Utilizing the eRA Commons to Manage NIH Grants

Office of Sponsored Research
UNC-CH
Objectives of the workshop

- Introduce you to the look and feel of the eRA Commons web site
- Familiarize you with the functions available to you and the PI
- Practice using the available functions
What is the eRA Commons

• NIH’s internet based interface with the grantee community for conducting research administration electronically.
When will the PI use it?

- Review errors/warnings identified during the submission process
- Check final application image for assembly issues
- View information on the review assignment of your grant application
When will the PI use it?

- View Summary Statement & Priority Scores
- Submit Just-In-Time Data (e.g., other support, certifications)
- View Notice of Award (NoA)
When will the PI use it?

- Prepare Progress Reports

Post-award Process

- Prepare final progress report, invention statement and certification, and population tracking data

Closeout Process
Administrative Official (AO)
• View UNC-CH proposal / award information
• Look up PI User ID
• Create accounts (but not Trainee)

Assistant (ASST)
• Delegated access by PI to his/her account to assist with:
  • Completion of eSNAP
  • Edit PIs Personal Profile (except Publications)
  • View PI Grant Status if delegated by PI
  • Perform PI xTrain functions (except submit to agency)
The Look and Feel of the Website as an AO

https://commons.era.nih.gov/commons/

Note: use Internet Explorer as your browser
SYSTEM STATUS:

- All systems currently available.
- **Scheduled Commons Maintenance**: For maintenance information, see the eRA Scheduled Maintenance Calendar.
- **Support**: Take advantage of our web support at eRA Help Desk.
- **Electronic Submission**: Learn about the most frequent application errors at Avoiding Common Errors.
- **IAR**: For information on the latest changes in IAR, go to the IAR Release Notes.

More Recent Features of Commons include:

- **NEW** Training and related appointments and terminations must be submitted via xTrain after January 1, 2011. Find further information at the eRA xTrain page.
- **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- **Reference Letters**: To submit a reference letter when requested by an applicant, please follow this link: Submit Reference Letter.
- **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- **Demo Facility** - Demo Facility allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

Contact the eRA Help Desk Monday-Friday 7am-8pm Eastern Time at: Web: eRA Help Phone: 301-402-7469; Toll Free: 866-504-9552; TTY: 301-451-5939. Contact initiated outside of business hours via Web or voice mail will be returned the next business day.
Navigational Tabs

Electronic Research Administration
Sponsored by National Institutes of Health

What's NEW on the COMMONS

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About the Commons
- Scope and Purpose
- Frequently Asked Questions
- Grantee Organization Registration
- eRA Contacts
- Enter eRA NIH Commons Demo

Links
- RePORT
- eRA User Guides & Support
- Applying Electronically
- Grants.gov
- iEdison
- Loan Repayment Program
- National Institutes of Health
- Public Access Policy Page
Administration
# Search for Account

## Account List

### Search Criteria
- **Account Status:** All
- **Institution Search:** Search within your Institution

## Account Search Results

<table>
<thead>
<tr>
<th>User Name</th>
<th>User ID</th>
<th>Email Address</th>
<th>Account Status</th>
<th>Role</th>
<th>CS Eligible</th>
<th>Address</th>
<th>Institution</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daugherty, Alan</td>
<td>ALAN.DAUGHERTY</td>
<td><a href="mailto:alan.daugherty@uky.edu">alan.daugherty@uky.edu</a></td>
<td>Active</td>
<td>IAR PI</td>
<td></td>
<td>Cardiovascular Research Center, University of Kentucky</td>
<td>UNIVERSITY OF KENTUCKY</td>
<td></td>
</tr>
<tr>
<td>Daugherty, Anne</td>
<td></td>
<td></td>
<td>Not Affiliated</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Daugherty, Christopher K</td>
<td>CKDAUGHE</td>
<td><a href="mailto:cdaugher@medicine.bsd.uchicago.edu">cdaugher@medicine.bsd.uchicago.edu</a></td>
<td>Active</td>
<td>PI</td>
<td></td>
<td>544 1/2 W, SURF STREET, #3W CHICAGO, IL 60657</td>
<td>UNIVERSITY OF CHICAGO</td>
<td>Create Account</td>
</tr>
<tr>
<td>Daugherty, Chuck</td>
<td></td>
<td></td>
<td>Not Affiliated</td>
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<tr>
<td>Daugherty, Dana E</td>
<td>DANA_DAUGHERTY</td>
<td><a href="mailto:ddaugher@email.unc.edu">ddaugher@email.unc.edu</a></td>
<td>Active</td>
<td>TRAINEE</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Daugherty, Dianne</td>
<td>MHAUS2009</td>
<td><a href="mailto:dianne@mhaus.org">dianne@mhaus.org</a></td>
<td>Active</td>
<td>SO</td>
<td></td>
<td></td>
<td>MHAUS</td>
<td></td>
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<tr>
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<td>EDAUGHE2</td>
<td><a href="mailto:edaughe2@jhmi.edu">edaughe2@jhmi.edu</a></td>
<td>Active</td>
<td>PI</td>
<td></td>
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<td>JOHNS HOPKINS UNIVERSITY</td>
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<tr>
<td>Daugherty, Enza</td>
<td>EDAUGHERTY</td>
<td><a href="mailto:enza_daughert@urmc.rochester.edu">enza_daughert@urmc.rochester.edu</a></td>
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<td>ASST</td>
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<td>UNIVERSITY OF ROCHESTER</td>
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<tr>
<td>Daugherty, Frank Joseph</td>
<td>FJDAUGHTERTY</td>
<td><a href="mailto:fj@dieleosinc.com">fj@dieleosinc.com</a></td>
<td>Active</td>
<td>PI</td>
<td></td>
<td></td>
<td>ELEOS, INC.</td>
<td></td>
</tr>
</tbody>
</table>

Prev 1 Next All
Create an Account (three steps)

Step 1

Roles to select:
- AO
- ASST
- PI
- POSTDOC
- SPONSOR (for fellowships)
Step 2

Create a New NIH Profile

This action will create a new NIH Profile and Account that will not be associated with any NIH support. If you wish to create an account for an individual who already has NIH Support, please select the Create Account link for any matching profiles.
Once you have registered the PI, an email is sent directing him/her to go to this site and confirm NIH Support.
Getting the PI Started with eRA Commons

<table>
<thead>
<tr>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You create an account for the PI</td>
</tr>
<tr>
<td>2. PI verifies NIH support</td>
</tr>
<tr>
<td>3. PI logs on with User ID and Password</td>
</tr>
<tr>
<td>4. PI delegates various types of access</td>
</tr>
<tr>
<td>- Delegate PI</td>
</tr>
<tr>
<td>- Delegate PPF Edit</td>
</tr>
<tr>
<td>- Delegate Status</td>
</tr>
<tr>
<td>- Delegate Sponsor</td>
</tr>
<tr>
<td>- Delegate xTrain Authority</td>
</tr>
<tr>
<td>5. PI completes Personal Profile section</td>
</tr>
</tbody>
</table>
Delegating access allows a user with an ASST role to work with the PI to complete functions in the eRA Commons. The PI must delegate these functions.
Personal Profile
It is recommended the PI/PostDoc/Trainee starts with the Personal Profile Function (PPF). Information provided here is flowed, as appropriate, to proposal applications and eSNAP. Once the initial information is completed, it can be updated on an “as needed” basis.

If the PI has delegated authority to you, when you click on the Personal Profile tab, a drop down menu will appear with the name(s) of the PIs you have PPF authority for. Choose the PI name that you are going to edit from this list. You will then be able to view/edit any of the Personal Profile tabs.
Status
Understanding Grant Numbers

A grant number provides unique identification for the grant. The figure below shows an example of a complete NIH grant number (5 R01 HL123451-01A2).

<table>
<thead>
<tr>
<th>Type</th>
<th>Activity</th>
<th>IC Code</th>
<th>Serial Number</th>
<th>Support Year</th>
<th>Suffix Code</th>
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</thead>
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<tr>
<td>5</td>
<td>R01</td>
<td>HL</td>
<td>123451</td>
<td>01</td>
<td>A2</td>
</tr>
</tbody>
</table>

The grant number is composed of the following parts:

- **Type Code.** The Type code indicates whether the application is new, a renewal, a noncompeting applications, or other type.
- **Activity Code.** The Activity code lists the type of grant that has been applied for.
- **Institute Code (Administrating Organization).** The Institute code (also known as the IC or Institute/Center code) is a two-letter code for the name of the NIH Institute or Center.
- **Serial Number.** The serial number is a unique five or six digit number that identifies the specific application and is assigned by the NIH Center for Scientific Review (CSR).
- **Support Year.** The Support Year indicates the current year of support (for example, 01 is a new grant).
- **Suffix Code.** The Suffix Code (optional) is a code used for supplements, amendments, or fellowship institutional allowances.

For information about specific codes and their meaning, see the Adobe PDF report located at http://grants.nih.gov/grants/funding/ac.pdf.
Status - Pre-Award Features

• Custom View:
  – PD/PIs (ASST with ‘Delegate Status’) can see all the grant applications for which they are the designated PI

• Track Electronic Application Submission:
  – View errors/warnings
  – View assembled application
  – Reject application (only SO in OSR/SPO)

• Track Paper/ Electronic Applications Through Award:
  – Check review assignments and results (only PI) can view the priority score, percentile, and summary statements
  – Prepare Just-In-Time Information (only SO in OSR/SPO can submit)
Status - Post-Award Features

• Access Grant File Documents:
  – View Notice of Award (NoA): view the official grant award document notifying the grantee of the award and indicating grant terms and conditions

• Reporting/Requests:
  – Create reports such as the electronic Streamlined Non-Competing Progress Report (eSNAP), and Grants Closeout
  – View all Progress Reports due for the institution
PI Status Screen
(ASST with PI ‘Delegation Status’)

Status

Recent/Pending eSubmissions
- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

List of Applications/Grants
- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

Search by Grants.gov Tracking Num
- Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Grants.gov Tracking Number:

[Search] [Clear]
Status Results: Recent/Pending eSubmissions

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click Recent/Pending eSubmissions menu tab again.

Status Information

<table>
<thead>
<tr>
<th>Grants.gov Tracking #</th>
<th>Application ID</th>
<th>eSubmission Status</th>
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</thead>
<tbody>
<tr>
<td>GRANT000238043</td>
<td>AN:238043</td>
<td>Pending</td>
</tr>
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<td>GRANT000238043</td>
<td>AN:238043</td>
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</tr>
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<td>AN:238043</td>
<td>Pending</td>
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<tr>
<td>GRANT000238043</td>
<td>AN:238043</td>
<td>Pending</td>
</tr>
</tbody>
</table>

General Grant Information

- Status: Application entered into system
- Institution Name: UNCH
- School Name: School of Medicine
- School Category: OVERALL MEDICAL
- Division Name: NONE
- Department Name: Cell Biology and Physiology
- PI Name: Daugherty, Phyllis
- Proposal Title: Medical Cancer Research of the ALL
- Proposal ID: 123456789
- Proposal Receipt Date: 08/01/2010
- Last Status Update Date: 08/11/2010
- Current Award Notice Date: Application Source: Grants.gov
- Application Source: Project Period Begin Date: 10/11/2005
- Project Period End Date: 10/10/2010
- eApplication Status: Refused
- FOA: N/A
- NIH Appl ID: 65323229

Other Relevant Documents

- e-Application
- Appendix
- Appendix 2
- Appendix 3
- Additions for Review (12 documents)

Status History

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Status Message</th>
<th>Study Section</th>
<th>Institute or Center Assignment</th>
<th>Advisory Council(AC) Information</th>
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<tbody>
<tr>
<td>Application Information</td>
<td>Award Document Number:</td>
<td>Scientific Review Group:</td>
<td>N</td>
<td>Council Meeting Date(YYYY/MM): 2010/00</td>
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<td>FSR Accepted Code:</td>
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<td>Snap Indicator Code:</td>
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<td>Review Outcome Available:</td>
<td>No</td>
<td>Summary Statement Available:</td>
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<tr>
<td>Early Stage Investigator Eligible:</td>
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<tr>
<td>New Investigator Eligible:</td>
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</table>

Reference Letters

This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Letters section on eRA Commons.

Contacts

- Administration Name: Phone: Email:
<table>
<thead>
<tr>
<th>Application ID</th>
<th>Grants.gov Tracking #</th>
<th>Proposal Title</th>
<th>PD/PI Name</th>
<th>eSubmission Status</th>
<th>Current Application Status</th>
<th>Status Date</th>
<th>Action</th>
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<td>5R01A121199-05</td>
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<td>5R01HL121196-02</td>
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<td>Research on the Heart and Other Stuff</td>
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<td>08/11/2009</td>
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<td>1R01HL121196-01</td>
<td>1R01HL121196-01</td>
<td>New Interesting Research on the Heart</td>
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<td>Awarded. Non-fellowships only</td>
<td>08/11/2008</td>
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<td>5R01CA121195-02</td>
<td>5R01CA121195-02</td>
<td>Program Project for Cancer Research</td>
<td>DAUGHERTY, PHYLLIS</td>
<td>Awarded. Non-fellowships only</td>
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<td>Requires Closeout</td>
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<td>Progress Report</td>
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<td>New Medical Cancer Research of the Thyroid</td>
<td>DAUGHERTY, PHYLLIS</td>
<td>IRG NRFC - Pending Dual Council</td>
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<td>Progress Report</td>
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<td>Medical Cancer Research of the ALL</td>
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<td>Transmittal Sheet</td>
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</tbody>
</table>
Just-in-Time (JIT)
Status: Just-in-Time (JIT)

• Do not prepare until request is received from NIH
• Other Support includes active and pending (if effort > 12 months statement of how effort would be adjusted if funded; also statement for any scientific overlap)
• Budget if requested by agency
Just-in-Time (JIT) continued

- IRB Date must be within the last 12 months
- Submit signed copy of IRB approval to OSR/SPO proposal specialist
- Human Subjects Education - prepare (in one document) certificates for key personnel [http://cfx3.research.unc.edu/training_comp/funding_cert.cfm](http://cfx3.research.unc.edu/training_comp/funding_cert.cfm)
- When information is complete, contact OSR/SPO to transmit JIT to NIH

Bottom portion of JIT Screen
Notice of Award (NOA)
Status – Notice of Award

• The Notice of Award (NoA; previously called Notice of Grant Award or NGA)
• JIT information submitted to agency
• eApplication may also be most recent eSNAP
eSNAP
eSNAP

- Electronic Streamlined Non-competing Award Process (eSNAP)
  - Electronic submission of annual SNAP Progress Reports
    - Electronic version of PHS 2590 form
  - Most non-competing grants at NIH are streamlined (including NRSA Fellowships)
  - Made mandatory in August 2010
eSNAP – Grant List

- Person with ASST role must have ‘Delegate PI’ to initiate work on preparation of eSNAP
- Shows all of your grants at NIH
- Hyperlinked grant numbers are eSNAP eligible
- Shows the due date, eSNAP status, and current reviewer
Manage eSNAP

Shows the completion status of each page of the eSNAP. This is an optional tool and is not required to submit the eSNAP report.
## eSNAP Functions & Roles

<table>
<thead>
<tr>
<th>Functions</th>
<th>PI</th>
<th>PI Delegate</th>
<th>AO</th>
<th>SO</th>
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<tbody>
<tr>
<td>Initiate</td>
<td>✓</td>
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<tr>
<td>Upload Science</td>
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<tr>
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<td>View Routing History</td>
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<tr>
<td>View eSNAP Report</td>
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<td>✓</td>
<td>✓</td>
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<tr>
<td>Submit to Agency</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
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</tbody>
</table>
eSNAP - Upload Science Files

- Upload PDF files only
- Progress Report - do not use PHS 2590 ‘fillable’ form pages for any file uploads
- Research accomplishments – only if specifically directed by Program Officer
- Other File – use for bio sketches for new senior/key personnel
- Cover Letter – not required, but if used will appear before facepage
eSNAP – Upload Science Publications
• Select citations to be associated with an eSNAP report.

NIH Manuscript Submission System Status: AVAILABLE

Bottom portion of Upload Science

<table>
<thead>
<tr>
<th>Valid NIHMSID</th>
<th>Associate with this eSNAP</th>
<th>Citation Source</th>
<th>Citation ID</th>
<th>Citation Text</th>
</tr>
</thead>
</table>

• PI Must Manage Publications
  – Log into eRA Commons [https://commons.era.nih.gov/commons/](https://commons.era.nih.gov/commons/)
  – Click the Personal Profile tab and then the Publications sub-menu tab to view the List of Publications screen.
  – The List of Publications screen displays all of the citations that reside in MyBib.
Notes & Tips:

- All of your peer-reviewed journal papers that are accepted for publication as of 04/07/08, and supported by NIH awards active in FY2008 and beyond must include NIH Manuscript Submission (NIHMS) System
- Use the NIH Manuscript Submission (NIHMS) System to upload manuscripts or associate papers with your award. You will be automatically logged into the NIHMS system. Publications that are accepted or in press will appear below.
- If an NIHMSID is listed as invalid, more than three months have passed since the paper was published. The manuscript and its associated award will not be included on the list of publications.
- By July 2010, users will not have the ability to add citations in Commons through this screen. Beginning in October 2010, users will no longer be able to update citations using this screen.

My NCBI system

<table>
<thead>
<tr>
<th>Valid NIHMSID</th>
<th>Citation Source</th>
<th>Citation ID</th>
<th>Citation Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>NIHMS</td>
<td>223518</td>
<td>Setting up a selective barrier at the apical junction complex. Current opinion in cell biology, NIHMS ID: 223518.</td>
</tr>
<tr>
<td></td>
<td>PubMed Central</td>
<td>1885479</td>
<td>Elucidation of human choline kinase crystal structures in complex with the products ADP or phosphocholine, Journal of NIHMS ID: 13868.</td>
</tr>
<tr>
<td></td>
<td>PUBMED</td>
<td>2661428</td>
<td>Domain swapping within PDZ2 is responsible for dimerization of ZO proteins, The Journal of biological chemistry, NIHMS ID:</td>
</tr>
<tr>
<td></td>
<td>PubMed Central</td>
<td>2714886</td>
<td>Claudin-2-dependent changes in noncharged solute flux are mediated by the extracellular domains and require attachment scaffold, Annals of the New York Academy of Sciences, NIHMS ID: 121984.</td>
</tr>
</tbody>
</table>
PI Must Manage Publications

• Commons is now linked to NCBI’s ‘My NCBI’ system.

• Inside My NCBI, users can store their publications and other authored works in the ‘My Bibliography’ section.

• Citation data saved in My NCBI appears in Commons Personal Profile (PPF) and eSNAP Upload Science screens.

• ONLY PI can make entries to NCBI (not part of delegating PPF or eSNAP authority to an ASST role)

• FYI – when adding a citation, can include 5 authors
Notes & Tips:

- All of your peer-reviewed journal papers that are accepted for publication as of 04/07/08, and supported by NIH awards active in FY2008 and beyond must include the NIH Public Access Policy.
- Use the NIH Manuscript Submission (NIHMS) System to upload manuscripts or associate papers with your award. You will be automatically logged into the NIHMS system and your papers and associated awards will appear below.
- If an NIHMSID is listed as invalid, more than three months have passed since the paper was published. The manuscript and its associated award will not be in the system until the submission is complete, and a PMCID is available.
- By July 2010 users will not have the ability to add citations in Commons via this screen. Beginning in October 2010, users will no longer be able to add references.

<table>
<thead>
<tr>
<th>Valid NIHMSID</th>
<th>Citation Source</th>
<th>Citation ID</th>
<th>Citation Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>NIHMS</td>
<td>223518</td>
<td>Setting up a selective barrier at the apical junction complex, Current opinion in cell biology, NIHMS ID: 223518.</td>
</tr>
<tr>
<td></td>
<td>PubMed Central</td>
<td>1885479</td>
<td>Elucidation of human choline kinase crystal structures in complex with the products ADP or phosphocholine, Journal of Structural Biology, NIHMS ID: 13868.</td>
</tr>
<tr>
<td></td>
<td>PubMed Central</td>
<td>2661428</td>
<td>Domain swapping within PDZ2 is responsible for dimerization of ZO proteins, The Journal of Biological Chemistry, NIHMS ID: 21572.</td>
</tr>
<tr>
<td></td>
<td>PubMed Central</td>
<td>2714886</td>
<td>Claudin-2 dependent changes in noncharged solute flux are mediated by the extracellular domains and require attachment to a scaffold, Annals of the New York Academy of Sciences, NIHMS ID: 121984.</td>
</tr>
</tbody>
</table>
1. For a manuscript submitted through the NIH Manuscript Submission System (NIHMS) to be deposited in PubMed Central PMC, eRA Commons also reports whether the NIHMSID is valid (Yes) or invalid (No) and out of compliance with the NIH Public Access Policy. *This flag also prints in the Publications section of the eSNAP Report.*

2. The Citation Source column displays the citation’s original source.

3. The Citation ID column displays the citation’s PubMed Central Reference Number (PMCID) or NIH Manuscript Submission System Reference Number (NIHMSID), if available. If neither one of these reference numbers are available, the column displays the citations’ PubMed Reference Number (PMID). Click the Citation ID link to view the citation at its source. You will be automatically be logged into the correct source with your eRA Commons ID.
that are accepted for publication as of 04/07/08, and supported by NIH awards active in FY2008 and beyond must include evidence of compliance with the NIH Public Access HMS System to upload manuscripts or associate papers with your award. You will be automatically logged into the NIHMS with your NIH eRA Commons user ID, and your award number must be available. The manuscript and its associated award will automatically add citations in Commons via this screen. Beginning in October 2010, users will no longer be able to see citations that have not yet been moved to the Commons.

<table>
<thead>
<tr>
<th>Grant-Paper Association</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01 DK061397-07</td>
<td>Proposed</td>
<td>Reject</td>
</tr>
<tr>
<td>R01 DK061397-04</td>
<td>Proposed</td>
<td>Reject</td>
</tr>
<tr>
<td>R01 DK061397-05</td>
<td>Proposed</td>
<td>Reject</td>
</tr>
<tr>
<td>R01 DK045134-15A1</td>
<td>Confirmed</td>
<td>Reject</td>
</tr>
</tbody>
</table>

123456 Next

Citation Text

- Setting up a selective barrier at the apical junction complex. Current opinion in cell biology, NIHMS ID: 223518.
- Elucidation of human choline kinase crystal structures in complex with the products ADP or phosphocholine. Journal of molecular biology, NIHMS ID: 13868.
- Domain swapping within PDZ2 is responsible for dimerization of ZO proteins. The Journal of biological chemistry, NIHMS ID: 90170.
- Claudin-2 dependent changes in noncharged solute flux are mediated by the extracellular domains and require attachment to the PDZ scaffold. Annals of the New York Academy of Sciences, NIHMS ID: 121984.

Edit Delete
Health Sciences Librarians provide instruction on setting up and using My NCBI. Contact them at 919-962-0800 or http://www.hsl.unc.edu/asklib.

# Grant-Paper Associations entered in MyBib

<table>
<thead>
<tr>
<th>Possible Status Values</th>
<th>Possible Action Values</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed</td>
<td>Reject / Confirm</td>
<td>The PI can either Reject or Confirm the proposed Grant-Paper Association.</td>
</tr>
<tr>
<td>PI Confirmed</td>
<td>Reject</td>
<td>The PI can Reject the Confirmed Grant-Paper Association.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Confirm</td>
<td>The PI can Confirm the Rejected Grant-Paper Associations.</td>
</tr>
<tr>
<td>Official</td>
<td>N/A</td>
<td>eSNAP was submitted to the Agency.</td>
</tr>
<tr>
<td>Added to eSNAP</td>
<td>N/A</td>
<td>The Grant-Paper association was confirmed by the PI, added to eSNAP</td>
</tr>
</tbody>
</table>
eSNAP – Edit Business

• Organization Info (face page)
• Performance Sites
• All Personnel
• Research Subjects
• SNAP Questions and Checklist
**Edit Bus. – Org. Info**

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Applicant Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PI Name:</strong> Cummins, Sheri</td>
<td><strong>Name:</strong> MY INSTITUTION</td>
</tr>
<tr>
<td><strong>Address:</strong> 6701 Rockledge Drive</td>
<td><strong>Address:</strong> 6705 Rockledge Drive</td>
</tr>
<tr>
<td><strong>City/State:</strong> Bethesda, MARYLAND</td>
<td><strong>EIN:</strong> 123456789012</td>
</tr>
<tr>
<td><strong>Zip Code/Country:</strong> 20840, UNITED STATES</td>
<td><strong>Department:</strong> Cell Biology and Physiology</td>
</tr>
<tr>
<td><strong>Phone:</strong> 301-555-1212, Fax 301-555-1213</td>
<td><strong>Major Subdivision:</strong> School of Medicine</td>
</tr>
<tr>
<td><strong>E-mail:</strong> <a href="mailto:cumminss@mail.nih.gov">cumminss@mail.nih.gov</a></td>
<td><strong>AO:</strong> Kelly Musty</td>
</tr>
</tbody>
</table>

**SO:** Carolyn Marlow (SPO)  
or  Carolyn Ivy (OSR - Schools of Dentistry, Pharmacy, Public Health, Nursing)  
or  Carol Burkhart (OSR – all other non-SPO)
**Edit Bus. – Project/Performance Site List**

First Performance Site listed is pulled from Institution Profile. Therefore, edit to be your departmental information.

Additional sites can be entered manually.

Look up DUNS # here: [http://fedgov.dnb.com/webform/CCRSearch.do](http://fedgov.dnb.com/webform/CCRSearch.do)

---

**Project/Performance Sites List**

<table>
<thead>
<tr>
<th>Name</th>
<th>DUNS or DUNS +4</th>
<th>Congressional Districts</th>
<th>Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH (Primary)</td>
<td>1234567890</td>
<td></td>
<td>6705 Rockledge Drive Bethesda MD 20817 UNITED STATES</td>
<td>Edit/Delete</td>
</tr>
</tbody>
</table>

---

**Project/Performance Site Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>NIH</td>
</tr>
<tr>
<td>Address line 1</td>
<td>6705 Rockledge Drive</td>
</tr>
<tr>
<td>City</td>
<td>Bethesda</td>
</tr>
<tr>
<td>State</td>
<td>MARYLAND</td>
</tr>
<tr>
<td>Zip Code</td>
<td>20817</td>
</tr>
<tr>
<td>DUNS or DUNS +4</td>
<td>1234567890</td>
</tr>
<tr>
<td>County</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>
**Edit Business - All Personnel List**

**Notes and Tips:**

- List all personnel (salaried and unsalaried) who participate in the project for at least one-person-month or longer for the current budget period at the applicant organization or elsewhere. The Commons ID is required for all PD/PIs and all individuals with a postdoctoral role.

- All users with a postdoctoral-like role should select "Postdoctoral Scholar, Fellow, or Other Postdoctoral Position" from the dropdown list of project roles.

- The Commons ID is required for all individuals with a postdoctoral role.

- If you know an individual’s Commons user ID, use the "Prepopulate" feature.

> If Person has Commons ID, information will be pre-populated.

### Personnel Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons User ID</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Degrees (s)</td>
<td></td>
</tr>
<tr>
<td>Project Role</td>
<td></td>
</tr>
<tr>
<td>Supplement Support</td>
<td></td>
</tr>
</tbody>
</table>

### Project Role Options

- Please Select Role
- Co-Investigator
- Faculty Collaborator
- Staff Scientist (Doctoral level)
- Postdoctoral Scholar, Fellow, or Other Postdoctoral Position
- Graduate Research Assistant
- Undergraduate Research Assistant
- Research Assistant/Coordinator
- Technician
- Consultant
- Other

### Personnel Table

<table>
<thead>
<tr>
<th>Name</th>
<th>Months Devoted to Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poppins, Mary</td>
<td>Calendar: 4, Academic: 1, Summer: 1</td>
</tr>
</tbody>
</table>
Edit Bus. – SNAP and Other Progress Report Questions

• List of questions about changes in:
  – Other support of key personnel
  – PI level of effort
  – Unobligated balance
  – Select Agent Research
  – Multi-PI Leadership Plan
  – Program Income

• “Yes” answers require explanation.
Edit Bus. - Other support of key personnel

NOTE: effort cannot be greater than 100%

Upload of Other Support File is required.
Will there be, in the next budget period, a significant change in the level of effort for the PD/PI or other Senior/Key Personnel designated on the Notice of Award from what was approved for this project? *

NOTE: if reduction of 25% or more, the PI should have previously requested and received approval from the agency.

Example of carry forward of unobligated balance:
Each budget year received budget of $125,000. Now in third year of project and requesting carryover of $56,000. This is greater than 25% of $125,000 and therefore would require a justification. In addition, the agency may ask for a budget (which can be uploaded in the ‘Science’ section ‘Other File’).
Inclusion Enrollment Report Table must be completed for each study.
Completing the eSNAP

Once all eSNAP tabs are completed and saved, go to the ‘Manage eSNAP’ tab and select the ‘Validate’ button to check for any errors or omissions. If there are no errors, the eSNAP is ready for the PI to route to the appropriate SO (in OSR or SPO).

- PI routes eSNAP to SO for final approval and submission to NIH
- Department prepares IPF through RAMSeS for institutional approval
Closeout
Closeout Actions

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Grants.gov Tracking #</th>
<th>Proposal Title</th>
<th>PD/PI Name</th>
<th>eSubmission Status</th>
<th>Current Application Status</th>
<th>Status Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5R01AI121199-05</td>
<td>5R01AI121199-05</td>
<td>Allergy Research</td>
<td>DAUGHERTY, PHYLIS</td>
<td>Awarded. Non-fellowships only</td>
<td>Awarded. Non-fellowships only</td>
<td>08/11/2009</td>
<td>Requires Closeout</td>
</tr>
<tr>
<td>5R01HL121196-02</td>
<td>5R01HL121196-02</td>
<td>Research on the Heart and Other Stuff</td>
<td>DAUGHERTY, PHYLIS</td>
<td>Awarded. Non-fellowships only</td>
<td>Awarded. Non-fellowships only</td>
<td>08/11/2009</td>
<td>Requires Closeout</td>
</tr>
<tr>
<td>1R01HL121196-01</td>
<td>1R01HL121196-01</td>
<td>New Interesting Research on the Heart</td>
<td>DAUGHERTY, PHYLIS</td>
<td>Awarded. Non-fellowships only</td>
<td>Awarded. Non-fellowships only</td>
<td>08/11/2008</td>
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<tr>
<td>5R01CA121195-02</td>
<td>5R01CA121195-02</td>
<td>Program Project for Cancer Research</td>
<td>DAUGHERTY, PHYLIS</td>
<td>Awarded. Non-fellowships only</td>
<td>Awarded. Non-fellowships only</td>
<td>08/11/2009</td>
<td>Requires Closeout</td>
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<tr>
<td>1R01CA121195-01</td>
<td>1R01CA121195-01</td>
<td>New Important Cancer Research</td>
<td>DAUGHERTY, PHYLIS</td>
<td>Awarded. Non-fellowships only</td>
<td>Awarded. Non-fellowships only</td>
<td>08/11/2008</td>
<td></td>
</tr>
<tr>
<td>5T32CA121202-03</td>
<td>5T32CA121202-03</td>
<td>Disease Training Program</td>
<td>DAUGHERTY, PHYLIS</td>
<td>Pending Award (noncompeting)</td>
<td>Pending Award (noncompeting)</td>
<td>08/11/2010</td>
<td>Progress Report</td>
</tr>
<tr>
<td>1R01CA121198-01</td>
<td>1R01CA121198-01</td>
<td>New Medical Cancer Research of the Thyroid</td>
<td>DAUGHERTY, PHYLIS</td>
<td>IRG NRFC - Pending Dual Council</td>
<td>IRG NRFC - Pending Dual Council</td>
<td>08/11/2010</td>
<td>JIT</td>
</tr>
</tbody>
</table>

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click List of Applications/Grants menu tab again.
### Closeout – Progress Report

<table>
<thead>
<tr>
<th>Closeout Submission Requirement</th>
<th>Instruction</th>
<th>Status</th>
<th>Result of Actions</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSR</td>
<td>For FSR submission, you must have the Commons FSR role</td>
<td>Not Started</td>
<td></td>
<td></td>
<td>Create New</td>
</tr>
<tr>
<td>Final Progress Report</td>
<td>Only the SO or the PI of the Grant may process the Final Progress Report</td>
<td>Not Received</td>
<td></td>
<td></td>
<td>Process Final Progress Report</td>
</tr>
<tr>
<td>Final Invention Statement</td>
<td>For Submission, Final Invention Statement requires verification by both the SO and the PI of the Grant</td>
<td>Not Received</td>
<td></td>
<td></td>
<td>Process Final Invention Statement</td>
</tr>
</tbody>
</table>

**Submitted by OSR**

**Submitted by PI**

**Select Submit.**

**Select file for upload.**

**Select Submit.**

**Select OK.**
Closeout – Invention Statement

If inventions are to be reported, the specific inventions must be listed.

Either the PI or the SO can start the process, but both must verify the report before submitting to Agency.
Closeout – Invention Statement

- Verify saved inventions.
- Remove any that do not apply.
- Add any that are missing.

Select **Verify**.

Select **OK**.
xTrain
Overview

xTrain provides the ability to electronically process and submit appointment forms and termination notices associated with institutional research training grants and career development awards.

Types of grants and awards

T15, T32, T34, T35, T90, TL1, TU2
K12, KL2
R25, R90
F30, F31, F32, F33
Download these PDF documents

- xTrain Institutional User Guide
  http://era.nih.gov/files/xTrain_External_UG_2.22.0.0_07-02.pdf

- Getting Started Reference for Trainees (give to each trainee)

- PD/PI Delegation of xTrain Authority

- Initiating xTrain Appointments
  http://era.nih.gov/files/xTrain_Initiate_Appointment.pdf

- Initiating xTrain Terminations
  http://era.nih.gov/files/xTrain_Initiate_Termination.pdf
xTrain – New Commons Roles

New eRA Commons roles:

• Trainee
  – Person appointed to training grant
  – Currently, account setup completed through xTrain

• Sponsor
  – The Program Director for the Fellow
  – The role must be assigned to the PD

• Business Official (BO)
  – Person with signature or other authority related to administering training grants and is authorized to submit termination notices on behalf of the institution
Obtain Delegation from PI:

‘Delegate xTrain Authority’ (for Ts, Ks, Rs) and/or
‘Delegate Sponsor’ (for Fs)

In order for your name to be selected here, you must have an ‘ASST’ role in the eRA Commons.
View of xTrain Tab

Once you have been delegated xTrain Authority or Delegate Sponsor, the xTrain tab will appear that includes a drop down box listing PI who have delegated authority to you. Select the PI and a list of eligible grants will be listed. Select ‘View Trainee Roster’
# xTrain Trainee Roster

## Appointment/Termination Source:
- Paper or Electronic

### Application/Trainee Name
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beauty, Sleeping</td>
<td>Reappointment</td>
<td>2006 07/01/2006 06/30/2007</td>
<td>Yes</td>
<td>POST-DOC</td>
<td>Terminated</td>
<td>Electronic</td>
<td>Accepted</td>
<td>Electronic</td>
</tr>
<tr>
<td>Boys, Beagle</td>
<td></td>
<td>2006 07/01/2006 06/30/2007</td>
<td>Yes</td>
<td>PRE-DOC</td>
<td>Accepted</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Appointment Type:
- New
- Reappointment
- Amendment

### Appointment Status:
- In Progress PI
- In Progress Trainee
- Pending Agency Review
- Accepted

### Termination Status:
- In Progress BO
- In Progress PI
- In Progress Trainee
- Pending Agency Review
- Accepted

### Action:
- 2271 Form
- Amend 2271
- Initiate TN
- View 2271
- View TN
- View Payback
- Term Notice
Appointments, Activations, Reappointments & Amendments

PI/PI delegate accesses xTrain Trainee Roster

PI/PI initiates a new Appointment, Activation, Reappointment or Amendment and completes part of 2271 or 416-5

PI/PI delegate routes 2271 or 416-5 to Trainee/Fellow

Trainee/Fellow completes the form and routes it to PI/PI delegate

PI/PI delegate submits the 2271 or 416-5 form to Agency

Agency process Appointment/Activation
PI/PI delegate accesses
xTrain Trainee Roster

- Go to xTrain tab, select PI name, select ‘View Trainee Roster’ for applicable grant
- Trainee Roster screen provides list of current appointments
- Provides link to create new appointments
- If trainee doesn’t already have an eRA Commons account, the system allows you to initiate an ‘invitation’ for the trainee to join
- Refer to xTrain Institutional User Guide beginning on page 13
PI/PI initiates a new Appointment, Reappointment or Amendment and completes part of 2271

- Complete required fields including period of appointment which cannot exceed 12 months
- Select stipend level
- Enter stipend amount as well as tuition and travel if applicable
- Once the required fields are completed on the 2271 or 416-5, select the ‘Save’ button
- Screen will appear for you to ‘Invite Trainee’ to participate as a trainee
- Refer to xTrain Institutional User Guide beginning on page 30
Getting the Trainee on board at UNC-CH

- Setting up the Trainee’s stipend correctly is critical
  - Correct stipend level and time period
  - Correct object codes
    - 6571 – Pre Doc (via check request)
    - 6578 – Post Doc (via payroll)
    - 6579 – Clinical Fellow (via payroll)
- Object code 1117 should NOT be used because it records fringe (i.e. FICA, Social Security, etc.) which are unallowable costs on a T32 training grant.
PI/PI delegate routes 2271 or 416-5 to Trainee/Fellow

- An email is sent to the trainee inviting them to participate in the training grant (and set up an account if applicable)
- The trainee must have an active trainee account before he/she can complete the 2271 or 416-5 form
- Refer to xTrain Institutional User Guide beginning on page 16
- Hint: send trainee an email with the xTrain – Getting Started Quick Reference for Trainee
• If trainee does not have an eRA Commons account, he/she will be directed to a web site to create a new account which is a 3 step process and may include 2-5 business days for verification
• Refer to xTrain Institutional User Guide beginning on page 18
• Once the account is active, the trainee must log on to the eRA Commons system and complete his/her ‘Personnel Profile’
  NOTE: Citizenship and Disabilities are required fields (but they are not marked required)
• Information provided on Personal Profile is fed to 2271 or 416-5 form
Trainee/Fellow completes the form and routes it to PI/PI delegate

• Trainee/fellow logs in to eRA Commons, selects the xTrain tab to verify the 2271 or 426-5 information that is pre-populated from the Personal Profile as well as from previous years of funding support

• Trainee/fellow routes the form back to the PI which initiates an email to the PI that the trainee/fellow has completed the form and electronically certified
Once appointments are sent to the agency, send email to your OSR Program Administrator (PA) listing names of trainees/fellow for a given grant/award including the 5 digit account number.

- **NOTE:** For first-time postdoctoral trainees/fellow appointed to Kirschstein-NRSA training grants, trainee/fellow must complete and sign hard copy of Payback Services Agreement (PHS6031) along with proof of permanent residency and send to agency.
Agency processes Appointment

• If new appointment will not be approved until additional documentation is received by mail
• PI receives email notification when agency accepts appointment
Reappointments

- Trainees whose appointments are coming to an end can be reappointed to grants that have future award years.
- Go to Trainee Roster screen and select ‘Re-appoint 2271’ link for specific trainee.
- Specify dates for supplement or reappointment.
- The routing steps are the same as for a new appointment.
- Refer to xTrain Institutional User Guide beginning on page 41.
Amendments

- 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 (trainee must also update in Personnel Profile)
  - Appointment Period (unless it is the final year of funding for the trainee – see page 46 of user guide)
  - Support for the Grant

- Go to the Trainee Roster screen and select ‘Amend 2271’ link for a specific trainee
- The screen returns the original 2271; go to end of the form to enter amendment information and then save
- The routing steps are the same as for an appointment
- Refer to xTrain Institutional User Guide beginning on page 42
Termination Notice (TN)

PI/PI delegate accesses xTrain Trainee Roster

PI/PI delegate initiates TN and routes to BO

BO verifies stipend amount paid and routes to PI/PI delegate

PI/PI delegate may need to correct amount on TN and then route TN to Trainee

Trainee completes the form and routes it to PI

PI /submits the TN and routes to BO

BO reviews and submits TN to Agency

Agency processes TN
Hereinafter referred to as ‘Shall we Dance’
Plan ahead to start the termination process – when preparing proposals for continuation/progress reports - good time to contact trainee to update information in eRA Commons such as permanent address.

Refer to xTrain Institutional User Guide beginning on page 44
• If appointment is ending earlier than originally planned, use the ‘Modify Termination Date’ button to adjust the last appointment period
• The system recalculates the stipend amount
• Check the stipend amount totals populated on the TN form with actual payment records – Finan$eer will give you up-to-date information
• Route to BO (OSR Program Administrator) for verification of stipend payment
• In addition, email the OSR Program Administrator a spreadsheet of payment records
Sample Termination Notice

<table>
<thead>
<tr>
<th>Department of Health and Human Services</th>
<th>1. NAME OF FELLOW OR APPOINTEE (Last, First, Middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Service</td>
<td>TRAINEE III</td>
</tr>
<tr>
<td>Ruth L. Kirschstein National Research</td>
<td>2. GRANT NO. 5T32DK007129-36</td>
</tr>
<tr>
<td>Service Award</td>
<td></td>
</tr>
<tr>
<td>Termination Notice</td>
<td></td>
</tr>
</tbody>
</table>

3. NAME OF SPONSORING INSTITUTION
UNIVERSITY OF NORTH CAROLINA at CHAPEL HILL

4. SOCIAL SECURITY NO. XXX-XX-XXXX
5. DEGREE(S) EARNED/COMPLETION DATE(S)
MD(05/2002)

6. DATES OF SUPPORT UNDER THIS AWARD (Month, day, year): FROM: 07/01/2007 TO: 06/30/2010

7. TOTAL KIRSCHSTEIN-NRSA STIPEND RECEIVED AND NUMBER OF MONTHS SUPPORTED UNDER THIS AWARD (See specific instructions for Amount of Stipend)

<table>
<thead>
<tr>
<th>YEAR OF SUPPORT</th>
<th>AMOUNT OF STIPEND</th>
<th>ARRA</th>
<th>NUMBER OF MONTHS</th>
<th>NUMBER OF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 34</td>
<td>46,992.00</td>
<td>12</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>YEAR 35</td>
<td>48,852.00</td>
<td>12</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

8. Provide a summary of training received and research undertaken during fellowship or trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. If fellowship or training appointment is being terminated early, state reason.

- see attached document

9a. POST-AWARD INFORMATION: Please mark a single box in each of the categories below

<table>
<thead>
<tr>
<th>Activity</th>
<th>Organization</th>
<th>Type of Position</th>
</tr>
</thead>
</table>

9b. POST-AWARD POSITION TITLE, FIELD, NAME OF ORGANIZATION, CITY, AND STATE
Endocrinology, University of North Carolina, Chapel Hill, NC

10a. MAILING ADDRESS AFTER TERMINATION OF THIS KIRSCHSTEIN-NRSA SUPPORT (Street, city, state, zip code)
### Prior Transactions

**5-52766  T32DK007129-34**  
**7/01/2007-6/30/2008**

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Transaction Description</th>
<th>Date</th>
<th>Amount</th>
<th>2nd Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>6579</td>
<td>TRAINEE CLIN FELW</td>
<td>TRAINEE III</td>
<td>31-Aug</td>
<td>$3,916.00</td>
<td>M02 REG</td>
</tr>
<tr>
<td>6579</td>
<td>TRAINEE CLIN FELW</td>
<td>TRAINEE III</td>
<td>28-Sep</td>
<td>$3,916.00</td>
<td>M03 REG</td>
</tr>
<tr>
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<tr>
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<td>6579</td>
<td>MO STU/OTHER NON T</td>
<td>TRAINEE III</td>
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**Total: $46,992.00**
Sample Report from Finan$eer

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<th>Amount</th>
<th>2nd Reference</th>
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$48,852.00
Sample Report from Finan$eer

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<td>TRAINEE CLIN FELLW</td>
<td>TRAINEE III</td>
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<td>M02 REG</td>
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$51,552.00
BO verifies stipend amount paid and routes to PI/PI delegate

- OSR built in this routing step in the beginning in order to avoid errors in the TN once it is routed to Trainee/Fellow and PI for final certification
- BO (OSR Program Administrator) verifies the stipend amounts on the TN to the amounts actually paid during the period of appointment
- BO will route TN back to PI delegate and indicate whether payment amounts are correct
• Correct amounts if necessary
• Complete required fields on TN – is trainee currently participating in NIH Loan Repayment Program
• Once required fields are completed and saved, a button ‘Route to Trainee’ button will appear
• When routing to Trainee/Fellow, you can include comments that will appear in an email to the trainee – this is a good opportunity to remind them to update their Personnel Profile with their permanent address and forwarding email address as well as additional instructions for completing the TN

PI/PI delegate may need to correct amount on TN and then routes TN to Trainee
Trainee/Fellow completes the form and routes it to PI

- Trainee/Fellow completes information; refer to xTrain Institutional User Guide beginning on page 50
- Trainee/Fellow saves and certifies TN before routing
- If trainee does not complete and route the TN within 14 days, the xTrain system routes the form back the PI and changes the status to ‘In Process PI’ PING
- Be persistent – the trainee/fellow needs to electronically certify the TN before the PI certifies – route the TN back to the trainee/fellow with comments to take action immediately
• Only the PI can electronically certify the TN before it is submitted to BO

BO reviews and submits TN to Agency

• Checks dates and amounts one more time, verifies electronic certification by trainee/fellow and PI

Agency processes TN

• Agency can approve, place on hold, or return to institution with comments
### Example of Electronic Termination Notices

<table>
<thead>
<tr>
<th>Trainee Name</th>
<th>Application Type</th>
<th>FY</th>
<th>Start Date</th>
<th>End Date</th>
<th>Degree Level</th>
<th>Appointment Status</th>
<th>Appointment Source</th>
<th>Termination Status</th>
<th>Termination Source</th>
<th>Current Reviewer</th>
<th>View</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
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<td>Amendment</td>
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<td>08/25/2009</td>
<td>07/22/2010</td>
<td>Yes</td>
<td>PREDOC</td>
<td>Accepted</td>
<td>Electronic</td>
<td>In Progress, BO</td>
<td>Electronic</td>
<td>View</td>
<td>2271, AGENCY TN: Daugherty, Phyllis M</td>
</tr>
<tr>
<td>Braun, Joe M</td>
<td>Amendment</td>
<td>2009</td>
<td>08/19/2009</td>
<td>01/21/2010</td>
<td>Yes</td>
<td>PREDOC</td>
<td>Terminated</td>
<td>Paper</td>
<td>Accepted</td>
<td>Paper</td>
<td>View</td>
<td>2271, View TN</td>
</tr>
<tr>
<td>Diekerlein, Andrea L</td>
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<td>08/19/2009</td>
<td>08/18/2010</td>
<td>Yes</td>
<td>PREDOC</td>
<td>Terminated</td>
<td>Paper</td>
<td>Accepted</td>
<td>Electronic</td>
<td>View</td>
<td>2271, View TN</td>
</tr>
<tr>
<td>McClure, Elizabeth M</td>
<td>Amendment</td>
<td>2009</td>
<td>08/19/2009</td>
<td>08/18/2010</td>
<td>Yes</td>
<td>PREDOC</td>
<td>Terminated</td>
<td>Paper</td>
<td>Accepted</td>
<td>Electronic</td>
<td>View</td>
<td>2271, View TN</td>
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<tr>
<td>Strutz, Kelly</td>
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<td>08/24/2009</td>
<td>08/23/2010</td>
<td>Yes</td>
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<td>Accepted</td>
<td>Paper</td>
<td></td>
<td></td>
<td>View</td>
<td>2271, Initiate TN</td>
</tr>
</tbody>
</table>
Final xTrain Tips

• If prepare/submit in paper appointments or terminations, send your OSR PA a signed copy
• PI can submit appointments to Agency in a batch; if error occur, the PI can review for each appointment – go to xTrain tab and select ‘View Pending Submissions’
• Termination notices should not be used for K12, KL2, KM1, R90 and R25s unless specifically instructed to do so by the NIH awarding IC
• Subscribe to the eRA Commons listserv