



xTrain (eRA Commons)

xTrain provides program directors, university administrators, and trainees the ability to electronically process and submit appointment forms and termination notices associated with institutional research training grants and career development awards. It is also used by Agency grants management staff to review and process the appointments and termination notices submitted electronically.

xTrain now accepts trainee appointments to T15, T32, T34, T35, T90, TL1, and TU2 research training grants and scholar appointments to K12 and KL2 institutional career development awards from all institutions registered with the eRA Commons. It can be utilized now; there are no further registrations or special steps required.

For new users who would like to try out the xTrain system and learn about its features in a sample environment, xTrain is also available in the [Commons Demo](#) site.

Quick Reference Sheets

- [xTrain - Getting Started Reference for Trainees](#) (PDF - 289 KB)
- [xTrain Appointment Errors/Warnings](#) (PDF - 239 KB)
- [xTrain Overview & Functions](#) (PDF - 350 KB)
- [PD/PI Delegation of xTrain Authority](#) (PDF - 296 KB)
- [Initiating xTrain Appointments](#) (PDF - 287 KB)
- [Initiating xTrain Terminations](#) (PDF - 62 KB)

Recent Guide Notices

- [August 28, 2009 Guide Notice](#): xTrain Expands to Include Use for NIH Institutional Career Development Awards and NLM Training Grants
- [July 10, 2009 Guide Notice](#): NIH Opens xTrain to All Institutions Registered with the eRA Commons
- [June 18, 2008 Guide Notice](#): NIH Opens xTrain to All Federal Demonstration Partnership Members

User Guide

- [xTrain Institution User Guide](#) (PDF - 3.90 MB) 07/02/09

Training

- [xTrain Web-Based Training](#)
- [Training Material](#) (PDF - 2.14 MB)

NOTE: If you would like a copy of this slide set in PowerPoint, please contact Linda Katzper (katzperl@od.nih.gov).

Frequently Asked Questions

[Complete list of FAQs](#)

- [Initiating Appointments & Reappointments](#)
- [Initiating Terminations](#)
- [eRA Commons Accounts & Roles](#)
- [Postdoctoral Trainees & Signature Requirements](#)

Feedback & Support

We encourage you to provide feedback to the eRA Commons Help Desk. Report to the Help Desk:

- Issues using the xTrain system
- Feedback on support resources (quick reference sheets, training materials, FAQs)
- Anything else about your xTrain experience you'd like to share

eRA Commons Help Desk

Web: <http://ithelpdesk.nih.gov/eRA/> (Preferred method of contact)

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

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

Additional xTrain Contacts

Research Training Coordinator: Jennifer Sutton (suttonj@mail.nih.gov)

eRA Customer Relationship Manager: Linda Katzper (katzperl@od.nih.gov)

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eRA is part of the Office of Extramural Research at the National Institutes of Health (NIH), a component of the U.S. Department of Health and Human Services.



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