, as well as the BO, can submit the Termination Notice.

- The Termination Status is set according to the role of the individual who initiated it: *In Progress PI*, *In Progress Sponsor*, or *In Progress BO*.
- Except for Foreign or Federal Fellowships, the Fellowship must be routed to the BO for submission to the Agency.
- Only the principal investigator (PI) can modify the stipend on an early termination for T, K and R grants—delegates cannot modify the stipend. On fellowships, the business official can make changes as well.

NOTE: (If no action is taken):

- Termination Notices are automatically routed from the Sponsor to the BO after 14 days
- Termination Notices are automatically routed from the PD/PI (Fellow) to the BO after 14 days

Refer to the following topics for step-by-step instructions:

Initiate a New Fellowship Termination

Process Fellowship Termination Notice by Sponsor on page 117

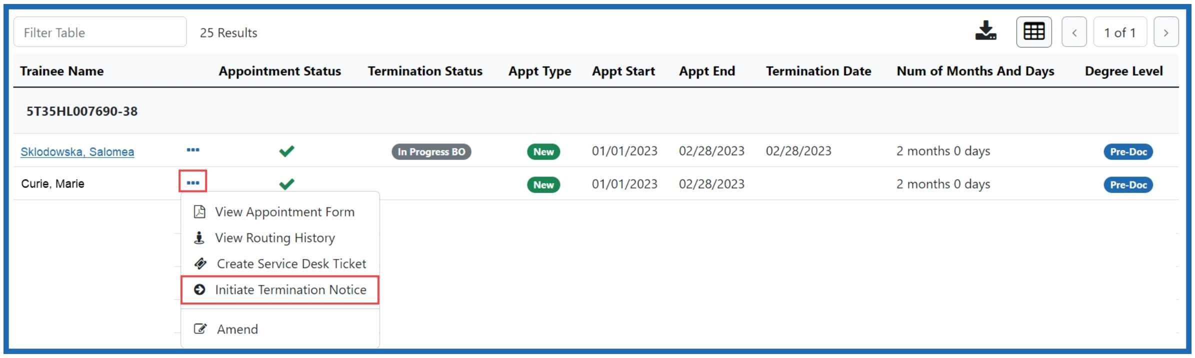
Process New Termination Notice by BO on page 120

Initiate a New Fellowship Termination

The Termination Notice for a Fellow can be initiated by the PD/PI (Fellow), business official (BO), Sponsor, or Sponsor Delegate.

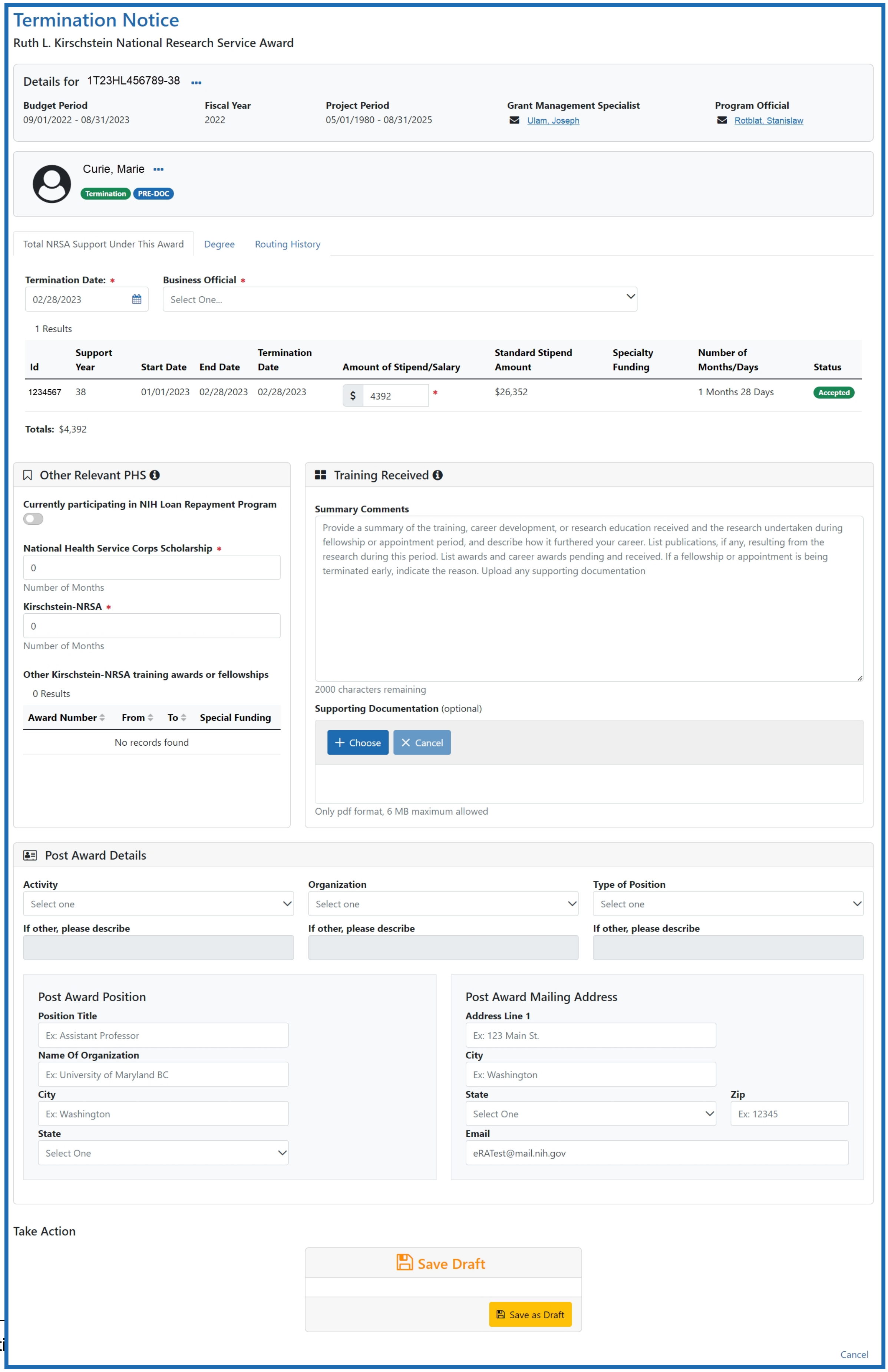
Initiate a new termination

1. In the Awarded Grants or Sponsored 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.



3. Click the  **Actions** button and select **Initiate Termination Notice**. The Termination Notice screen is displayed with some fields pre-populated with data from the system.

NOTE: The **Initiate TN** menu option will not display if there is an existing WIP appointment for the same Trainee.


Termination Notice
Ruth L. Kirschstein National Research Service Award
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
Rotblat, Stanislaw
Curie, Marie
Termination
PRE-DOC
Total NRSA Support Under This Award
Degree
Routing History
Termination Date: *
02/28/2023
Business Official *
Select One...
1 Results
Id
Support Year
Start Date
End Date
Termination Date
Amount of Stipend/Salary
Standard Stipend Amount
Specialty Funding
Number of Months/Days
Status
1234567
38
01/01/2023
02/28/2023
02/28/2023
$ 4392
$26,352
1 Months 28 Days
Accepted
Totals: $4,392
Other Relevant PHS
Currently participating in NIH Loan Repayment Program
National Health Service Corps Scholarship *
0
Number of Months
Kirschstein-NRSA *
0
Number of Months
Other Kirschstein-NRSA training awards or fellowships
0 Results
Award Number
From
To
Special Funding
No records found
Training Received
Summary Comments
Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. Upload any supporting documentation
2000 characters remaining
Supporting Documentation (optional)
+ Choose
Cancel
Only pdf format, 6 MB maximum allowed
Post Award Details
Activity
Select one
Organization
Select one
Type of Position
Select one
If other, please describe
If other, please describe
If other, please describe
Post Award Position
Position Title
Ex: Assistant Professor
Name Of Organization
Ex: University of Maryland BC
City
Ex: Washington
State
Select One
Post Award Mailing Address
Address Line 1
Ex: 123 Main St.
City
Ex: Washington
State
Select One
Zip
Ex: 12345
Email
eRATest@mail.nih.gov
Take Action
Save Draft
Save as Draft
Cancel

Complete the Termination Notice

1. Complete the Termination Notice. Required fields are marked with a red asterisk (*).

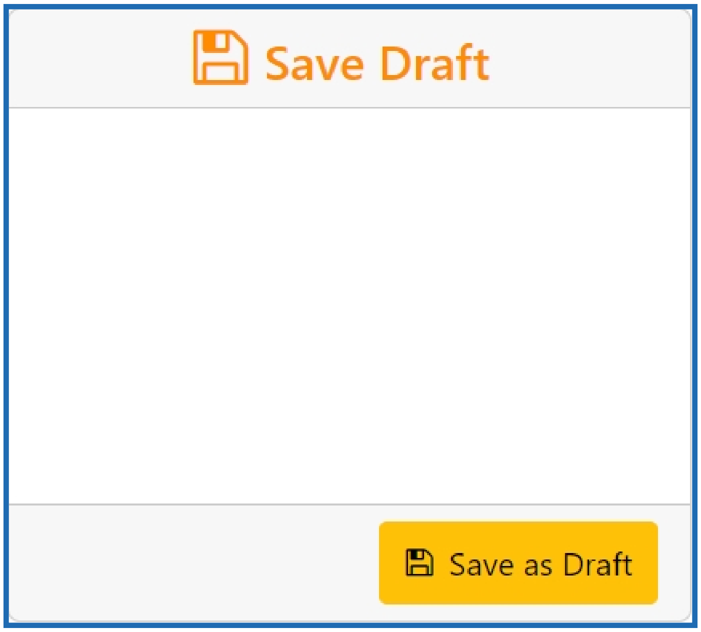
TIP: For form completion instructions and the form itself, click http://-grants.nih.gov/grants/funding/416/phs416-7.pdf.

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

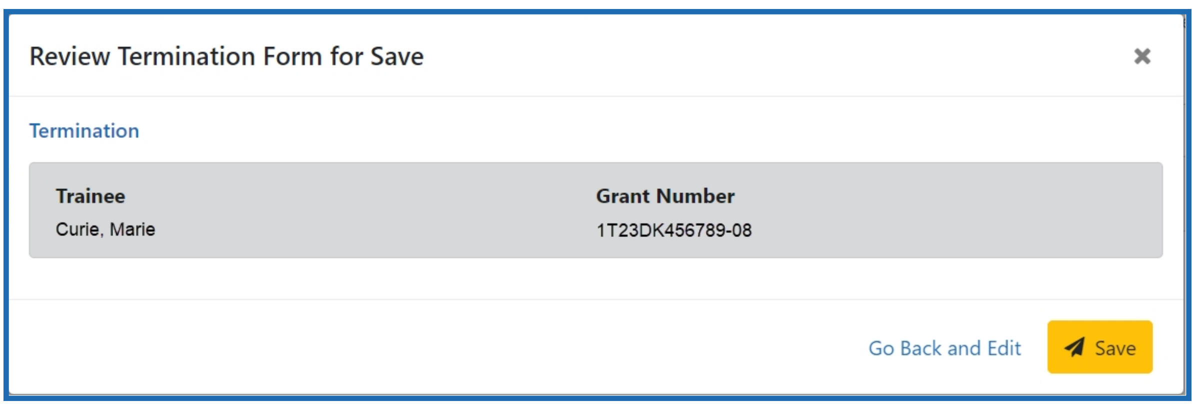
1. The Termination Date format is MM/DD/YYYY.
2. No commas or decimals are allowed in the Amount of Stipend/Salary field.
3. All comment text boxes are limited to 2000 characters.
4. Only the business official can submit the Termination Notice to the Agency for NRSA appointments and fellowships. For career development awards (e.g. K12, KL2, and KM1) and research awards (e.g. R25, R90), only the PD/PI can submit the termination notice.
5. Only the PD/PI or business official can modify the stipend on an early termination for fellowships.

IMPORTANT: You must select the name of the business official (BO) who will submit the termination notice to the agency.

Save Draft



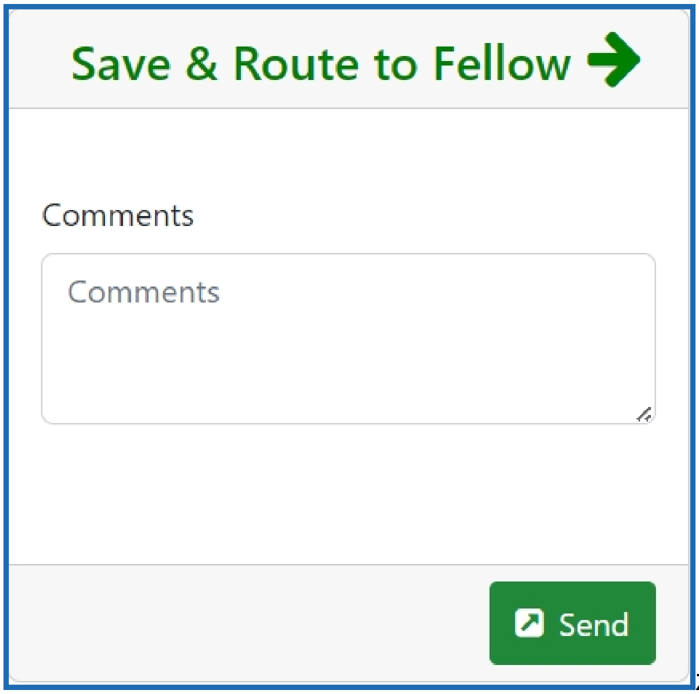
1. Click the **Save as Draft** button. A confirmation message displays.



2. Click the **Save** button. Your edits are saved and the form remains in your queue. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

Route new termination for processing

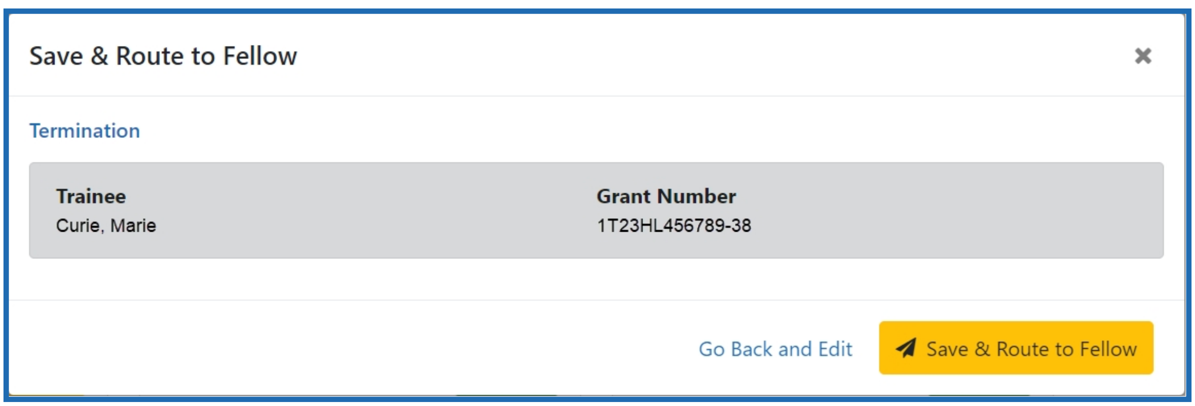
1. If the Termination Notice was initiated by the **business official (BO), Sponsor, or Sponsor Delegate**, it must be routed to the fellow.



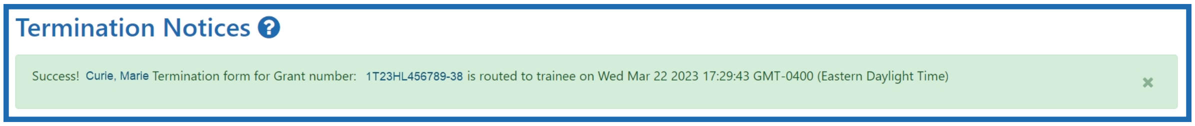
z

a. Add comments to the **Comments** field if desired.

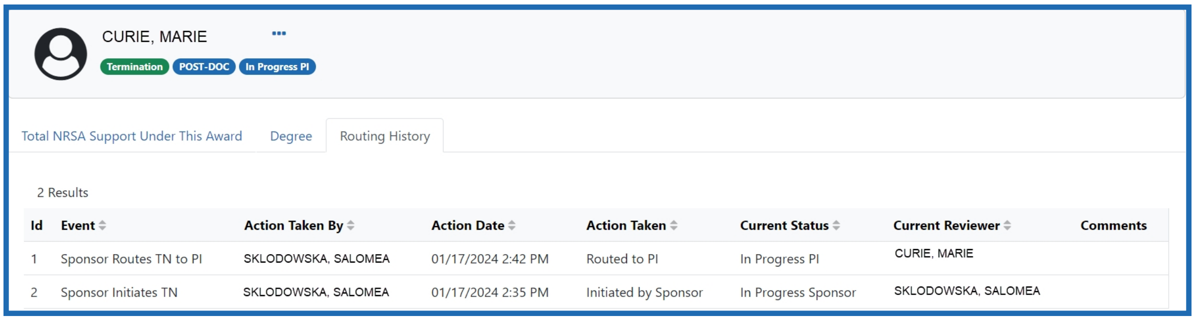
b. Click the **Send** button. A confirmation message displays.



c. Click the **Save & Route to Fellow** 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 Termination Notice has been successfully routed to the trainee. The status of the termination is changed to **In-Progress PI**.

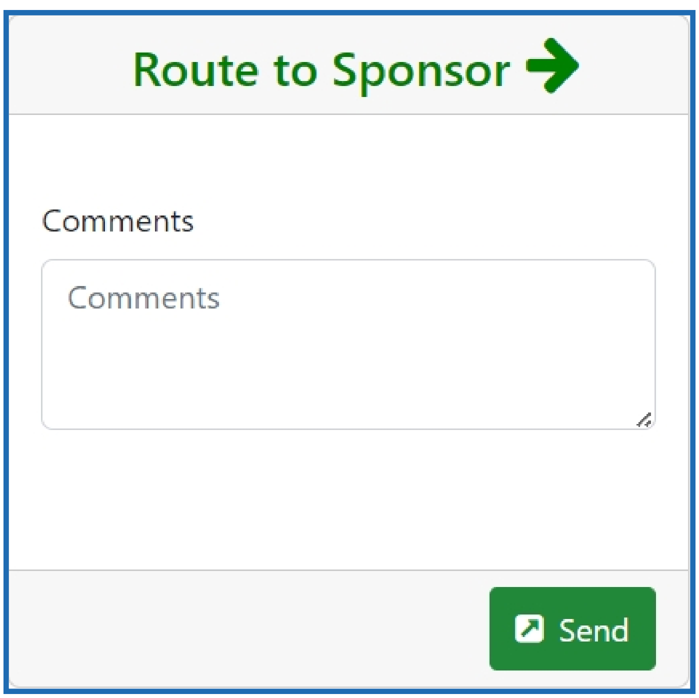


d. The **Routing History** tab in the trainee section contains a list of the actions taken on the termination. The first item in the history reflects the current state of the termination.



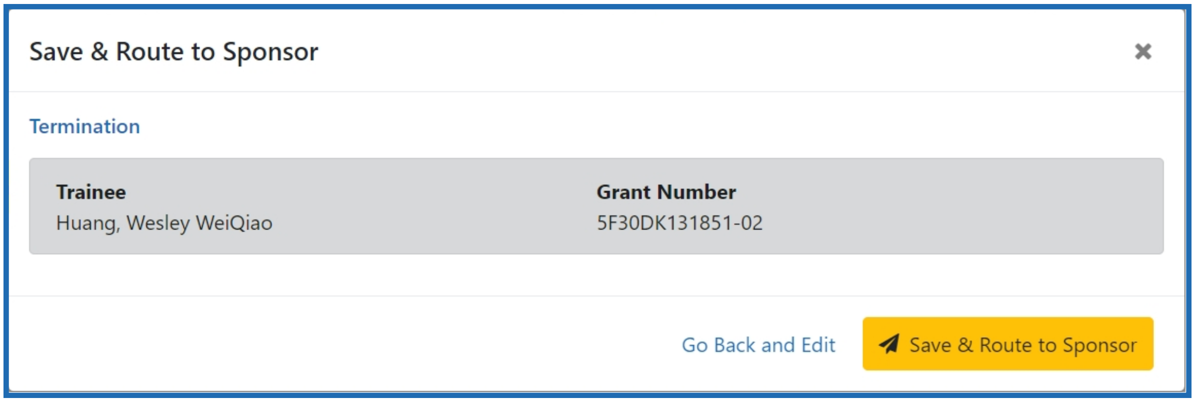
The status of the termination is changed to **In-Progress PI**.

2. If the Termination Notice was initiated by the **PD/PI**, it must be routed to the sponsor.

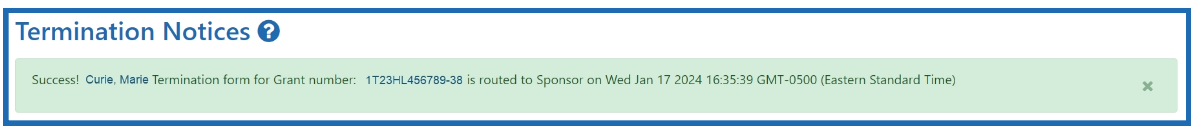


a. Add comments to the **Comments** field if desired.

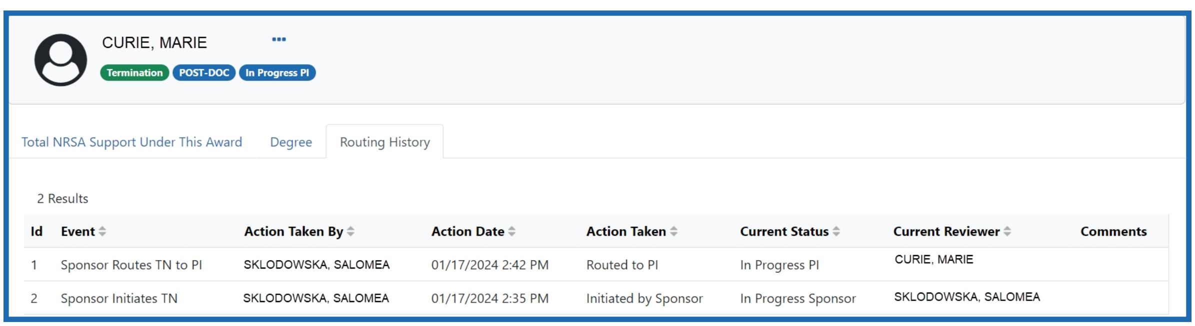
b. Click the **Send** button. A confirmation message displays.



c. Click the **Save & Route to Sponsor** 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 Termination Notice has been successfully routed to the trainee. The status of the termination is changed to **In-Progress Sponsor**.



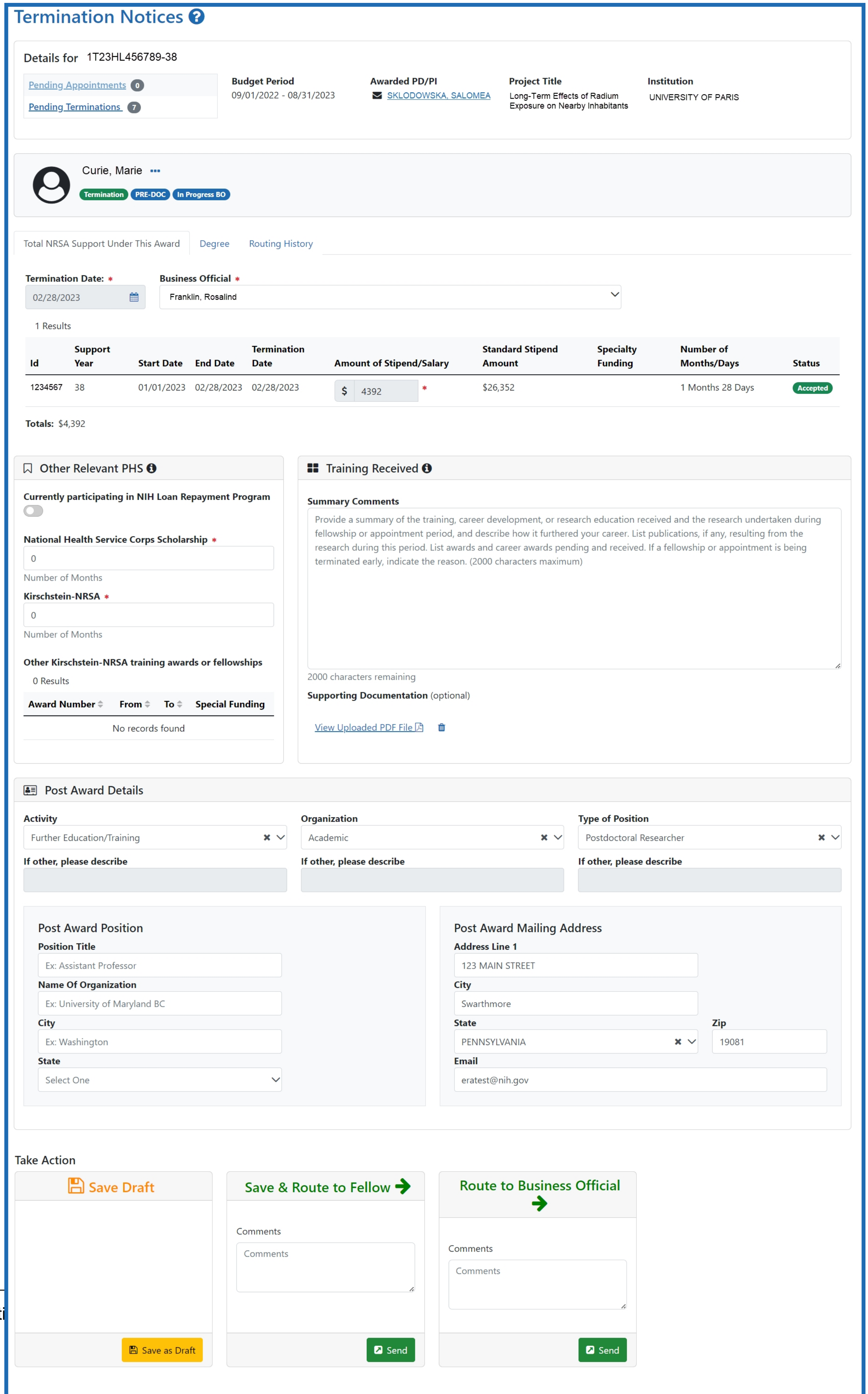
d. The **Routing History** tab in the trainee section contains a list of the actions taken on the termination. The first item in the history reflects the current state of the termination.



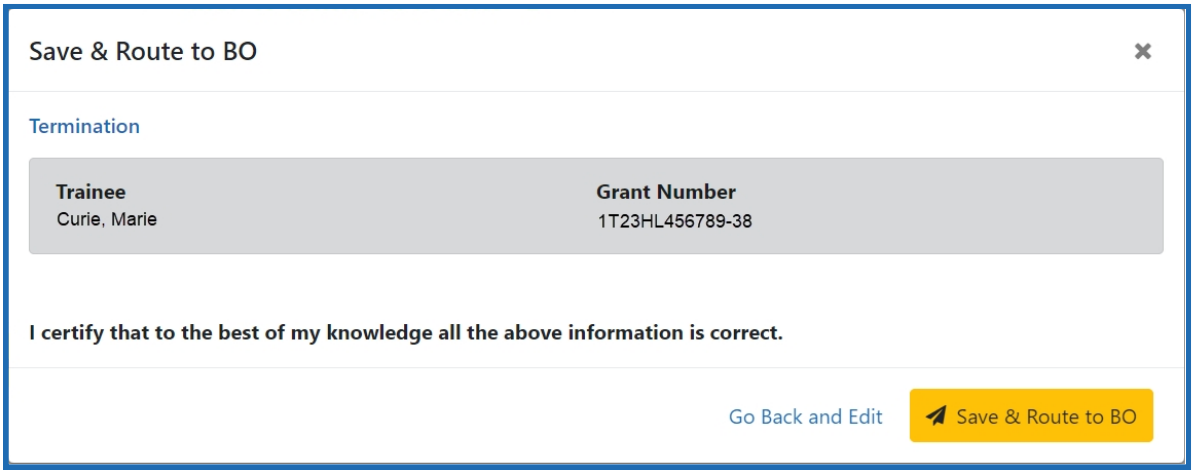
The status of the termination is changed to **In-Progress Sponsor**.

Process Fellowship Termination Notice by Sponsor

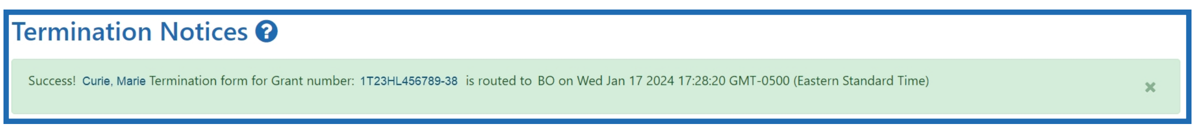
1. In the Sponsored Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. Locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.
3. Click the hyperlinked trainee name to view the Termination Notices screen.


Termination Notices
Details for 1T23HL456789-38
Pending Appointments 0
Pending Terminations 7
Budget Period
09/01/2022 - 08/31/2023
Awarded PD/PI
SKLODOWSKA, SALOMEA
Project Title
Long-Term Effects of Radium Exposure on Nearby Inhabitants
Institution
UNIVERSITY OF PARIS
Curie, Marie
Termination
PRE-DOC
In Progress BO
Total NRSA Support Under This Award
Degree
Routing History
Termination Date:
02/28/2023
Business Official
Franklin, Rosalind
1 Results
Id
Support Year
Start Date
End Date
Termination Date
Amount of Stipend/Salary
Standard Stipend Amount
Specialty Funding
Number of Months/Days
Status
1234567
38
01/01/2023
02/28/2023
02/28/2023
$ 4392
$26,352
1 Months 28 Days
Accepted
Totals: $4,392
Other Relevant PHS
Currently participating in NIH Loan Repayment Program
National Health Service Corps Scholarship
0
Number of Months
Kirschstein-NRSA
0
Number of Months
Other Kirschstein-NRSA training awards or fellowships
0 Results
Award Number
From
To
Special Funding
No records found
Training Received
Summary Comments
Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)
2000 characters remaining
Supporting Documentation (optional)
View Uploaded PDF File
Post Award Details
Activity
Further Education/Training
Organization
Academic
Type of Position
Postdoctoral Researcher
If other, please describe
If other, please describe
If other, please describe
Post Award Position
Position Title
Ex: Assistant Professor
Name Of Organization
Ex: University of Maryland BC
City
Ex: Washington
State
Select One
Post Award Mailing Address
Address Line 1
123 MAIN STREET
City
Swarthmore
State
PENNSYLVANIA
Zip
19081
Email
eratest@nih.gov
Take Action
Save Draft
Save & Route to Fellow
Route to Business Official
Comments
Comments
Comments
Comments
Save as Draft
Send
Send

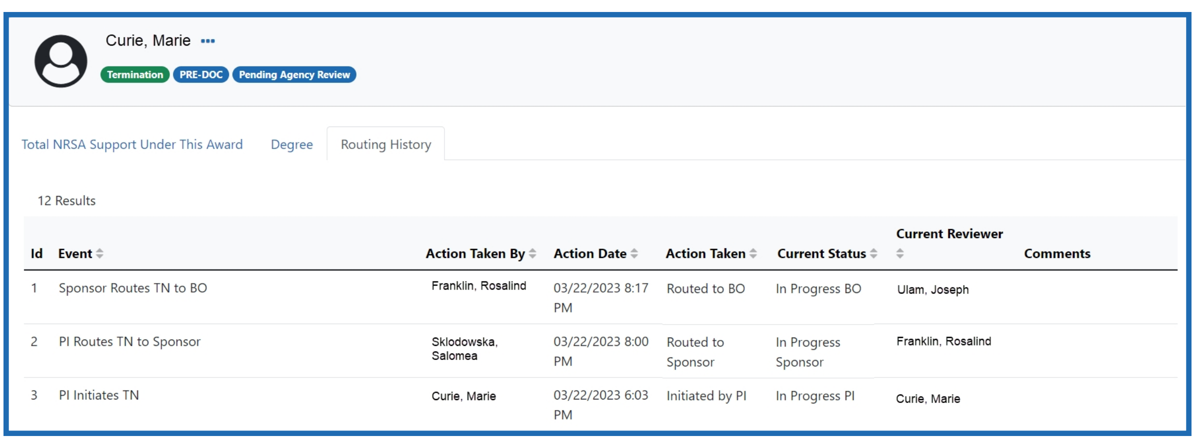
4. Review the form, add comments if desired, then click the **Send** button in the **Route to Business Official** card. A confirmation message displays.



5. Click the **Save and Route to BO** 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 Termination Notice has been successfully routed to the agency. The status of the appointment is changed to **In Progress BO**.



6. 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.

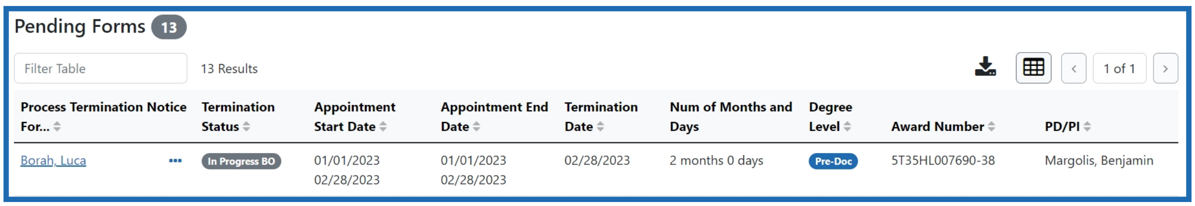


Process New Termination Notice by BO

NOTE: The Business Official (BO) is the only one who can submit a Termination Notice (TN) to the Agency for final processing and acceptance.

Process a new termination

1. In the Pending Forms list on the Business Official Home screen, locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.

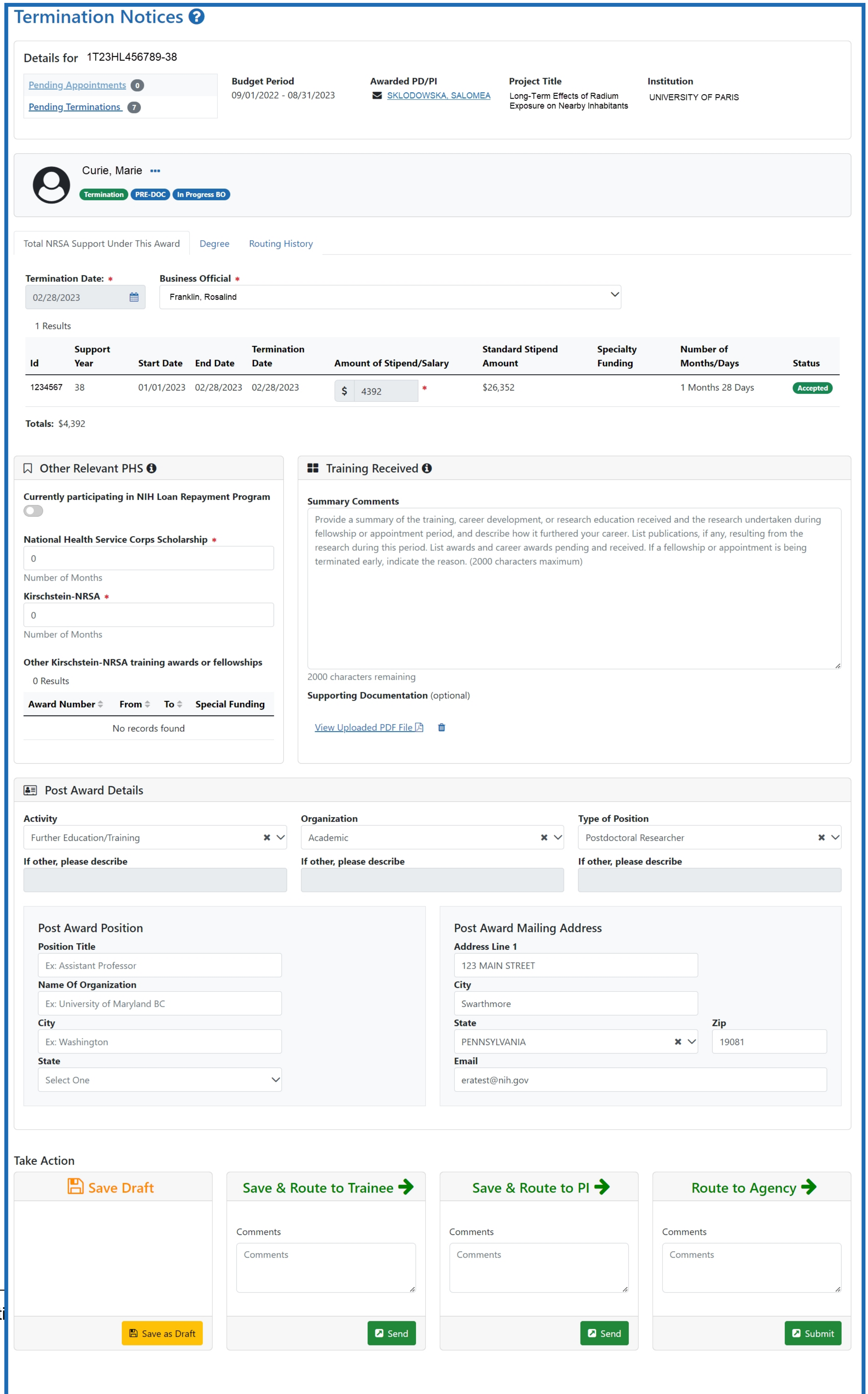


Pending Forms 13

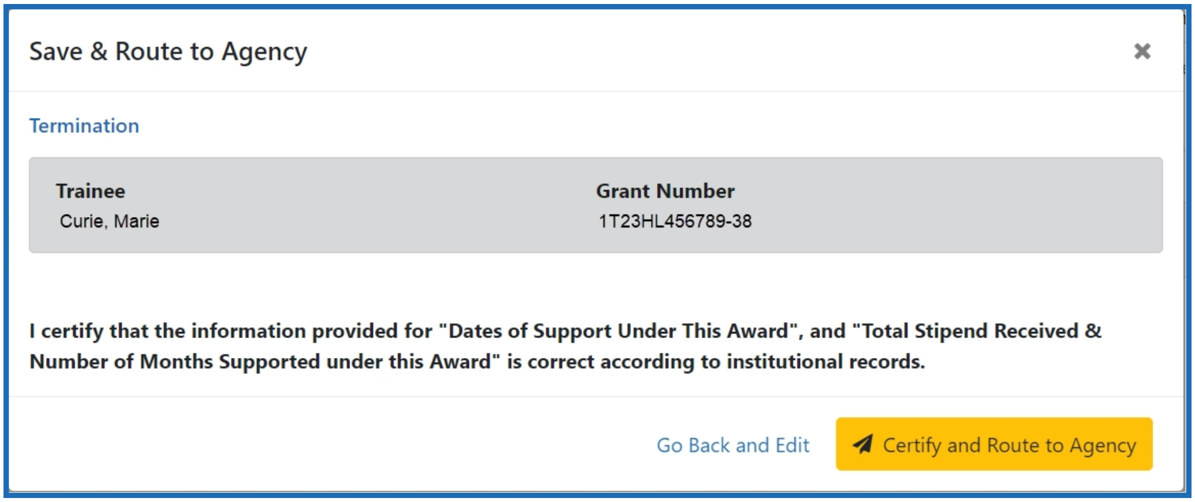
Filter Table 13 Results 1 of 1

Process Termination Notice For...	Termination Status	Appointment Start Date	Appointment End Date	Termination Date	Num of Months and Days	Degree Level	Award Number	PD/PI
Borah, Luca	In Progress BO	01/01/2023 02/28/2023	01/01/2023 02/28/2023	02/28/2023	2 months 0 days	Pre-Doc	5T35HL007690-38	Margolis, Benjamin

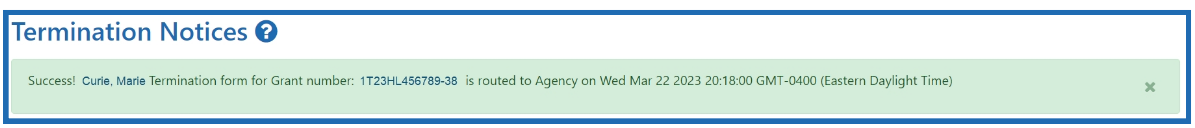
2. Click the hyperlinked trainee name to view the Termination Notices screen.


Termination Notices
Details for 1T23HL456789-38
Pending Appointments 0
Pending Terminations 7
Budget Period
09/01/2022 - 08/31/2023
Awarded PD/PI
SKLODOWSKA, SALOMEA
Project Title
Long-Term Effects of Radium Exposure on Nearby Inhabitants
Institution
UNIVERSITY OF PARIS
Curie, Marie
Termination
PRE-DOC
In Progress BO
Total NRSA Support Under This Award
Degree
Routing History
Termination Date:
02/28/2023
Business Official
Franklin, Rosalind
1 Results
Id
Support Year
Start Date
End Date
Termination Date
Amount of Stipend/Salary
Standard Stipend Amount
Specialty Funding
Number of Months/Days
Status
1234567
38
01/01/2023
02/28/2023
02/28/2023
$ 4392
$26,352
1 Months 28 Days
Accepted
Totals: $4,392
Other Relevant PHS
Currently participating in NIH Loan Repayment Program
National Health Service Corps Scholarship
0
Number of Months
Kirschstein-NRSA
0
Number of Months
Other Kirschstein-NRSA training awards or fellowships
0 Results
Award Number
From
To
Special Funding
No records found
Training Received
Summary Comments
Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)
2000 characters remaining
Supporting Documentation (optional)
View Uploaded PDF File
Post Award Details
Activity
Further Education/Training
Organization
Academic
Type of Position
Postdoctoral Researcher
If other, please describe
If other, please describe
If other, please describe
Post Award Position
Position Title
Ex: Assistant Professor
Name Of Organization
Ex: University of Maryland BC
City
Ex: Washington
State
Select One
Post Award Mailing Address
Address Line 1
123 MAIN STREET
City
Swarthmore
State
PENNSYLVANIA
Zip
19081
Email
eratest@nih.gov
Take Action
Save Draft
Save & Route to Trainee
Save & Route to PI
Route to Agency
Comments
Comments
Comments
Comments
Comments
Comments
Save as Draft
Send
Send
Submit

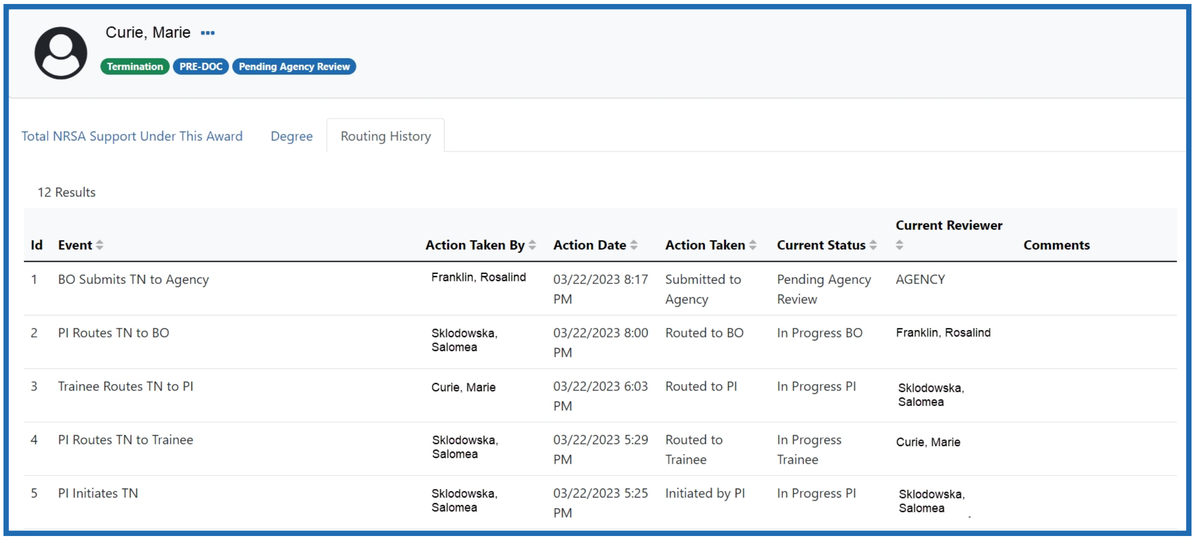
3. Review the form, add comments if desired, then click the **Submit** button in the **Route to Agency** card. A confirmation message displays.



4. Click the **Certify and Route to Agency** 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 Termination Notice has been successfully routed to the agency. The status of the appointment is changed to **Pending Agency Review**.



5. 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.



Curie, Marie •••

Termination PRE-DOC Pending Agency Review

Total NRSA Support Under This Award | Degree | Routing History

12 Results

Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	BO Submits TN to Agency	Franklin, Rosalind	03/22/2023 8:17 PM	Submitted to Agency	Pending Agency Review	AGENCY	
2	PI Routes TN to BO	Sklodowska, Salomea	03/22/2023 8:00 PM	Routed to BO	In Progress BO	Franklin, Rosalind	
3	Trainee Routes TN to PI	Curie, Marie	03/22/2023 6:03 PM	Routed to PI	In Progress PI	Sklodowska, Salomea	
4	PI Routes TN to Trainee	Sklodowska, Salomea	03/22/2023 5:29 PM	Routed to Trainee	In Progress Trainee	Curie, Marie	
5	PI Initiates TN	Sklodowska, Salomea	03/22/2023 5:25 PM	Initiated by PI	In Progress PI	Sklodowska, Salomea	

Personal Profile

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data.

Personal profile information is used to pre-populate appointment and termination forms in xTrain. The xTrain system will check to ensure that you have provided all the necessary information prior to routing your xTrain forms back to the PD/PI.

Personal Profile Fields Checked by xTrain

- Degree(s) – At least one degree is needed (if the stipend level on the xTrain appointment is higher than pre-Bachelor's degree) *see below
- Race
- Sex
- DOB – Date of Birth
- eRA Email
- Citizenship

Disadvantaged Background

To provide guidance in answering this question, the Trainee-Specific Information screen provides a link to further information on disadvantaged background (https://www.era.nih.gov/commons/disadvantaged_def.htm).

Under extraordinary circumstances the PHS may, at its discretion, consider an individual beyond the undergraduate level to be from a disadvantaged background. Such decisions will be made on a case-by-case basis, based on appropriate documentation. Trainees beyond the undergraduate level should consult with their training grant PD/PIs for further instructions.

* List of Degrees

xTrain will check Degree information as part of the Appointment process as follows:

- PRE-BACCALAUREATE: does not have a Bachelor's degree
- PRE-DOC: must have a Bachelor's Degree or equivalent
- POST-DOC: must have a PhD, MD, or equivalent

NOTE: Trainee should provide information on degrees in progress and their expected completion date.

Use the **Add a Degree** button to provide new or additional degree information.

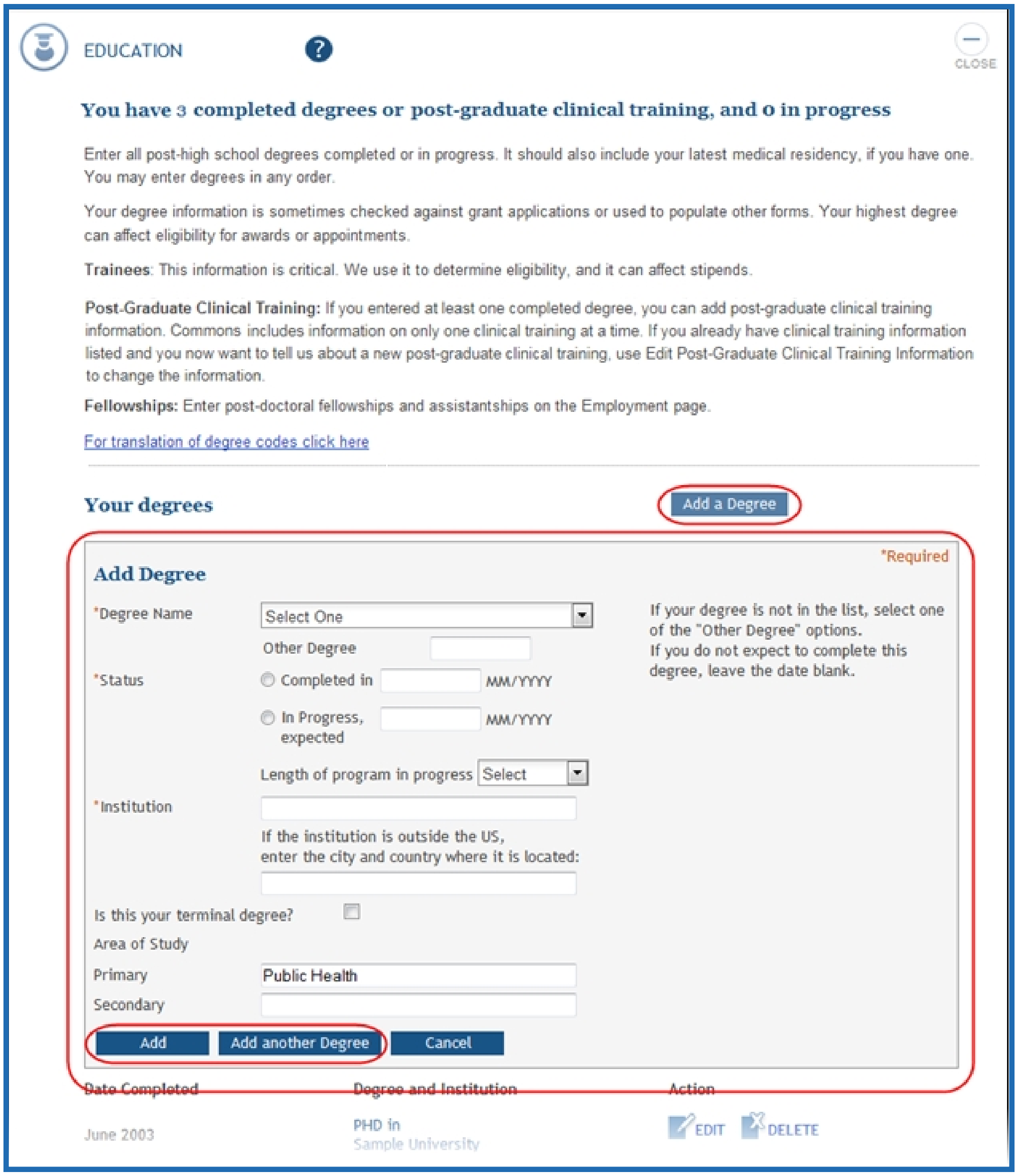


Figure 6: List of Degrees Screen

For more information on the *Personal Profile* Module, please refer to the [Personal Profile](#) topic in the [Commons](#) online help.

Appendix A – Statement of Appointment (Form PHS 2271)

For a printable sample form, along with complete instructions on all fields in the form, see the following:

https://grants.nih.gov/training/phs2271.pdf

Appendix B – Termination Notice (Form 416-7)

For a printable sample form, along with complete instructions on all fields in the form, see the following:

https://grants.nih.gov/grants/funding/416/phs416-7.pdf

Appendix C – Payback Agreement (Form PHS 6031)

For a printable sample form, along with complete instructions on all fields in the form, see the following:

https://grants.nih.gov/grants/funding/416/phs6031.pdf

Appendix D – Appointment Errors/Warnings

The table below identifies the circumstances (conditions) when errors or warnings occur, the error or warning message provided as a result, and the role of the individual who sees the message on the screen.

NOTE: When the internal user clicks the Validate button, the warnings will appear for that appointment. The errors will not be shown because the appointment cannot be submitted with errors.

Condition	Error or Warning	Message	Role Receiving Message
The Trainee Appointment Period specified exceeds 12 months.	Error	A Trainee Appointment cannot exceed 12 months without prior approval of the awarding agency. Please adjust the Start/End Date of the Appointment or contact the eRA Help Desk for further assistance.	PI
The Start and End Dates of the New Appointment cannot be within the Start and End Date of the existing Appointment for the Trainee.	Error	There is another existing Appointment for the Trainee on the Grant # [Insert Grant # and the PI Name of the existing Appointment]. The Start and End Dates of the new Appointment cannot be within the Start and End Date of an existing Appointment for the	PI

Condition	Error or Warning	Message	Role Receiving Message
		Trainee.	
The Appointment Start Date is not within the Budget Period year of the Associated Grant.	Error	The Trainee Appointment Start Date should occur within the Budget Period year of the associated grant.	PI
The Appointment Start Date should be less than the Appointment End Date.	Error	The Appointment Start Date should be less than the Appointment End Date.	PI
The Trainee Appointment End Date must be less than or equal to the Project Period End Date.	Warning	The Trainee Appointment End Date must be less than or equal to the Project Period End Date.	PI
If the Trainee Race, Sex, or Birth Date is not entered...	Error	The Trainee Race, Sex, and Birth Date must be entered. Where available, Do not wish to provide, can be used. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI**
If the Ethnicity and/or Disabilities are not entered...	Error	The Trainee Ethnicity and Disabilities must be entered. Where available, Do not wish to provide, can be used. The Trainee	Trainee/PI**

Condition	Error or Warning	Message	Role Receiving Message
		must enter this information on the Personal Profile screen in eRA Commons.	
If the Stipend/Salary amount is not entered or is entered but is zero or less. The R25 activity code can have zero stipend/salary.	Error	The Stipend/Salary amount must be entered and be greater than zero.	PI
The citizenship indicator for Trainee Profile is not entered.	Error	The Trainee's citizenship must be entered. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI**
The grant does not have the activity code T34, the Stipend Level is not PRE-BAC, and the Trainee does not have at least one degree.	Error	At least one Trainee degree must be entered. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI**
The Appointment is for a Post-Doc or a Scholar and the Trainee does not have a PhD, MD or at least one equivalent degree.	Warning	The Trainee has not entered a PhD, MD, or equivalent degree required for this Post-Doc or Scholar Appointment. The Trainee must enter	Trainee/PI*

Condition	Error or Warning	Message	Role Receiving Message
		this information on Personal Profile screen in eRA Commons.	
The Appointment is for a Pre-Doc and Trainee does not have Bachelor's degree or equivalent degree.	Warning	The Trainee has not entered a Bachelor's degree or equivalent degree required for this Pre-Doc Appointment. The Trainee must enter this information on the Personal Profile screen in eRA Commons.	Trainee/PI*
The Pre-Doc is receiving more than five years of NRSA support.	Warning	The Pre-Doc may not receive greater than five years of NRSA support without a waiver from the awarding agency.	PI
The Post-Doc is receiving more than three years of NRSA support.	Warning	The Post-Doc may not receive greater than three years of NRSA support without a waiver from the awarding agency.	PI
The Trainee profile indicates Federal Debt with no explanation provided.	Error	The Trainee has Federal Debt indicated in the Trainee-Specific section of their Personal Profile. An explanation for the Federal Debt must be provided.	Trainee

Condition	Error or Warning	Message	Role Receiving Message
If the Appointment Period (difference between Start and End Dates) is less than nine months and activity code is not T35...	Warning	No Trainees may be appointed for less than nine months unless the Training grant was designated for short-term training positions or prior approval was granted by the awarding agency.	PI
If Trainee Profile is missing a SSN...	Warning	No SSN has been entered in the Trainee Personal Profile. The Trainees are asked to voluntarily provide their SSN information to aide in the processing of the Trainee Appointments by providing the agency with vital information necessary for accurate identification.	Trainee/PI**
For a new Appointment that has not previously been routed to the Trainee, if the PI tries to submit the 2271 Form to the agency.	Error	The Save & Submit function failed. The 2271 Form must be routed to the Trainee prior to submission to agency. NOTE: The Save & Route to Trainee button appears at the bottom of the screen after the PI invites or re-invites the Trainee to register in eRA Commons	PI

Condition	Error or Warning	Message	Role Receiving Message
		AND the Trainee follows the e-mailed registration instructions.	
If the grant is aT35 and the number of months between the Appointment Start and End Dates is less than two months…	Warning	If the grant Activity Type is T35 then the Appointment Period should not be less than two months.	Trainee/PI**
If the grant is a T35 and the number of months between Appointment Start and End Dates is more than three months…	Warning	If the grant Activity Type is T35 then the appointment period should not exceed three months.	Trainee/PI**
The activity code for the grant is T34 and the Trainee has any type of degree.	Warning	Because the Trainee has a degree, confirm the Trainee's eligibility for the T34 Appointment.	Trainee/PI** This warning exists in xTrain only so there is no need for the Edit Checker validation procedure.
If the Appointment Period (difference between Start and End Dates) is less than eight	Error	For RL5, RL9, R90 and R25 activity codes, xTrain does not accept Appointments if the Appointment Period	Trainee/PI**

Condition	Error or Warning	Message	Role Receiving Message
weeks and the activity code is RL5, RL9, R90 or R25...		is less than eight weeks.	
For RL5, RL9, R90 and R25 activity codes, if the Non-Resident is selected on Trainee Personal Profile...	Warning	Please make sure you are following the FOA instructions regarding citizenship requirements.	Trainee/PI**
If the Appointment is for a Participant and no degree is specified...	Warning	No degree information has been entered on Personal Profile screen in eRA Commons.	Trainee/PI**
For RL5, RL9, R90 and R25 activity codes and the Field of Research Training (FOT) is not specified...	Warning	The Field of Research Training (FOT) or Career Development is not entered.	Trainee/PI*
For all activity codes except for R25, R38, RL5, RL9, and R90, if Non-Resident is selected on the Trainee Personal Profile...	Error	The Appointed individuals must be citizens, non-citizen nationals of the United States, or lawfully admitted permanent residents.	Trainee/PI**

Appointment Errors/Warnings Quick Reference