NIH xTrain
An eRA Commons Module for Managing Training and Fellowship Grants

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What is xTrain and Who Needs to Use It?

xTrain is a feature in the NIH eRA Commons that allows PD/PIs, Trainees/Fellows and Administrators to:
• Prepare
• Route
• Review
• Approve
• Submit
Forms related to NIH trainees or fellows

Roles

❖ PD/PI
  • Prepares/initiates forms; OR
  • Delegates authority to an “assistant” to initiate forms
  • Approves forms
❖ Asst (departmental administrator)
  • Prepares/initiates forms after PI has delegated authority
    □ Delegation is based on the award, not on the individual form
  • Routes form to trainee/PI/BO for electronic signature and/or submission
Roles

- **Trainee**
  - Reviews and certifies forms by electronically signing (except payback agreement)
  - Routes forms (except Payback Agreement) to PI for further action

- **BO (Belinda Tucker, Assistant Dean, Grad Division)**
  - Only “Business Official” at UCLA with the authority to approve termination notices

The Forms

- **SF 2271 – Statement of Appointment**
  - Electronically signed by trainee and PI
  - Submitted to NIH by PI

- **Termination Notice**
  - Electronically signed by trainee and PI
  - Routed to Business Official for submission to NIH

- **Payback Agreement**
  - Prepared using xTrain
  - Printed and certified only by trainee (actual signature)
  - Hard copy with original signature transmitted to NIH

Getting Started

Users must have an eRA Commons User Account with one of the following roles:

- PD/PI
- Trainee
- Asst (Assistant)
- Business Official
Requesting User Access

- PD/PIs and Asst should request user access by contacting either their OCGA Team or DRA
- Trainees may
  - Wait for a system-generated invitation from the Commons to register; or
  - Contact their OCGA Team or DRA

Getting Help

- NIH has provided excellent training resources for specific functions within xTrain:
  - Getting Started (for Trainees)
  - PD/PI Delegation of xTrain Authority
  - Initiating xTrain Appointments
  - xTrain Appointment Errors/Warnings
  - Initiating xTrain Terminations
- As well as an overview of system functionality
  - xTrain for Institutional Users

xTrain and Award Closeout

- Statement of Appointment (2271) forms and Termination Notices are no longer required documents for the Closeout Packet
- Form 10s are still required documentation