Take the xTrain to NIH NRSA Success:
Overview, Tips & Tricks, and Demonstration

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Learning Objectives

- Understand the purpose and functionality of the NIH eRA Commons xTrain module
- Initiate and manage xTrain pre- and post-doctoral trainee appointments, reappointments, amendments, terminations, and payback agreements
- Strategies for delegating xTrain workflow
- Common xTrain system "glitches" and tips for avoiding and/or conquering them
Session Structure

- What is xTrain and Overview of new requirements
- Preparing for using xTrain
- Demonstration
- Links for Training Videos and Quick Reference Guides

What is xTrain?

- Online application within NIH eRA Commons that allows grantees and Federal agency staff to access and share administrative grant information
- Allows institutional users to electronically prepare, route, track, and submit institutional training grant appointments, re-appointments, amendments, termination notices, and payback agreements
- Allows agency staff to process appointments electronically
xTrain

- The train has arrived at the station (and it isn’t pretty)
- As of January 1, 2011, xTrain is mandatory for:
  - T34 (Institutional undergraduate training grants)
  - T32, T35, T90, TL1, TU2 (Pre- & post-doc institutional training grants)
  - F30, F31, F32, F33 (Fellowships – terminations only)
  - T15 (NLM training grants)
  - R25, R90 (Research education awards)
  - K12, KL2, KM1 (Institutional career development awards)

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xTrain Forms for NIH Training Grants

- Statement of Appointment (PHS 2271)
- Any future appointment amendments or reappointments
- Termination Notices (PHS 416-7)
- Payback Agreements (PHS 6031)
  - Note: Must download form, xTrain will populate basic info., complete form, print, sign and mail to NIH

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xTrain User Roles

- Business Official (BO) – individual with signatory authority; submits to agency
- Program Director/Principal Investigator (PD/PI)
- PD/PI Delegate – individual authorized to access and edit in xTrain on behalf of PI
- Trainee

Preparing for xTrain

- Administrator = eRA Commons ID with “ASST” role
- PI/PD of your training grant can “Delegate” xTrain authority to you: http://era.nih.gov/files/PI_delegation_xtrain_authority.pdf
- Training Grants appear in “xTrain” tab in eRA Commons
- Know the appropriate compensation packages
- Verify the appropriate “Experience Level” for Post-docs
One Method for Success

- The following slides present Columbia University School of Nursing’s standard protocol for role responsibilities within xTrain that has proven successful
- Note: Your institution may have different polices, procedures, and delegation of responsibilities

xTrain Responsibilities: New Appointments

- **Administrative Delegate**
  - Checks if Trainee has an eRA Commons ID (click on “Identify Trainee” when initiating new appointment) if not, submits request for an ID
  - Creates new appointment
  - Completes appointment date range, stipend level and compensation, tuition/fees, and travel
  - “Save & Route to Trainee” BUTTON
  - Verifies the information trainee inputs, then gives PI “ok” to send to Agency
- **Sponsored Projects Administration (PRE-AWARD OFFICE) / BO**
  - Obtains eRA Commons ID for Appointee; ensures “trainee role” is assigned
- **Trainee**
  - Activates eRA Commons ID
  - Completes “Personal Profile” tab in eRA Commons
  - Completes all demographic and education information in appointment form
  - “Save & Route to PI” BUTTON
xTrain Responsibilities: New Appointments

- PI/PD
  - Views completed appointment for accuracy
  - "Submit Form to Agency"
- NIH Grants Management Specialist (GMS)
  - Verifies accuracy of appointment
  - Verifies trainee package, including tuition, trainee-related costs, and appropriate stipend level
  - Accepts appointment
- Sponsored Projects Finance (POST-AWARD OFFICE) / BO
  - No role in Appointment Process

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xTrain Responsibilities: Payback Agreement Forms – Postdoctoral Trainees Only

- Administrative Delegate
  - "View Payback" link to download and print the Payback Agreement Form
  - Obtains signature from Trainee
  - Mails signed original to "the awarding Federal Agency Grants Management Office named in the Notice of Grant Award"
- Trainee
  - Reviews, signs, and dates Payback Agreement
  - Alternatively, the Trainee can download the form, sign, and mail
- PI/PD & Sponsored Projects Offices / BO
  - No role if delegate handles
- NOTE: xTrain will only show "unsigned" Payback Agreement Form; there is no update to indicate the signed form has been submitted or received.

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xTrain Responsibilities: Re-Appointments

- **Administrative Delegate**
  - Initiates re-appointment – "Re-appoint 2271" BUTTON
  - Completes appointment date range, stipend level and compensation, tuition/fees, and travel
  - "Save & Route to Trainee" BUTTON
  - Verifies the information the trainee inputs and then gives the PI the ok to sent to the Agency
  - NOTE: If prior appointment was done via paper, be sure to have Trainee complete all parts of the "Personal Profile" tab in eRA Commons

- **Trainee**
  - Completes "Personal Profile" tab in eRA Commons
  - Verifies demographic and education information in appointment
  - "Save & Route to PI" BUTTON

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xTrain Responsibilities: Re-Appointments

- **PI/PD**
  - Views completed appointment for accuracy
  - "Submit Form to Agency" BUTTON

- **NIH Grants Management Specialist (GMS)**
  - Verifies accuracy of appointment
  - Verifies trainee package, including tuition, trainee-related costs, and appropriate stipend level
  - Accepts appointment

- **Sponsored Projects Offices / BO**
  - No role in Re-Appointment Process

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### xTrain Responsibilities: Terminations

- **Administrative Delegate**
  - Initiates a termination notice—“Initiate TN” BUTTON
  - Assigns SPF Business Official (BO) to the TN
  - Completes appointment dates and amount of stipend received
  - “Save & Route to Trainee” BUTTON
  - Verifies the information: the trainee inputs and then gives the PI the ok to sent to the BO

- **Trainee**
  - Completes all demographic / future position / continuing education information
  - Provides a summary of training received and research undertaken during traineeship

- **PI/PD**
  - Views completed TN for accuracy and “Save & Route to BO” BUTTON

- **BO**
  - Verifies “Amount of Stipend Received” during appointment period(s) – not to exceed amount indicated on appointment form(s)
  - “Submit Form to Agency” BUTTON

- **NIH GMS**
  - Verifies accuracy of termination notice and accepts TN

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### xTrain Tips & Hints

- **ALWAYS**
  - Check if Trainee already has an eRA Commons ID
  - Have Trainee complete their “Personal Profile” tab
  - Manually pro-rate the stipend if appointment period is < 12 months
  - Add notes to accompany the routing of a form
  - Initiate trainee appointment process PRIOR to actual start date
  - Follow-up with Trainee/PI/PD if appointment process isn’t progressing
  - Contact GMS to expedite xTrain processing
  - When appointing past the grant end date, hit the “Continue” button to bypass the error (temporary glitch)
xTrain Tips & Hints

**NEW**
- Use "Invite Trainee to Register" button (if your Sponsored Project Office is the one who assigns eRA Commons IDs)
- Allow Trainees to complete their own appointment dates / stipends / tuition / travel amounts
- Assume the Stipends in the drop-down menu are current
- Wait until actual appointment start date to begin the xTrain process of appointing a trainee

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xTrain

- Demonstration
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This document is from the NCURA 53rd Annual Meeting held on November 6-9, 2011 in Washington, DC.
xTrain Training Videos

- Training Account and Profile Setup:
  http://era.nih.gov/virtualsehool/external/xTrain_Main.htm
- Delegation of Authority:
  http://era.nih.gov/virtualsehool/external/xTrain2_Main.htm
- Appointments, Reappointments, and Amendments:
  http://era.nih.gov/virtualsehool/external/xTrain3_Main.htm

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xTrain Quick Reference Guides

- Initiating xTrain Appointments -
  http://era.nih.gov/files/xTrain_Initiate_Appointment.pdf
- Getting Started for Trainees -
- PI/PD Delegation of xTrain Authority -
- Errors and Warnings -
  http://era.nih.gov/files/xTrain_Appointment_Validations.pdf
- Terminations -
  http://era.nih.gov/files/xTrain_Initiate_Termination.pdf

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