xTrain — Initiating Appointment

Quick Reference Guide for Principal Investigators (PD/PI) and Institution Users

1. The PD/PI Accesses the Trainee Roster in xTrain

- The PD/PI logs into eRA Commons and selects the **xTrain** tab to open the *My Grants* screen.

- From the list of grants presented, the PD/PI selects the **View Trainee Roster** link for the desired grant.

- The *Trainee Roster* appears, with the default of the **Latest and Previous Awarded Support Years**.

NOTE: A designated Assistant may perform PD/PI tasks in xTrain, except for submitting forms to the Agency.

2. The PD/PI Initiates a New Appointment

- The PD/PI selects Create New Appointment link (located next to the support year heading).

- The PD/PI may enter Trainee's user ID if known. If the PI does not know the trainee's user ID, see Section B below: 'Appointing Trainee when User ID is Unknown or Does Not Exist'

NOTE: If the Trainee does not have an eRA Commons account, the PD/PI must invite the Trainee to register in eRA Commons, and the Trainee must respond to the invitation, before the PD/PI can route the 2271 to the Trainee. See section A 'The PD/PI Creates New Appointment for Trainee; Trainee Commons User ID is Unknown or Does Not Exist' below.

- A 2271 form is opened with fields pre-populated from the Trainee's Personal Profile. The PD/PI enters the Appointment information and presses the **Save** button. The **Appointment Status** is set to *In Progress PI*.

3. The PD/PI Routes the 2271 to the Trainee

- The PD/PI clicks the **Save & Route to Trainee** button at the bottom of the form.

- xTrain checks the form and may alert the PD/PI to errors to be addressed or warnings to consider. If the form is error-free it will be routed to the Trainee, but if not, the errors must be corrected before proceeding.

- Once successfully routed, the status in the Trainee Roster becomes *In Progress Trainee*.

- An email is sent to the Trainee about the routing action.

4. The Trainee Goes to xTrain and Completes the Form

- After being alerted by email about the pending Appointment, the Trainee logs into eRA Commons and selects the **xTrain** tab to open the *Trainee Appointments and Terminations* screen.
- To access the Appointment form, the Trainee selects the **Process 2271** link, and then completes the appropriate form fields.

NOTE: The trainees will need to enter their demographic information in their personal profile before they can be appointed. The trainee has the option to select 'do not wish to provide' if they do not wish to disclose this information.

5. The Trainee Routes the Form to the PD/PI

- After completing the form, the Trainee clicks the **Save & Route to PI** button to send it back to the PD/PI.
- xTrain checks the form and may alert the Trainee about errors to be addressed or warnings to consider. If the form is error-free it will be routed to the PD/PI, but if not, the errors must be corrected before proceeding.
- Upon routing, the Trainee's Electronic Signature is recorded and the status in the Trainee Roster becomes *In Progress PI*.
- An email is sent to the PD/PI and the Assistant about the Trainee's routing action.

6. The PD/PI Submits the 2271 to the Agency

- When submitting appointments to the Agency, PD/PIs can submit Appointments one by one or many at a time through the batch process.

- - Single Submission: From the *Trainee Roster* screen, the PD/PI opens the form by selecting the **Process 2271** link. The PD/PI reviews the form and clicks **Save** to retain any updates. When satisfied with the form, the PD/PI sends the form to the Agency by clicking the **Save & Submit to Agency** button.

  - Batch Submission: The PD/PI clicks the **View Pending Submissions** link on the *My Grants* s9creen and selects Appointments to submit.

- xTrain checks the form(s) and may alert the PD/PI about errors to correct or warnings to consider. If the form is error-free it will be routed to the Agency, but if not, the PD/PI must correct the errors before submitting the 2271. For the batch process, the PD/PI can de-select the Appointments with errors and correct them later. The PD/PI's Electronic Signature is recorded, and the status becomes *Pending Agency Review*.

- If applicable, the PD/PI also mails proof of permanent residency and/or a signed, hard copy of the Payback Service Agreement (for first-time postdoctoral Trainees appointed to Kirschstein-NRSA training grants only).

- An email is sent to PD/PI and the Trainee. For multi-PIs grants the email should go to the Contact PI and the PI who initiated the 2271.

7. The Agency Processes the Appointment

- The Agency can accept the 2271, place it on hold until any required documentation arrives, or return it with comments.
- An email is sent to PD/PI and the Trainee. For multi-PIs grants the email should go to the Contact PI and the PI who initiated the 2271.

A. The PD/PI Creates New Appointment for Trainee; Trainee Commons User ID is Unknown or Does Not Exist

- From the *My Grants* screen, the PD/PI selects the **Create New Appointment** link for the chosen grant record and is prompted for the Trainee's Commons User ID on the *Enter Trainee Commons User ID* screen. Since the User ID does not exist or is not known, the PD/PI selects the **Identify Trainee** link instead.

- The PD/PI is presented with the *Identify Trainee* search screen, provides the **Trainee's Last Name** and other known search criteria and then clicks the **Search** button.

- The system searches for potential profile matches and presents the results.

- If a match is identified, the PD/PI selects the **Create New Appointment** link for the matching record and for Trainee:

  - If an eRA Commons account exists for the Trainee, the system will look for the

Trainee role and automatically add it, if it is missing. No additional registration processing is needed. If the trainee is not affiliated with the organization, xTrain will create the affiliation and add the Trainee role to the account.

- o If no eRA Commons account is identified for the Trainee, the information already present in the system will be used as the basis for establishing an account.

NOTE: For many years, agencies have entered data received on paper forms into the eRA databases for internal electronic processing. As a result, eRA databases contain records for individuals without an eRA Commons accounts. During the xTrain Appointment process, these historical records are associated with new accounts.

NOTE: We strongly encourage institutions to search for accounts and profiles to appoint trainees to, so duplicate accounts don't get created.

- If no suitable match is identified, the PD/PI may invite the trainee to register (please see Section B below for further instructions). Or an SO at the organization can create an eRA Commons account for the trainee through the Account Management System. Once the SO creates an account, the PI will need to use the Trainee's user ID to appoint the Trainee.

NOTE: If the PI creates an account from scratch, then it takes 2-5 days to. However, if an SO creates a new account, it is automatically approved and ready to go.

B. PD/PI Invites the Trainee to Register

Note: PI should search for a trainee in the eRA Commons before creating a new eRA Commons account. Please see above for instructions.

- The PD/PI selects the **Create New Trainee Profile** link and the *Create New Trainee Profile* screen is presented. The PD/PI enters the **Last Name**, **First Name,** and **Email Address**. The PD/PI also enters the **Middle Name**, if known; clicks **Continue** to be placed in the 2271 form.
- The PD/PI enters/updates required information and clicks **Save**.
- The PD/PI is presented with the *Invite Trainee to Register* screen with the following options:

- o **Invite Trainee Now**: An email with a link and registration instructions is sent to the Trainee and the PD/PI is placed back in the 2271 form. A **Re-invite Trainee to Register** button is added at the bottom of the form in case the PD/PI needs to resend the invitation for any reason.

- o **Invite Trainee Later**: The PD/PI is placed back in the 2271 form and the **Invite Trainee to Register** is added at the bottom of the form for later use.

- The Trainee must be invited to register and must follow the emailed registration instructions before the PD/PI can route the 2271 to the Trainee.

C. Trainee Responds to the Registration Email

- The Trainee receives an email and follows the registration link to create an account.
- The Trainee is presented with a *Create New Account* screen, supplies the requested information, and then clicks **Continue**.
- The system searches for any previous support records and presents the results in the *Verify NIH Support* screen.
- The Trainee marks any identified records as *Correct* or *Incorrect* and clicks **Continue Account Request**.
- The Trainee reviews the information displayed and clicks **Complete Account Request**.

NOTE: It takes 2-5 days for the agency to process the registration.

Once the appointment is accepted by the agency, the grantee can then initiate and submit an amendment or reappointment; those instructions can be found in **xTrain Re-Appointment & Amendment** *(Quick Reference Guide for Institution Users)*