



Extramural Trainee Reporting and Career Tracking (xTRACT) User Guide

October 16, 2023



NOTE: This user guide is an identical PDF version of the online help.

Contact Us

Document Comments:

We value your feedback on this document.

How are we doing? The Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the user guide to this address: eRACommunications@mail.nih.gov.

Troubleshooting support:

Please contact the eRA Service Desk:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web: <http://grants.nih.gov/support> (Preferred method of contact)

Email: helpdesk@od.nih.gov (for IMPAC II Support)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

Disclaimer STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

Table of Contents

Contact Us	3
Disclaimer STATEMENT	4
Table of Contents	ii
Latest Updates	xvi
Welcome to Extramural Trainee Reporting and Career Tracking (xTRACT)	
Online Help	xvii
Help Icon in Module Leads to Online Help	xvii
Table of Contents Pane	xvii
Contacting the eRA Service Desk	xviii
Viewing all Online Help in a PDF Version	xix
Showing Hidden Text or Images	xix
Tools for Navigating Topics, Showing Hidden Material, and Printing	xx
Search Field	xxi
Finding Related Topics	xxi
Providing Feedback on the Online Help or PDF	xxii
Navigating and Using the UI in eRA Modules	xxiv
Header and Footer Navigation	xxiv
Other Icons in Header	xxv
Dynamic Header	xxv

Redesigned Footer	xxvii
Navigating Within a Module	xxvii
Actions Column Replaced by Ellipsis Menu	xxviii
Standard Tools for Tables	xxviii
What is xTRACT?	1
POLICY:	1
Initiate an RTD for New Application	2
Search RTD for New Applications	4
Search for Training Grants	6
Prepare RTD for a New Application	10
Application Details (New Application)	11
Add PI	13
Set a Contact PI	14
Remove a PI	14
Participating Departments and Programs (New Application)	15
Adding Departments or Programs	15
Creating Departments or Programs	17
Edit Departments & Programs	20
Training Support & Summary (New Application)	22
Summary Statistics	22

Institutional Training Support Detail	23
Census Totals	25
Institutional Training Support Detail (New Application)	27
Number of Trainee Positions	28
Overlapping Faculty	28
How Do I Manage Participating Faculty Members (New Application)?	29
How Do I Add Faculty?	30
How Do I Edit Faculty Members?	33
How Do I Remove a Faculty Member?	34
Participating Faculty Detail (New Application)	34
Participating Faculty Details	34
Faculty Degree	36
Research Support	38
Mentoring Record	41
Participating Students (New Application)	42
Add Individual Student	43
To add multiple students via Bulk Upload:	43
Edit Student	45
Remove	45
Student Detail (New Application)	45

Student Data	46
Participating Student Details	48
Faculty Members	48
Degrees	50
Post-Training Positions	51
Subsequent Grants	52
Publications	57
Applicants and Entrants (New Application)	61
Predoctoral Applicant and Entrant Counts and Characteristics (New Application)	62
Edit the Counts and Characteristics	62
Counts table	63
Characteristics	63
Summary of Counts and Characteristics	65
Postdoctoral Applicant and Entrant Counts and Characteristics (New Application)	65
Counts table	66
Characteristics	66
Summary of Counts and Characteristics	67
Preview PDF (New Application)	67
Finalize RTD (New Application)	68

Prepare RTD for Research Performance Progress Report (RPPR)	70
Participating Trainees (RPPR)	71
Add Trainee (RPPR)	72
To add a trainee from a search:	72
To add a trainee you are creating:	73
To perform a bulk upload of trainees:	74
Participating Trainee Detail (RPPR)	75
Trainee Details	76
In Training Data	77
Support During Training	77
Faculty Members	82
Degrees	83
Post-Training Positions	85
Subsequent Grants	86
Program Statistics (RPPR)	91
Preview PDF (RPPR)	92
Finalize RTD (RPPR)	92
Prepare RTD for a Renewal Application	94
Participating Departments and Programs (Renewal)	95
Add Departments	95

Add Programs	97
Edit Departments & Programs	99
Participating Department/Program Detail (Renewal)	100
Edit Departments & Programs	100
Training Support & Summary (Renewal)	102
Summary Statistics	102
Institutional Training Support	103
Census Totals	104
Institutional Training Support Detail (Renewal)	105
Number of Trainee Positions	106
Overlapping Faculty	106
How Do I Manage Participating Faculty Members (Renewal)?	107
How Do I Add Faculty?	108
How Do I Edit Faculty Members?	111
How Do I Remove a Faculty Member?	112
Participating Faculty Detail (Renewal)	112
Participating Faculty Details	112
Faculty Degree	114
Research Support	116
Mentoring Record	119

Students (Renewal)	120
Add Student	121
Edit Student	122
Remove	122
Student Detail for a Renewal (Renewal)	122
Student Data	123
Participating Student Details	125
Faculty Members	125
Degrees	127
Post-Training Positions	128
Subsequent Grants	129
Publications	134
Participating Trainees (Renewal)	137
Add Trainee(s)	139
To add an individual trainee:	139
To add multiple trainees via Bulk Upload:	139
Edit Trainee	140
Remove	140
Participating Trainee Detail (Renewal)	140
Trainee Details	141

In Training Data	142
Support During Training	142
Faculty Members	146
Degrees	148
Post-Training Positions	149
Subsequent Grants	150
Publications	155
Program Statistics (Renewal)	159
Applicants and Entrants (Renewal)	160
Predoctoral Applicant and Entrant Counts and Characteristics (Renewal)	161
Edit the Counts and Characteristics	161
Counts table	162
Characteristics	162
Summary of Counts and Characteristics	164
Postdoctoral Applicant and Entrant Counts and Characteristics (Renewal)	164
Counts table	164
Characteristics	165
Summary of Counts and Characteristics	166
Appointments (Renewal)	166
Training Positions Awarded	167

Training Positions Appointed	168
Preview PDF (Renewal)	168
Finalize RTD (Renewal)	168
Prepare RTD for a Revision Application	171
Participating Departments and Programs (Revision)	171
Add Departments	172
Add Programs	174
Edit Departments & Programs	176
Participating Department/Program Detail (Revision)	177
Edit Departments & Programs	177
Training Support & Summary (Revision)	179
Summary Statistics	179
Institutional Training Support	180
Census Totals	181
Institutional Training Support Detail (Revision)	182
Number of Trainee Positions	183
Overlapping Faculty	183
How Do I Manage Participating Faculty Members (Revision)?	184
How Do I Add Faculty?	185
How Do I Add Faculty?	185

How Do I Edit Faculty Members?	188
How Do I Remove a Faculty Member?	189
Participating Faculty Detail (Revision)	189
Participating Faculty Details	189
Faculty Degree	191
Research Support	193
Mentoring Record	196
Students (Revision)	197
Add Student	198
Edit Student	199
Remove	199
Student Detail (Revision)	199
Student Data	200
Participating Student Details	202
Faculty Members	202
Degrees	204
Post-Training Positions	205
Subsequent Grants	206
Publications	211
Participating Trainees (Revision)	215

Add Trainee(s)	216
To add an individual trainee:	216
To add multiple trainees via Bulk Upload:	217
Edit Trainee	217
Remove	217
Participating Trainee Detail (Revision)	218
Trainee Data	219
In Training Data	219
Faculty Members	219
Support During Training	221
Degrees	224
Post-Training Positions	225
Subsequent Grants	226
Publications	230
Program Statistics (Revision)	234
Applicants and Entrants (Revision)	235
Predoctoral Applicant and Entrant Counts and Characteristics (Revision)	236
Edit the Counts and Characteristics	236
Counts table	237
Characteristics	237

Summary of Counts and Characteristics	238
Postdoctoral Applicant and Entrant Counts and Characteristics (Revision)	238
Counts table	239
Characteristics	239
Summary of Counts and Characteristics	240
Appointments (Revision)	240
Training Positions Awarded	241
Training Positions Appointed	242
Preview PDF (Revision)	242
Finalize RTD (Revision)	242
Search for Persons	245
xTRACT Person Profile	246
Accessing the Person Profile	246
Person Data	248
Sources of Support	248
Leave of Absence	250
Degrees	251
Employment	252
Create xTRACT Person	253
Degree Key	254

Institution Data	257
Search for Departments and Programs at the Institution	257
Create a Program at Institution	258
Update Programs	260
Maintain Funding Sources	260
To search for a funding source:	261
Create Funding Source	261
To add the funding source:	262
Edit Funding Source	263
Upload Funding Sources	264
How Are Training Tables Populated?	267
Table 2: Participating Faculty Members	271
Table 3: Federal Institutional Research Training Grant and Related Support Avail- able to Participating Faculty Members	273
Table 4. Research Support of Participating Faculty Members	276
Table 5 (A & B): Publications of Those in Training	278
Table 6 (A & B): Applicants, Entrants, and their Characteristics for the Past Five Years	281
Before Entering Applicant and Entrant Data in xTRACT	281
Table 6A: Part I. Predoctoral – Counts	283
Table 6A: Part II. Predoctoral – Characteristics	283

Table 6B: Part I. Postdoctoral – Counts	284
Table 6B: Part II. Postdoctoral – Characteristics	285
Table 7: Appointments to the Training Grant for Each Year of the Current Project Period (renewal/revision applications only)	285
Table 8: Program Outcomes (A-C)	287
Table 8A. Program Outcomes: Predoctoral	288
Table 8A. Part I. Those Appointed to the Training Grant	289
Table 8A. Part II. Those Clearly Associated with the Training Grant	289
Table 8A. Part III. Recent Graduates	290
Table 8A. Part IV. Program Statistics	291
Table 8B. Program Outcomes: Short-Term	292
Table 8C. Program Outcomes: Postdoctoral	293
Table 8C. Part I. Those Appointed to the Training Grant	293
Table 8C. Part II. Those Clearly Associated with the Training Grant	293
Table 8C. Part III. Recent Graduates (Only For New Applications and Pre- doctoral Renewal/Revision Applications Requesting Postdoctoral Support) ...	294

Latest Updates

October 16, 2023

Online help updated throughout to reflect xTRACT's new look and feel.

Welcome to Extramural Trainee Reporting and Career Tracking (xTRACT) Online Help

This help system provides online information about the functionality of the Extramural Trainee Reporting and Career Tracking (xTRACT) module. This topic illustrates the use of this online help system.

Help Icon in Module Leads to Online Help

Access online help by clicking the Help icon, which is a blue circle containing a white question mark, from any screen within the Extramural Trainee Reporting and Career Tracking (xTRACT) module.

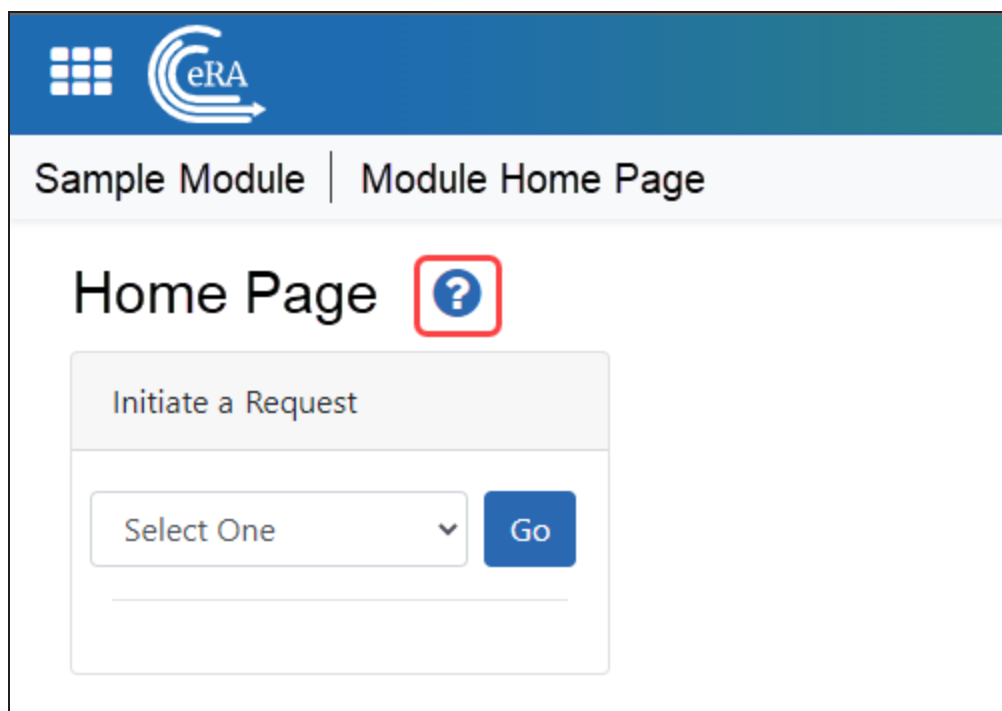
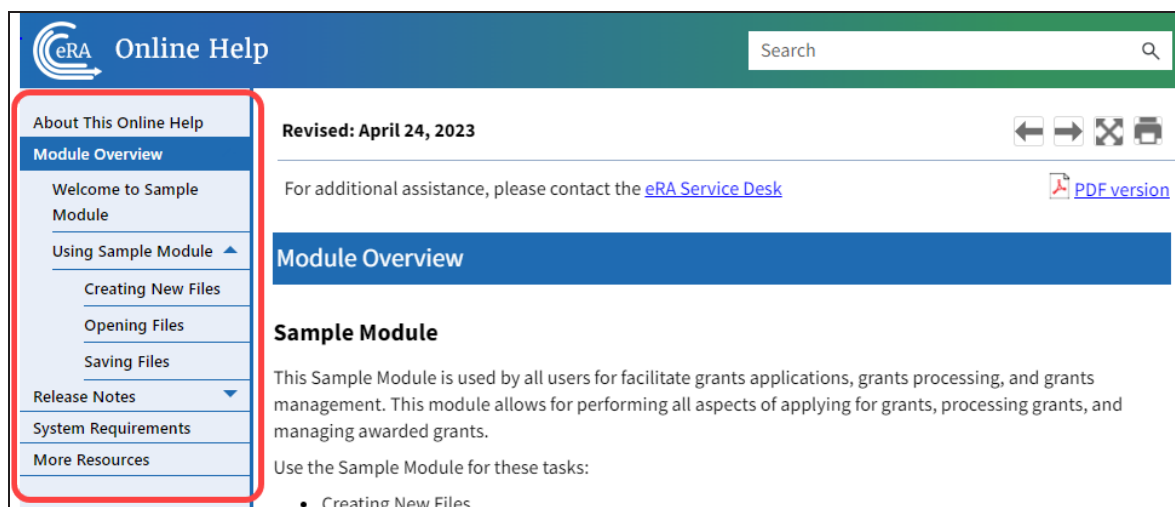
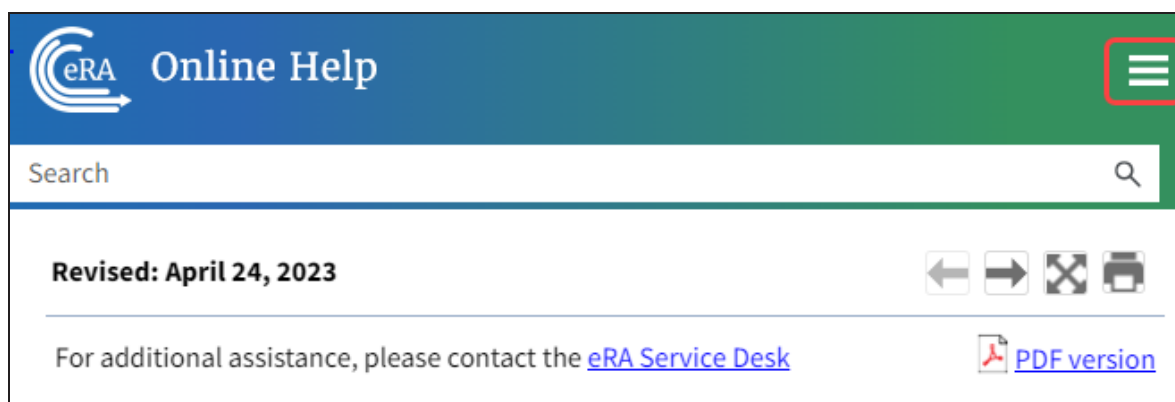


Table of Contents Pane

Use the table of contents pane at the left of a help system to navigate through topics. If a topic name has a down arrow ▼ next to it, click it to reveal subheadings.

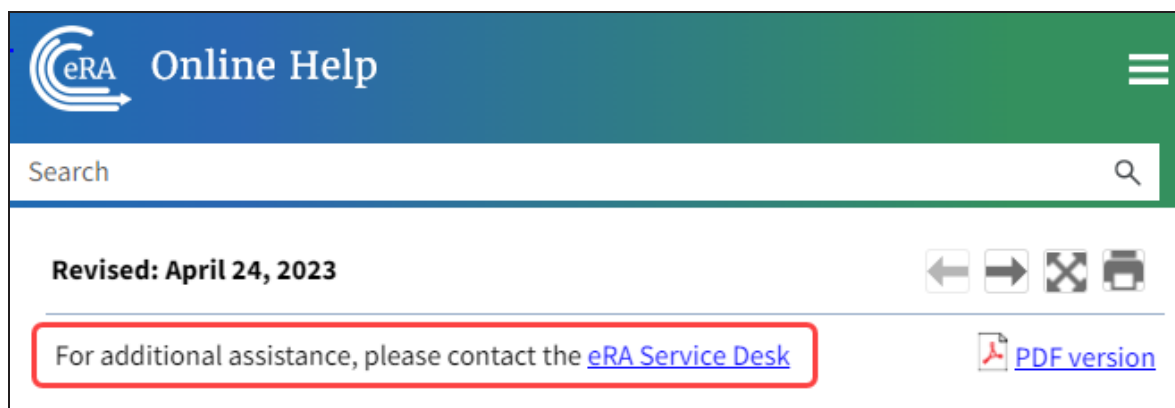


When the browser window is narrow, the table of contents pane is hidden. To view a hidden table of contents, click the three-horizontal-line icon at right top to toggle the table of contents between onscreen and hidden.



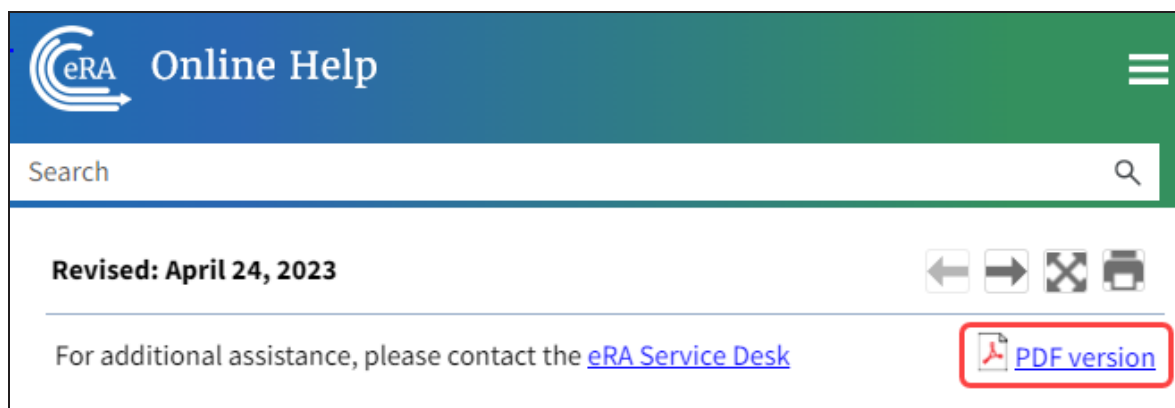
Contacting the eRA Service Desk

Online help pages contain a link to the eRA Service Desk at top. Contact the service desk for help with error messages, system questions, and help solving problems in eRA modules. The link is located above the page title on all online help pages.



Viewing all Online Help in a PDF Version

All online help is available in PDF format. The PDF contains identical information as the online help. The PDF is linked at the top right of every online help page with a link named PDF Version.



Showing Hidden Text or Images

You might encounter dropdown text or toggled images in online help. Sometimes, to save screen space and let you focus on the information important to you, online help hides text or images behind linked text.

For instance, click the following heading to see the hidden dropdown text showing steps of a procedure:

Creating a New File

1. Click the New button.

2. Enter a name for the file.
3. Click the Save button.

Images can also be toggled. In the example below, click the words "[Access the Edit action by clicking the three-dot ellipsis icon](#)" to see the hidden image.

NAME/NUMBER ▲	TYPE ▼
GENOMICS:455555555	...
GENOMI:444444444	 Edit

Tools for Navigating Topics, Showing Hidden Material, and Printing

Click the left and right arrow icons at top right to go to the previous or next topic in the table of contents:



Click the print icon, below, to print:



Click the expand icon, below, to expand all material that is hidden in a topic.



Click the collapse icon, below, to collapse all material. The collapse icon appears only after clicking the expand icon.



Search Field

Type text into the search field to find all topics that contain matching text. Then either press the Enter key or click the magnifying glass icon to search.



If you type multiple words in the search field, the search assumes an 'AND' between each word. For example, if you search for **system requirements**, the search does this: Find all topics that contain both **system AND requirements**, not necessarily adjacent to each other in text. It counts variations of words as a match; for example; **require** or **required** are deemed to be matches for **requirements**.

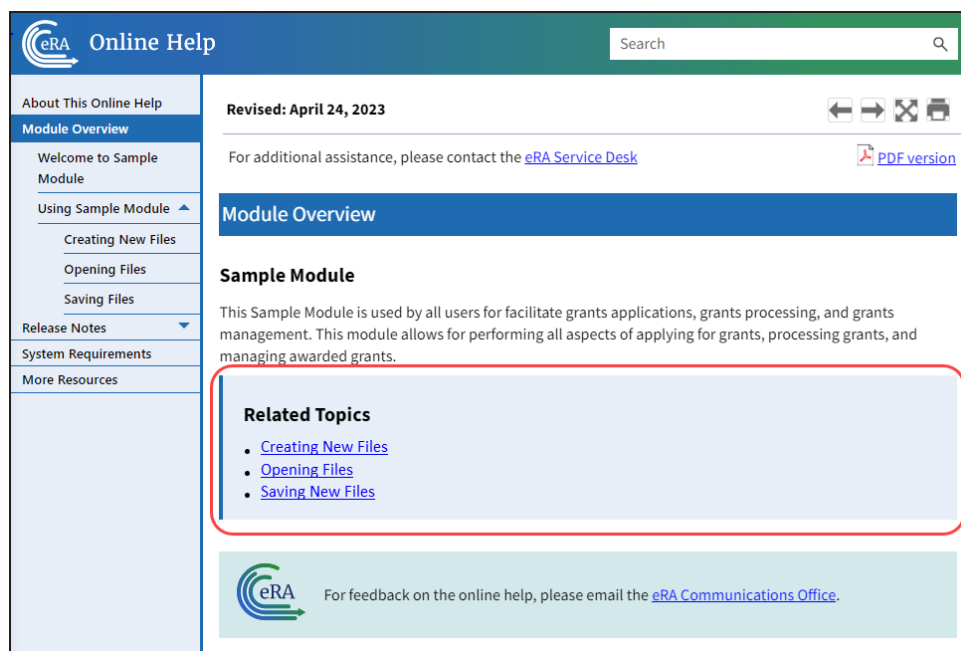
If you want only topics that contain an exact phrase, enclose it in double quotation marks like this:

"system requirements"

The search field searches ONLY the current help system for the Extramural Trainee Reporting and Career Tracking (xTRACT) module. To search all help systems, go to [the eRA website](#) and use the search field at the top of the page.

Finding Related Topics

Most topics contain a Related Topics section, which show links to a list of topics that are related to the one you are viewing.



Providing Feedback on the Online Help or PDF

All topics contain a green feedback footer with an email link to the eRA Communications Office, which creates and updates online help and PDFs. The eRA Communication Office does not provide technical support but is happy to accept feedback on how we might make the online help better meet your needs.

For tech support, contact the [eRA Service Desk](#) instead of the Communication Office.


Online Help

About This Online Help

Module Overview

Welcome to Sample Module

Using Sample Module ▲

Creating New Files

Opening Files

Saving Files

Release Notes ▼

System Requirements

More Resources

Revised: April 24, 2023

For additional assistance, please contact the [eRA Service Desk](#)

 [PDF version](#)

Module Overview

Sample Module

This Sample Module is used by all users for facilitate grants applications, grants processing, and grants management. This module allows for performing all aspects of applying for grants, processing grants, and managing awarded grants.

Related Topics

- [Creating New Files](#)
- [Opening Files](#)
- [Saving New Files](#)



For feedback on the online help, please email the [eRA Communications Office](#).

Navigating and Using the UI in eRA Modules

For increased usability, eRA modules are gradually switching to a streamlined, modern, mobile-friendly look and feel for screens. The new look and the new navigation adjust dynamically for a variety of screen or font sizes, making your browsing experience more efficient on the device of your choice. New UI elements offer a consistent set of tools that you can use across modules. A new header and footer conserve space, leaving more work area for you to accomplish your tasks.

This topic explores the new navigation and UI elements that you might see on updated screens. All modules will eventually use the same framework for building the UI and navigation through screens. Older style screens will co-exist with updated screens during the transition to the new look and feel.

Read this topic to learn about:

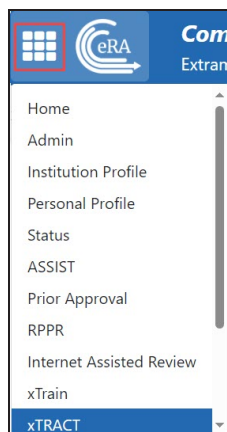
- Header/footer for eRA modules
- Navigation to and within modules
- Actions column and how it might be replaced by an ellipsis (three-dot) dropdown in a row
- Standard tools for tables
- How columns are hidden and shown on small screens

Header and Footer Navigation

The header and footer use symbols to save screen real estate and dynamically adjust to fit smaller screens.



The first icon from left is the Apps menu. The Apps menu shows all apps available to the currently logged-in user, shown below:



Other Icons in Header



Links to the Department of Health and Human Services.



Link to grants.nih.gov.



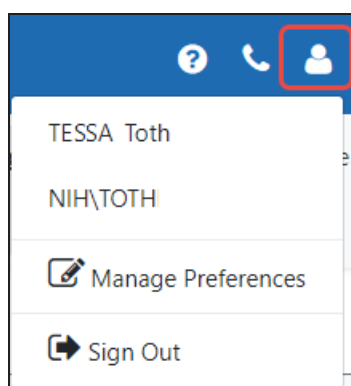
Links to a general eRA Service Desk Support page.



Links to eRA Points of Contact page.

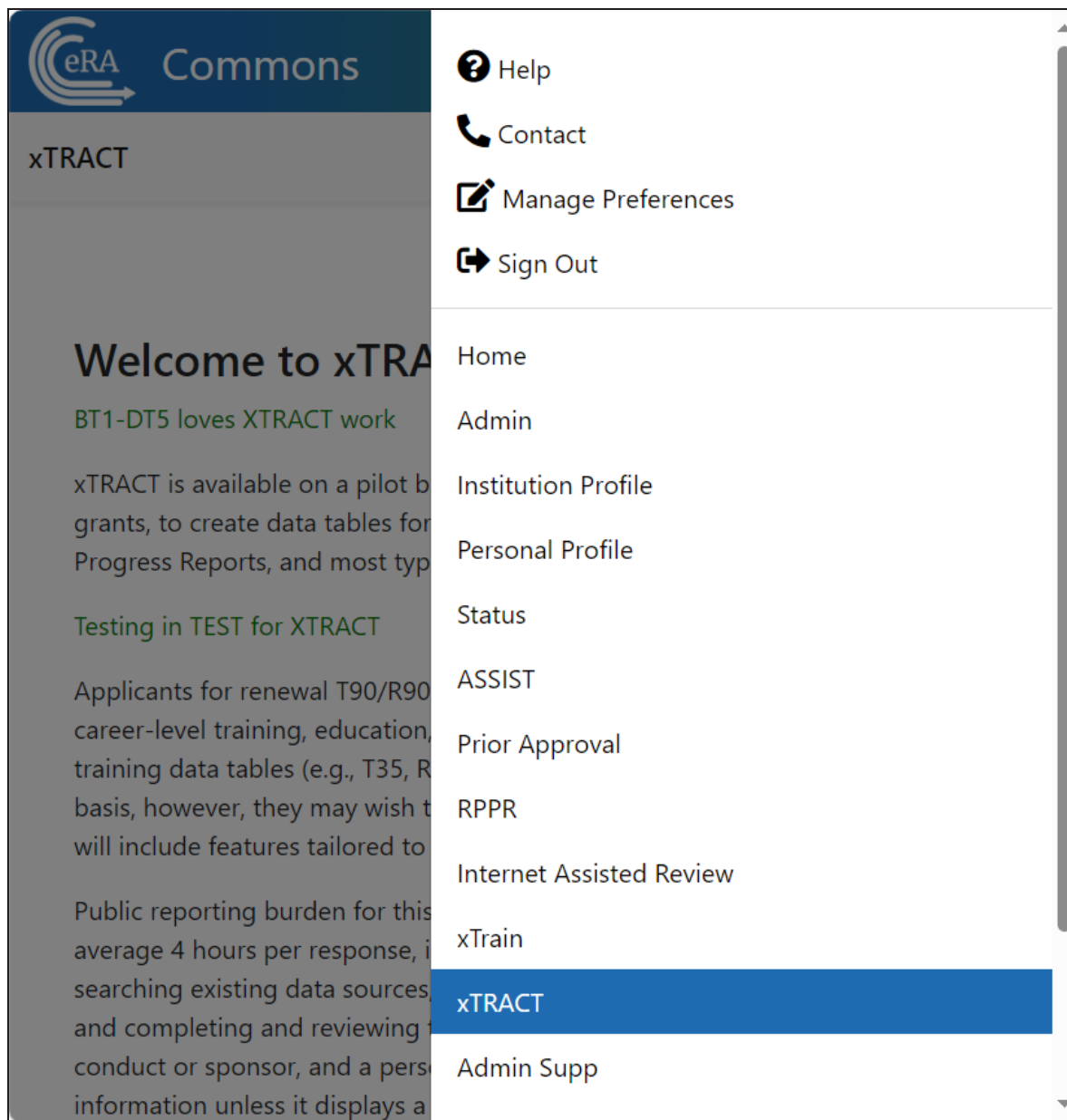
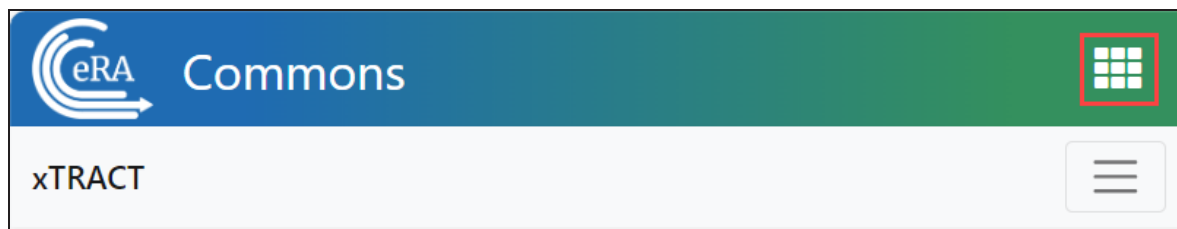


The person icon shows your login information, preferences, and sign out link:



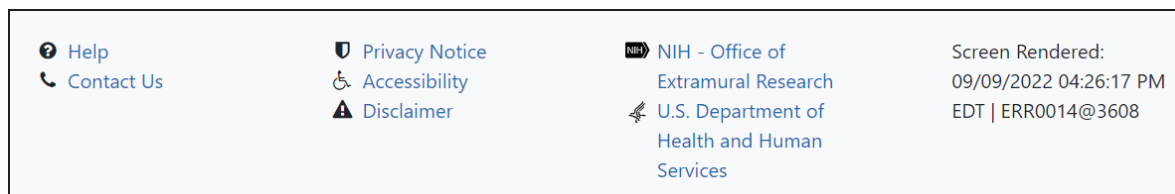
Dynamic Header

Below, on a narrow screen, most items on the header are hidden, but they pop down when you click the grid icon in the upper right, circled below.



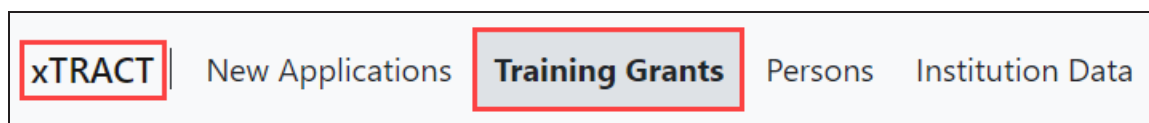
Redesigned Footer

The footer is clean and offers only essential information organized into columns.



Navigating Within a Module

The module abbreviation, circled below left, lets you quickly see which module you are working in.



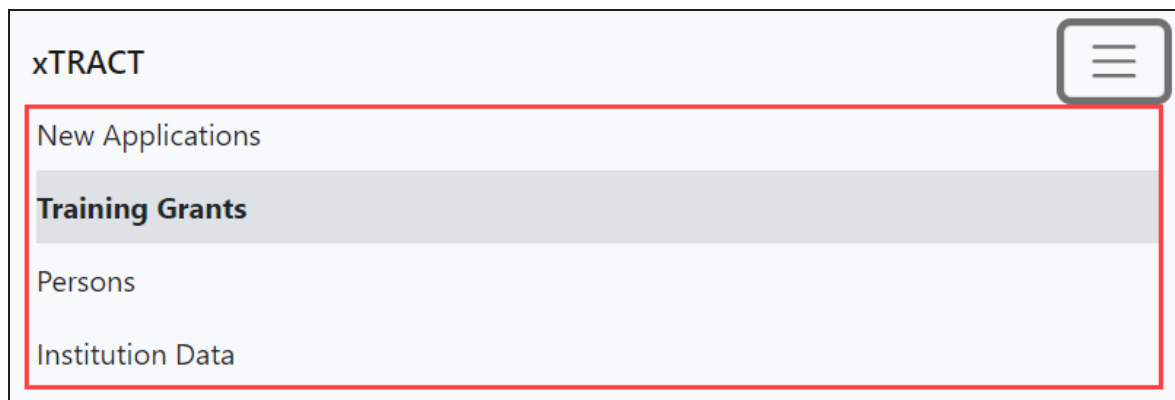
The sections of the modules are listed across the top, with the current section highlighted in gray, circled above.

To navigate to each section, click the section name.

If the screen size is small, all the app section names are collapsed under a three-line icon, shown below.



When clicked, the three-line icon shows all module navigation in vertical form, below.



Actions Column Replaced by Ellipsis Menu

Actions that are available for each row in a table might be displayed under a three-dot ellipsis icon instead of an **Actions** column, as shown below.

Last Name ▾		First Name ▾
Curie	...	Pierre
Curie	...	Marie
Curie	View Details	

Standard Tools for Tables

Tables are sleeker with tools for showing the data you want to see. See below for explanations of table tools.



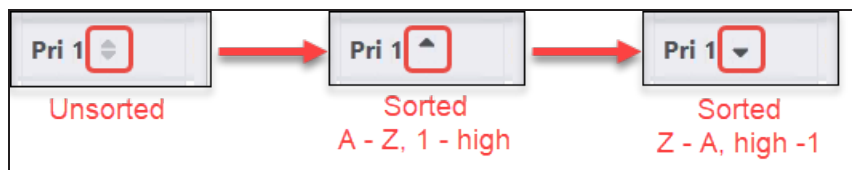
Filter

Entering filter text features instant filtering of the list as you type, with the number of found results updated as you type. The text you type in the filter is highlighted in the table.

Filter Table	26 Results
--------------	------------

Column Sorting

Click column headers to sort by that column.



Download and Print

Use the download tool , shown below, to export table data to Excel or PDF, or to print. Data from all columns is exported/printed even if only a subset of columns are visible.


EXPORT
 Excel
 PDF
 Print

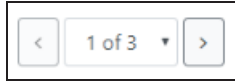
Rows Per Page

To help avoid scrolling, use the grid tool  to specify how many table rows appear per page.


ROWS PER PAGE
25
50
100
200
ALL

Page Navigation

Navigate to each page of search results using the following tool:



What is xTRACT?

Extramural Trainee Reporting and Career Tracking (xTRACT) is a module within eRA Commons used by applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications.

Because xTRACT is integrated with Commons, it is able to use xTrain appointment and related data to pre-populate some training data for training tables and reports. This includes data related to trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards. xTRACT also allows manual entry of data not found in Commons or xTrain. Manually entered information is stored in xTRACT and can be re-used when preparing subsequent training table submissions.

If you are a Signing Official (SO), Administrative Official (AO), Business Official (BO), Principal Investigator (PI), or assistant (ASST) in Commons, you have access to the xTRACT module.

This online help does not contain field by field help; for field level help, see the Training Data Tables Instructions here:

- Download Microsoft Word: https://grants.nih.gov/grants/funding/datatables-f/Consolidated_Training_Tables.docx
- View PDF: https://grants.nih.gov/grants/funding/datatables-f/Consolidated_Training_Tables.pdf

IMPORTANT: xTRACT is a tool for creating training tables. Tables generated in xTRACT must be attached to and submitted with the appropriate progress report or application. There is no **Submit** feature in xTRACT.

POLICY:

[Advance Notice of Transition to the xTRACT System for Preparing Research Training Data Tables](#) - NOT-OD-18-133

[NIH & AHRQ Announce Transition to New Research Training Table Formats for 2016 and Upcoming Release of the xTRACT System](#) - NOT-OD-16-007

Initiate an RTD for New Application

IMPORTANT: Only the Principal Investigator (PI) can initiate an RTD for a new application.

To initiate an RTD for a new application:

1. Select the **New Applications** tab.
2. Select the **Initiate RTD for New Application** link.

The screenshot shows the 'Initiate New Research Training Dataset (RTD) - Application Details' screen. The top navigation bar includes 'xTRACT | New Applications', 'Training Grants', 'Persons', and 'Institution Data'. On the left, a sidebar under 'New Applications' contains 'Search RTD for New Applications' and 'Initiate RTD for New Application'. The main content area is titled 'Initiate New Research Training Dataset (RTD) - Application Details' with a help icon. It lists required fields: 'Project Title *', 'Description' (with a 500 character limit), 'Opportunity Number', and 'Institution *'. Each field has a corresponding text input box. At the bottom right are 'Cancel' and 'Initiate RTD' buttons.

Figure 1: Initiate RTD for New Application screen

3. Enter the fields as displayed on the Prepare New Research Training Dataset (RTD) screen. Required fields are marked with an asterisk (*).
 - a. **Project Title** (required)
 - b. **Description**
 - c. **Opportunity Number**

d. **Institution** (required)

4. Select the **Initiate RTD** button.

You will see a message at the top of the screen confirming that your RTD has been initiated.

Search RTD for New Applications

To search for RTDs for new applications:

1. Navigate to the **New Applications** tab.
2. Select the **Search RTD for New Applications** link to display search parameters.

The screenshot shows the xTRACT application interface. At the top, there are tabs: xTRACT, New Applications (selected), Training Grants, Persons, and Institution Data. On the left, under 'New Applications', there are links: 'Search RTD for New Applications' (selected), and 'Initiate RTD for New Application'. The main area is titled 'Search Research Training Data Sets for New Applications'. It contains three search input fields: 'New Data Set Identifier', 'New Data Set Project Title' (with a hint: 'abcd% or %abcd% or ab%cd%'), and 'PD/PI Last Name' (with a hint: 'abcd% or %abcd% or ab%cd%'). Below these fields are buttons for 'Clear Search Criteria' and 'Search New RTDs'. Underneath is a section titled 'RTDs of New Applications' which includes a 'Filter Table' dropdown, '0 Results', and a table with columns: RTD ID, Status, Project Title, and PD/PI Name. The table is currently empty, with a message: 'No new RTDS found, Please refine your search criteria and search for new RTDs.'

Figure 2: Searching for New Applications

3. Enter search parameters to narrow the results.
 - a. **New Data Set Identifier**
 - b. **New Data Set Project Title**
 - c. **PD/PI Last Name**

TIP: You can use the percent sign (%) as a wild card at the start, end, and middle of your criteria.

4. Select the **Search New RTDs** button.

New RTDs display in a table on the screen. If no matches are found, the following message appears: Nothing found to display.

The information presented in the results includes:

- New Data Set Identifier
- Project Title
- PD/PI Name
- Status
- Action links

New Applications

Search RTD for New Applications

Initiate RTD for New Application

Search Research Training Data Sets for New Applications

New Data Set Identifier

New Data Set Project Title

abcd% or %abcd% or ab%cd%

Use '%' as a wildcard character.

PD/PI Last Name

Curie

Use '%' as a wildcard character.

[Clear Search Criteria](#) [Search New RTDs](#)

RTDs of New Applications

Filter Table 3 Results

RTD ID	Status	Project Title	PD/PI Name
12345	In Progress	Long-Term Effects of Radium Exposure on Nearby Inhabitants	Curie, Marie
12356	Final	Long-Term Effects of Radium Exposure on Nearby Inhabitants	Curie, Marie

Figure 3: RTDs for New Applications - Search Results

The options available in the **RTD ID** column will vary depending on the role of the user (whether they have edit or view privileges) and the status of the RTD (whether it is in progress or finalized). Potential options include:

- **Prepare RTD for New Application**

Click the linked RTD ID number for an in progress application to continue preparing an RTD.

- **View Training Tables**

Click the linked RTD ID number for a finalized RTD to view the training tables for a New Application.

- **Unfinalize New Application** button

This button is available to users (PD/PIs and their ASSTs) with the permission to unfinalize an RTD that has been marked as Final.

Search for Training Grants

Use the *Search for Training Grants* feature to prepare RTDs for use in revisions and renewals or in Research Performance Progress Reports (RPPR).

1. Select the **Training Grants** tab.

The *Search for Training Grants* screen displays with search parameters for **Grant Number** and **PD/PI Last Name**.

For an ASST, an additional search criterion of *Delegator* also appears. This allows the ASST to filter results to a specific PI who has delegated access to them. This is a drop-down which defaults to blank, but includes the names of all PIs who have delegated access to the ASST.

2. *Optional:* Enter the appropriate search parameters. This is not required.

Grant Number

- **Type**
- **Activity Code**

T32 is the default value.

- **IC Code**
- **Serial Number**
- **Support Year**
- **Suffix**

PD/PI Last Name: Enter the last name of the PD/PI associated with the project.

TIP: You may use the percent sign (%) as a wild card at the start, at the end, or in the middle of your criteria.

3. Select the **Search Training Grants** button.

Figure 4: Searching Training Grants

All records matching the entered search criteria (if any) display in the hit list below the search criteria. These records are limited by the privileges associated with your account. If no programs meet the entered criteria, the following message displays: Nothing found to display.

Grant Number ^	Grant Status	PI Name	Project Title	RTD Status
1T23OD456789-15	Awarded	Curie, Marie (Contact) Curie, Pierre Skłodowska, Salomea	Long-Term Effects of Radium Exposure on Nearby Inhabitants	Not Started (FRPPR/IRPPR) Not Started (Revision) Not Started (Renewal)
1T23OD456789-17	Pending	Curie, Marie (Contact) Curie, Pierre Skłodowska, Salomea	Long-Term Effects of Radium Exposure on Nearby Inhabitants	In Progress (RPPR)

Figure 5: Searching Training Grants - Results

The training grants are presented in a table and include the following related information:

- **Grant Number**
- **Grant Status**
- **PI Name**
- **Project Title**
- **RTD Status**

The  three-dot ellipsis button next to the grant number presents the options to perform several tasks. These tasks are limited to the role associated to your account. You may see all or some of the following links:

- **Prepare for RPPR**

Use this link to prepare the RTD for the progress report. The link appears when the training grant is awarded, the next support year is pending, and RTD preparation for the RPPR has not been initiated.

- **Continue for RPPR**

Use this link to continue an RTD already in progress. The link appears when the RTD for the progress report has been initialized but is not final.

- **Prepare for Revision**

Use this link to prepare the RTD for a revision. The link appears when the training grant is awarded and an RTD preparation for a revision has not been initiated.

- **Continue for Revision**

Use this link to continue an RTD already in progress. The link appears when the RTD for a revision has been initialized but is not final.

- **Prepare for Renewal**

Use this link to prepare the RTD for a renewal. The link appears when the training grant is awarded, has entered or will soon be entering its final non-competing year, and an RTD preparation for a renewal has not been initiated.

- **Continue for Renewal**

Use this link to continue an RTD already in progress. The link appears when the RTD for a renewal has been initiated but is not final.

- **View Tables**

Use this link to view the training tables for an RPPR, Revision, or Renewal. The link is available once the RTD has been marked as final.

- **Unfinalize**

This link is available to users having the permission to unfinalize an RTD for an RPPR, Revision, or Renewal that has been marked as Final.

Prepare RTD for a New Application

Use the links listed under **RTD** on the left side of the screen to maintain the specific sections of the RTD:

- **Application Details**
- **Participating Departments/Programs**
- **Training Support & Summary**
- **Participating Faculty**
- **Participating Students**
- **Applicants and Entrants**
- **Preview PDF**
- **Finalize RTD**

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.

The screenshot displays the xTRACT application interface. At the top, there is a navigation bar with tabs: xTRACT, New Applications, Training Grants, Persons, and Institution Data. Below this, a sidebar on the left lists various RTD sections: RTD, Application Details, Participating Departments / Programs, Training Support & Summary, Participating Faculty, Participating Students, Applicants and Entrants, Preview PDF, and Finalize RTD. The 'Application Details' section is currently selected and highlighted. The main content area shows the 'Prepare Research Training Dataset (RTD) for New Application' form. This form includes a table with columns for New RTD, PD/PI, and Institution. Below the table, there is a section for 'Application Details' with a question mark icon. This section contains a 'Project Title' field with the text 'Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants', a 'PI(s)' field with a contact icon and an 'Add PI' button, a 'Description' field with a character count of 500, and an 'Opportunity Number' field. At the bottom right, there are 'Cancel' and 'Save' buttons.

New RTD	PD/PI	Institution
12382 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	Curie, Marie	UNIVERSITY OF PARIS

Application Details ?

* Required Fields

Project Title *

Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

PI(s) *

(Contact) Curie, Marie

Add PI

Description

500 Characters Remaining

Opportunity Number

Cancel Save

Figure 6: RTD Links for New Applications

Application Details (New Application)

The Application Details section includes:

- **Project Title**
- **PI(s)**

Added PIs are read-only. Use the **Add PI** button to include additional PIs. Links are also available for removing a PI and setting the PI as the Contact. Refer to the steps below.

- **Description**

The optional description field is provided so that you can add a meaningful description of the purpose of the RTD. This information is used only within xTRACT and is not part of the data submitted with the training grant application.

- **Opportunity Number**

For informational purposes only. There are no restrictions for submitting an RTD based on the NOFO.

Update the fields as appropriate and select the **Save** button.

xTRACT

New Applications

Training Grants

Persons

Institution Data

RTD

Application Details

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Students

Applicants and Entrants

Preview PDF

Finalize RTD

Back to search results

Prepare Research Training Dataset (RTD) for New Application

New RTD

12382 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

PD/PI

Curie, Marie

Institution

UNIVERSITY OF PARIS

Application Details

Required Fields

Project Title

Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

PI(s)

Contact

Curie, Marie

Add PI

Description

Environmental health research in which an unpredictable event or policy change provides a limited window of opportunity to collect human biological samples or environmental exposure data.

313 Characters Remaining

Opportunity Number

RFA-ES-23-004

Cancel Save

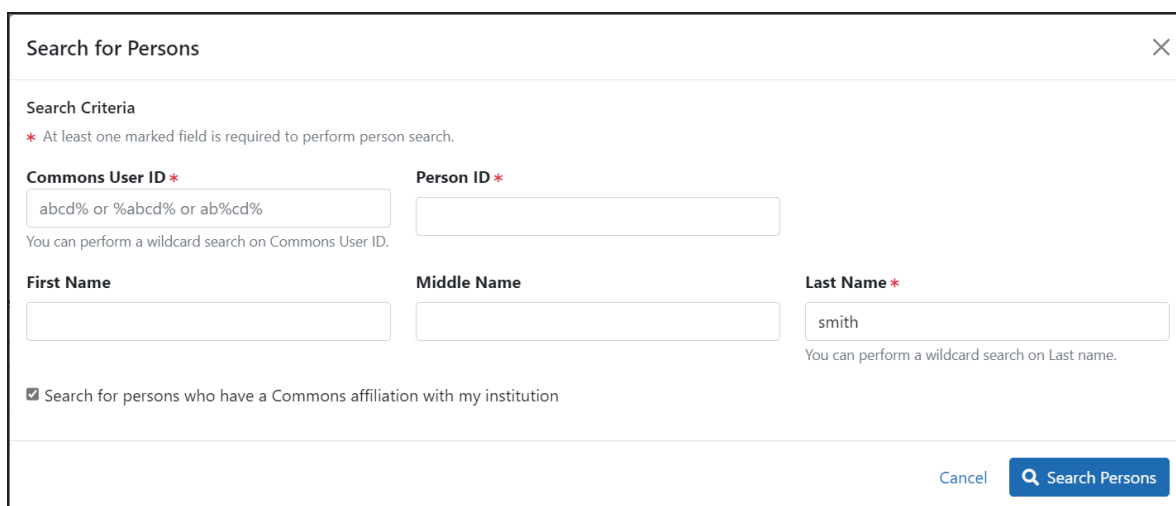
Figure 7: Prepare RTD for New Application

Add PI

To add a PI from a search:

1. Select the  **Add PI** button.
2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the check mark from the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.



Search for Persons

Search Criteria

* At least one marked field is required to perform person search.

Commons User ID *
You can perform a wildcard search on Commons User ID.

Person ID *

First Name

Middle Name

Last Name *
You can perform a wildcard search on Last name.

☒ Search for persons who have a Commons affiliation with my institution

Cancel **Search Persons**

Figure 8: Search for Persons

All matching records display in the **Person(s)** table. Only persons with a Commons role of PI will be returned in the search.

Search for Persons

Search Results

Persons

Filter Table 6 Results

Add to RTD ^	Person Name ^	Commons User ID ^	Person ID ^	Commons Institution ^	Email ^
☐	Curie, Marie	CURIEMARIE		University of Paris	eRATest@mail.nih.gov
☐	Curie, Pierre	CURIEPIERRE		University of Paris	eRATest@mail.nih.gov

Cancel Back to Search + Add Person(s)

Figure 9: Search for Persons with Results

3. Select the **Add to RTD** checkbox for each person you wish to add, then click the **Add Person(s)** button. The selected person(s) are added to the PI(s) in the Application Details.

Set a Contact PI

If your application has multiple PIs, you can set a PI as the Contact.

1. In the **Basic Information** section of the RTD, find the PI you wish to set as Contact. Select the  **Set as Contact PI** button.

Remove a PI

If your application has multiple PIs, you can remove a PI.

NOTE: You cannot remove the PI designated as Contact PI. You must first change the Contact PI to another person.

1. In the **Basic Information** section of the RTD, find the PI you wish to remove. Click the  **Remove PI** button. A confirmation screen is displayed.
2. Click the **Delete** button. The PI is removed.

Participating Departments and Programs (New Application)

Use this section to add/remove departments and programs.

Adding Departments or Programs

1. Select Participating **Departments/Programs** on the left.
2. Select the **Add Participating Departments or Programs** button.

Prepare Research Training Dataset (RTD) for New Application

New RTD
12383 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

PD/PI
Curie, Marie

Institution
UNIVERSITY OF PARIS

Participating Departments and Programs ?

⚠ Participating Departments and Programs have not been added to the RTD yet and are needed to prepare the RTD for a new application.

Filter Table 0 Results

Download Table View Previous Next

Department or Program Name ^	Type ^
No data available in table	

+ Add Participating Departments or Programs

Figure 10: Adding Departments

3. Start typing in the **Choose your Department or Program** field. The system will display a list of departments and programs with that character string in a drop-down menu. Major Components are also displayed with the Department to differentiate among departments with the same name in different units of the organization.

TIP: Use the **Include Departments** and **Include Programs** checkboxes to limit your search if desired.

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

neu

- Neurobiology And Anatomical Sciences ▲
- Neurology ▲
- Neuroscience ▲
- Neurosurgery ▲

- ▲ **Department:** Please have a Signing Official contact the Service Desk.
- ● **Program:** Corrections can be made under the ... menu once you add your selections.

Cancel Save

Figure 11: Searching for Departments

- Find the appropriate department or program in the results list drop-down and click to select it.
- Repeat steps **3-4** if you wish to add multiple departments or programs.

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

× Neurobiology And Anatomical Sciences

× Radiology

×

Looking for a Program but don't see it listed? You can also [create one](#).

Need to make corrections to a name?

- ▲ **Department:** Please have a Signing Official contact the Service Desk.
- **Program:** Corrections can be made under the **...** menu once you add your selections.

Cancel

Save

- Click the **Save** button to complete the selection and close the screen.

The *Participating Departments and Programs* screen updates to show the added department(s) in a table. Added programs and departments display in the same table.

- Click the  three-dot ellipsis button to edit or remove the departments or programs.

Creating Departments or Programs

- Select the **Add Participating Departments or Programs** button.

Prepare Research Training Dataset (RTD) for New Application

New RTD 12383 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	PD/PI Curie, Marie	Institution UNIVERSITY OF PARIS
---	------------------------------	---

Participating Departments and Programs ?

 Participating Departments and Programs have not been added to the RTD yet and are needed to prepare the RTD for a new application.

0 Results



Department or Program Name ^	Type ^
No data available in table	

+ Add Participating Departments or Programs

Figure 12: Add Participating Departments or Programs Button

2. Start typing in the **Choose your Department or Program** field. The system will display a list of departments and programs with that character string in a drop-down menu.
3. To add a Program not available in the search results:
 - a. Select **Create One**. The Add Participating Departments and Programs screen is displayed.

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

Start typing to select departments or programs ...

Looking for a Program but don't see it listed? You can also [create one](#).

Need to make corrections to a name?

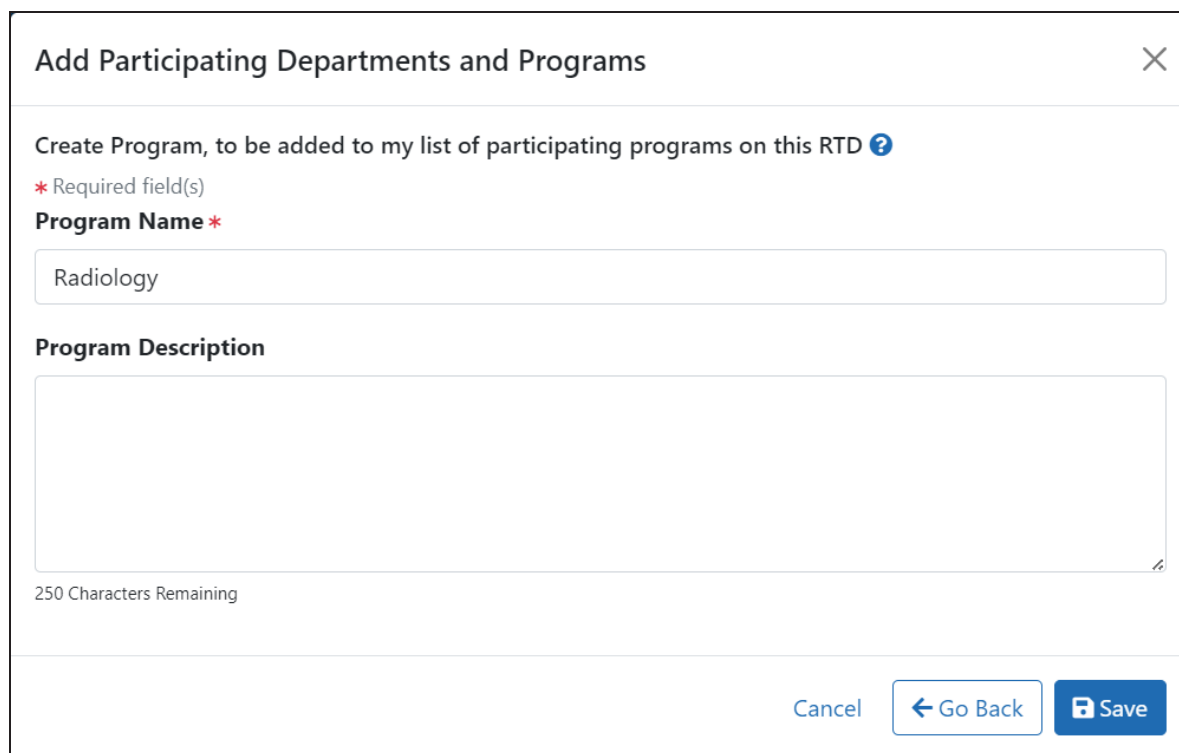
- ▲ **Department:** Please have a Signing Official contact the Service Desk.
- **Program:** Corrections can be made under the ... menu once you add your selections.

Cancel

Save

Figure 13: Searching for Programs Displaying Create One Hyperlink

- b. Add **Program Name** (required) and **Program Description** (optional).



Add Participating Departments and Programs ✕

Create Program, to be added to my list of participating programs on this RTD ?

* Required field(s)

Program Name *

Radiology

Program Description

250 Characters Remaining

Cancel [← Go Back](#) **Save**

Figure 14: Adding a Program

- c. Click the **Save** button. The program is created and added.
- d. Click the **Save** button to save the selected departments and programs to the RTD.

The *Participating Departments and Programs* table updates to show the added program (s). Added programs and departments display in the same table. A  three-dot ellipsis button is displayed for each item; it contains links for removing and editing the census for the programs and departments.

Edit Departments & Programs

To edit a program or department, click the  three-dot ellipsis button and select **Edit Census**.

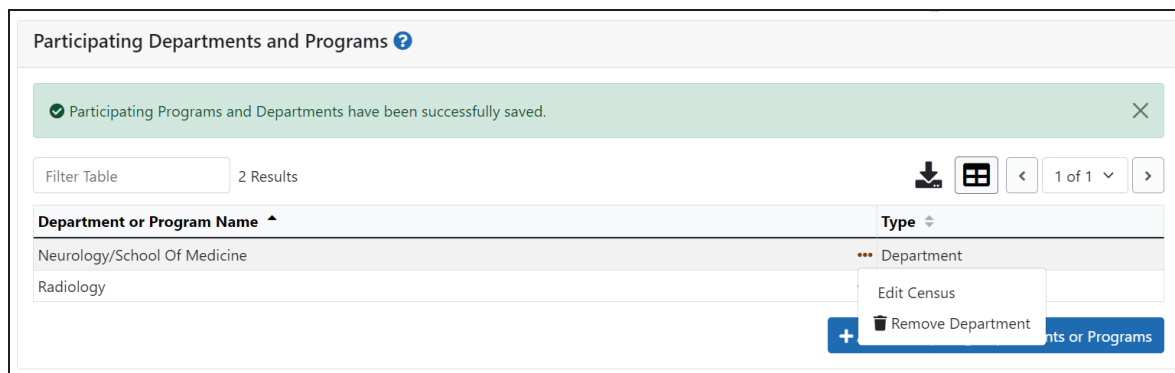


Figure 15: Edit Census for Programs and Departments

Faculty

- Total
- Participating

Predotorates

- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty

Postdoctorates

- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty

Participating Department Census: Neurology/School Of Medicine ?

Faculty

Total	Participating
0	0

Predocotorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Pre-docs with Participating Faculty
0	0	0	0

Postdoctorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Post-docs with Participating Faculty
0	0	0	0

Cancel **Save**

Figure 16: Participating Department/Program Detail

Select the **Save** button to save the information.

Training Support & Summary (New Application)

Summary Statistics

Displays the read-only totals of the following:

- Total Number of Pre-doc Positions
- Total Number of Post-doc Positions
- Total Number of Short-Term Positions
- Average Grant Support per Participating Faculty Member

The **Average Grant Support per Participating Faculty Member** is the mean of the Current Year Direct Costs in Research Support for each Faculty member.

The total number of positions represent the sums of the positions entered for each Institution Training Grant.

Training Support & Summary ?	
Summary Statistics	
Total Number of Pre-doc Positions ⓘ	0
Total Number of Post-doc Positions ⓘ	0
Total Number of Short-Term Positions ⓘ	0
Average Grant Support per Participating Faculty Member ⓘ	\$0

Figure 17: Training Support & Summary

Institutional Training Support Detail

To add currently active, federal institutional training, career development, or research education support available to the participating faculty members:

1. Select the **Add Institutional Training Support** button in the **Institutional Training Support Detail** section.

Institutional Training Support Detail

NIH and Other Agency Sources of Support on Record

Filter Table

1 Results

Download

Table

Previous

1 of 1

Next

Grant Title ^	Award Number ^	Project Period ^	PD/PI ^
Long-Term Effects of Radium Exposure on Nearby Inhabitants	T32AA00 -26	04/1997 to 03/2028	Curie, Marie

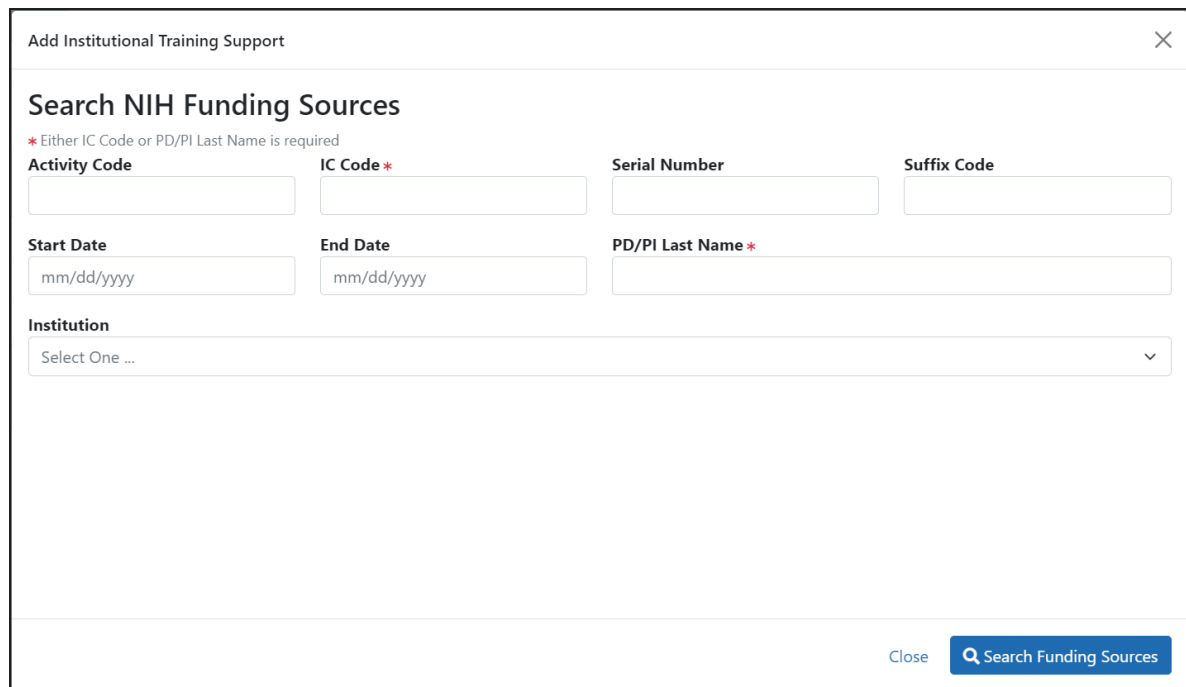
Add Institutional Training Support

Figure 18: Add Institutional Training Support Button

2. Search for support by entering any of the criteria on the *Add Institutional Training Support* pop-up. You must enter either an IC Code or PD/PI Last Name.
 - Activity Code
 - IC Code
 - Serial Number
 - Suffix Code
 - Start Date
 - End Date

- PD/PI Last Name
- Institution

TIP: As you type an institution name, a drop-down list of potential matches will begin to populate. Select the institution from that list.



The screenshot shows a web application window titled "Add Institutional Training Support" with a close button (X) in the top right corner. Below the title bar is a section titled "Search NIH Funding Sources". A red asterisk note states: "* Either IC Code or PD/PI Last Name is required". The form contains several input fields: "Activity Code", "IC Code *" (with a red asterisk), "Serial Number", "Suffix Code", "Start Date" (with a placeholder "mm/dd/yyyy"), "End Date" (with a placeholder "mm/dd/yyyy"), and "PD/PI Last Name *" (with a red asterisk). Below these is an "Institution" dropdown menu with the text "Select One ..." and a downward arrow. At the bottom right of the form are two buttons: a "Close" button and a "Search Funding Sources" button with a magnifying glass icon.

Figure 19: Searching for Funding Sources

3. Select the **Search Funding Sources** button. A list of matches is displayed.

Add Institutional Training Support

NIH Funding Sources Search Results

Filter Table
1 Results

1 of 1

Grant Number ^	PD/PI ^	Project Title ^	Institution ^	Project Start Date ^	Project End Date ^
T32AA007573 +	Curie, Marie	Long-Term Effects of Radium Exposure on Nearby Inhabitants	UNIVERSITY OF PARIS	04-01-1997	03-31-2028

Close
Back to Search

- Select the **Select this Funding Source** button next to the grant number. The added source of support is displayed on the *Training Support and Summary* screen.
- To remove the funding source, click the **Remove Institutional Training Support** button next to the grant title.
- To edit the funding source, click the hyperlinked grant title.

Additional detail can be found in the [Institutional Training Support Detail](#) section.

Census Totals

Displays totals for Faculty, Predoctorates, and Postdoctorates.

▼ **Census Totals**

Faculty	
Total	0
Participating	0
Please provide numbers for unique faculty members across the participating departments and interdepartmental programs.	
Edit	

Pre-doc	
Total	0
Supported by any HHS Training Award	0
Total Predoctorates with Participating Faculty	0
Eligible Students with Participating Faculty	0
TGE Predocs Supported by this Training Grant	0

Post-doc	
Total	0
Supported by any HHS Training Award	0
Total Postdoctorates with Participating Faculty	0
Eligible Postdocs with Participating Faculty	0
TGE Postdocs Supported by this Training Grant	0

Faculty

- Total
- Participating

Use the **Edit** button to add to or update the numbers for unique faculty members across participating departments and interdepartmental programs.

Pre-doc

The following read-only information is displayed. This data is maintained on the **Participating Departments/Programs** section, and the sum totals across **Participating Programs and Departments** are shown here.

- Total
- Supported by any HHS Training Award
- Total Predoctorates with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

Post-doc

The following read-only information is displayed. This data is maintained on the **Participating Departments/Programs** section, and the sum totals across **Participating Programs and Departments** are shown here.

- Total
- Supported by any HHS Training Award
- Total Postdoctorates with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)

Institutional Training Support Detail (New Application)

Click the hyperlinked grant title in the **Institutional Training Support** section of the *Training Support & Summary* to open the *Editing* screen.

Prepare Research Training Dataset (RTD) for New Application

New RTD
12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

PD/PI
Curie, Marie

Institution
UNIVERSITY OF PARIS

Institutional Training Support Detail ?

Project Title:Long-Term Effects of Radium Exposure on Nearby Inhabitants

Grant Number:T32AA00-01

Number of Trainee Positions

Number of Pre-doc Positions0

Number of Post-doc Positions0

Number of Short-Term Positions0

Number of Participating Faculty0

Edit

Overlapping Faculty

Filter Table0 Results

<

▼

>

Overlapping Faculty Name ^

No data available in table

Add Overlapping Faculty

Figure 20: Institutional Training Support Detail

Prepare RTD for a New Application

27

October 16, 2023

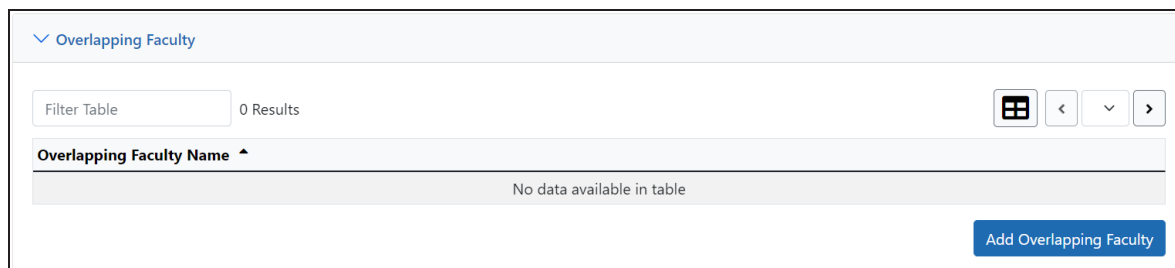
Number of Trainee Positions

Use this section to add the number of Predoc, Postdoc, Short-term trainee positions, and Participating Faculty positions.

1. Select the **Edit** button.
2. In the *Institutional Training Support* pop up, enter the appropriate totals.
3. Click the **Save** button.

Overlapping Faculty

Use this section to update the names and number of overlapping faculty.



Overlapping Faculty

Filter Table 0 Results

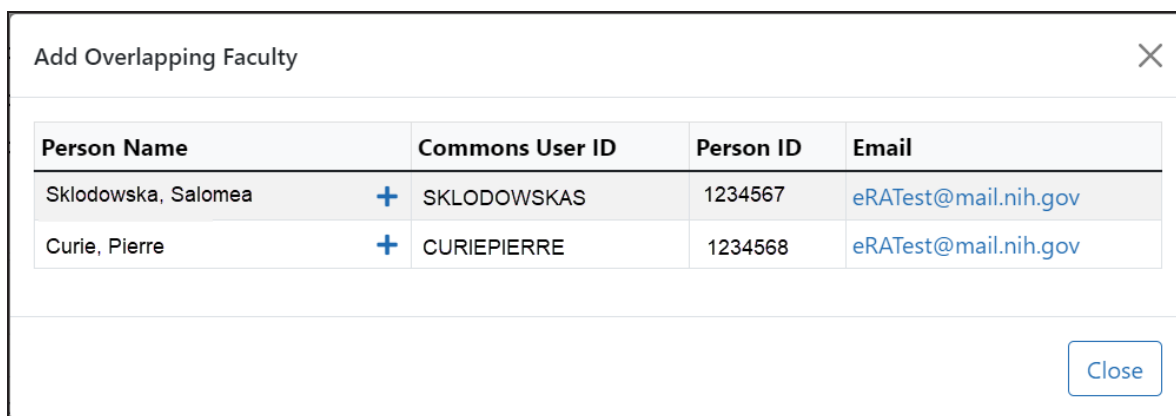
Overlapping Faculty Name ^

No data available in table

Add Overlapping Faculty

Figure 21: Add Overlapping Faculty Button

1. Select the **Add Overlapping Faculty** button. The Add Overlapping Faculty screen is displayed.



Add Overlapping Faculty

Person Name		Commons User ID	Person ID	Email
Sklodowska, Salomea	+	SKLODOWSKAS	1234567	eRATest@mail.nih.gov
Curie, Pierre	+	CURIEPIERRE	1234568	eRATest@mail.nih.gov

Close

Figure 22: Add Overlapping Faculty screen

2. Select the  **Add Overlapping Faculty** button for any participating faculty members that are also on the Institution Training Grant.

TIP: If a needed faculty member does not display in the results, then add the faculty member as Participating Faculty as described in the topic titled *Refer to How Do I Manage Participating Faculty Members (New Application)?* for new applications.

The table updates to indicate that the faculty member has been added.

Add Overlapping Faculty				
Person Name		Commons User ID	Person ID	Email
Skłodowska, Salomea		SKLODOWSKAS	1234567	eRATest@mail.nih.gov
Curie, Pierre		CURIEPIERRE	1234568	eRATest@mail.nih.gov
				

Adding Participating Faculty

3. Select the **Close** button.

The Overlapping Faculty Name displays on the *Institutional Training Support Detail* screen with the option to **Remove** the overlapping faculty member. The updated total count of the overlapping faculty is calculated by system and is displayed as read-only.

How Do I Manage Participating Faculty Members (New Application)?

Select the *Participating Faculty* link from the **RTD** menu on the left of the screen. This will open the *Participating Faculty Members* table and display the participating faculty added to the RTD - or a message indicating that no faculty have been added, when appropriate.

Participating Faculty Members ⓘ

[Add Faculty](#)

Showing 1 - 7 of total 7

Person Name	Commons User ID	Person ID	Email	Action
White, Snow	WHITESNOW	1234567	eRATest@mail.nih.gov	Edit Remove
White, Grumpy	WHITEGRUMPY	2345678	eRATest@mail.nih.gov	Edit Remove
White, Doc	WHITEDOC	3456789	eRATest@mail.nih.gov	Edit Remove
White, Sleepy	WHITESLEEPY	4567890	eRATest@mail.nih.gov	Edit Remove
White, Happy	WHITEHAPPY	5678901	eRATest@mail.nih.gov	Edit Remove
White, Bashful	WHITEBASHFUL	6789012	eRATest@mail.nih.gov	Edit Remove

Figure 23: Participating Faculty Members

How Do I Add Faculty?

TIP: Faculty may be added individually or via a Bulk Upload.

How Do I Add Faculty Individually?

- Select the **Add Faculty** button.
 1. Use the parameters on the *Search for Person(s)* window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a Commons User ID, Person ID, or Last Name to perform a search.

2. Select the **Search Persons** button.

Search for Faculty

Search Criteria

★ Either Commons User ID or Person ID or Last Name is required to perform person search.

★ Commons User ID

★ Person ID

First Name

Middle Name

★ Last Name

Shorts%

☒ Search for persons who have a Commons affiliation with my institution

You can perform a wildcard search on Commons ID or Last Name, by using the "%" character.
For example: abcd% or %abcd% or ab%cd%.

Search Persons Clear

Close

Figure 24: Search for Faculty

3. All matching records display in the **Person(s)** table. Select the **Add to RTD** check box for the person you wish to add, then click the **Add Person(s)** button. The person is added to the Participating Faculty Members list.

How Do I Add Faculty Via a Bulk Upload?

- Select the **Upload Participating Faculty** button below the table.
 1. The next screen will display the RTD and PD/PI information in the top section. The bottom section, under "Upload Participating Faculty ", contains notes regarding how to perform a bulk upload. Click the **Show More** link for instructions on creating and formatting a tab-delimited file, as well as a link to download a tab-separated (TSV) text template file (.txt). Use these tools to create the upload file.

Prepare Research Training Dataset (RTD) for Revision

RTD	5T32DK123456-15 Gene therapy training: CF and genetic diseases
PD/PI	L'amour, Louis

Upload Faculty Members

Please note the following when uploading your Faculty Members data:

- The file format must match the tab-delimited format in the template that is available for download. [Click here](#) for instructions on how to convert an Excel File to the Correct Upload Format.
- Including the column headers is optional. However, they must match those in the template.
- The tab-delimited template format includes the following required columns: Commons User Id, Rank, Research Interest, Training Roles1, Training Roles2, Training Roles3, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, Postdocs Continued in Research and Related Careers.
- The Commons User Id is required for each uploaded faculty member. The other columns may be left blank, as appropriate.
- If the same Commons ID is provided for multiple entries in the upload file, an error will be reported.
- If it is provided, the Rank must be one of the following (without quotations): "ASTP" for Assistant Professor. "ASSP" for Associate Professor. "PROF" for Professor. "REAP" for Research Assistant Professor. "INST" for Instructor.
- If it is provided, the Research Interest must be 240 characters or less.
- If they are provided, each of the component values of the mentoring record fields (Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, Postdocs Continued in Research and Related Careers) must be a whole positive number (or zero). No fractional portions can be accepted.
- If it is provided, the Training Roles must be one of the following (without quotations): "PI" for PDPI. "PREC" for Preceptor. "ECM" for Executive Committee Member. "OCM" for Other Committee Member. "OTH" for Other.
- Faculty member provided in the upload file will be used to either add the faculty member to the participating faculty list, or to update the information for that faculty member (if already listed as participating).
- The data will be validated upon upload of the file and the results will be presented on screen.
- If the upload fails for any reason (such as incorrect data or incorrect format), none of the records will be saved in xTRACT. Data will only be saved if all rows in the upload file pass validation.

Don't have an input file, but would like to download a template that illustrates the file format? [You can download a template here.](#)

Browse

2. Once the upload file has been prepared, use the **browse** link to select and upload the file.
3. If there are any errors in the upload file, a message will appear above the file-name with a link to details of the errors. These errors will need to be cor-

rected before the upload will succeed.

Errors detected, correct and try again

Processing file: Participating Faculty Dataload Template.txt

✖Line 2: Wrong number of columns.

Please correct the above mentioned errors and try uploading again.

Close

- If the upload is accepted, a confirmation message will display. The name of the upload file will display in the field above the **Browse** button.

Upload Confirmation

Processing file: Participating Faculty Dataload Template.txt

Number of new Participating Faculty to Insert :1

Number of existing Participating Faculty to Update :0

Would you like to proceed?

Cancel Proceed

Click the **Proceed** button. The values from the uploaded document will be updated in the appropriate *Participating Faculty Detail* tables as well. (Rank, Research Interest, Training Roles, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, and Postdocs Continued in Research and Related Careers)

- To validate that the table and the details updated correctly, click on the *Participating Faculty* link again in the left-side menu.

How Do I Edit Faculty Members?

Click the hyperlinked faculty member name to edit the participating faculty details for the selected member. Refer to the topic titled Refer to *Participating Faculty Detail (New*

Application) .

How Do I Remove a Faculty Member?

Select the  **Remove Participating Faculty** button to remove the faculty member from the RTD. At the confirmation, select **Delete**.

Participating Faculty Detail (New Application)

Use the  **Expand** button next to each section of the *Participating Faculty Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Prepare Research Training Dataset (RTD) for New Application		
New RTD 12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	PD/PI Curie, Marie	Institution UNIVERSITY OF PARIS
Participating Faculty Details ?		
Sklodowska, Salomea Commons User ID SKLODOWSKAS Primary Department or Program None	Email eRATest@mail.nih.gov Research Interest None	Rank None Training Role(s) None
		
Open All Sections		
> Faculty Degree		
> Research Support		
> Mentoring Record		

Figure 25: Participating Faculty Details

Each section provides a means for editing the information. Refer to the steps below.

Participating Faculty Details

The **participating Faculty Details** panel of the *Participating Faculty Detail* displays faculty data as described below.

- **Commons User ID** (read only)
- **Email** (read only)
- **Rank**
- **Primary Department or Program**
- **Research Interest**
- **Training Role(s)**

To edit faculty member data:

1. Click the **Edit** button to open the *Edit Faculty Member Data* window:

Edit Faculty Member Data

* Required field(s)

Rank * **Other Rank Title**

-- Select --

Primary Department or Program

Select Program department or program ...

Research Interest

enter text...

200 characters remaining

Training Role

☐ PD/PI

☐ Preceptor

☐ Executive Committee member (Exec. Comm.)

☐ Other Committee member (Other Comm.)

Cancel Save

2. Select an academic rank from the **Rank** drop-down list, or, if the faculty member does not have an academic rank, select **Other** from the **Rank** drop-down, and type the position title in the **Other Rank Title** field.

This lets you provide more accurate position information about grant faculty who

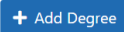
hold non-academic positions, such as in government or the private sector. The **Other Rank** field is enabled only if you select **Other** in the **Rank** drop-down list.

3. In **Primary Department or Program**, specify a department or program for the faculty member. Type a few letters to see matches from the faculty member's institution. Matches are based on programs previously entered into xTRACT or other eRA modules.
4. Select the **Training Role** the faculty member holds for the grant currently being edited. Preceptor is also sometimes referred to as mentor.
5. Click the **Save** button.

Faculty Degree

From this panel, you may add a degree, edit a degree, or select a degree to add to an RTD.

1. Click the  **Expand** button to view the panel.

Faculty Degree					
Filter Table	3 Results				1 of 1
Degree ^	Institution ^	Date Degree Received ^	Status ^	Include in RTD ^	Source ^
DOCTOR OF PHILOSOPHY			Completed	☐	Commons Profile
REGISTERED NURSE			Completed	☐	Commons Profile
 MASTER OF SCIENCE			Completed	☐	Commons Profile
 Terminal Degree					
					

The **Source** of degrees is displayed as read-only and as either *xTRACT* (meaning that the degree was added to the person profile in xTRACT) or *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

Add a Degree

1. Select the **Add Degree** button.
2. Update the fields in the *Add a Degree* pop-up:

- **Degree:** Select from the list
 - **Other Degree Text:** Enter if the Degree selected is *OTH* (*other type of degree*) or an other category like *BOTH*, *DDOT*, *DOTH*, *MDOT*, *MOTH*, and *VDOT*.
 - **Degree Date:** Enter in MM/YYYY format
 - **Terminal Degree:** Select the **Yes** or **No** radio button as appropriate. When the **Yes** button is selected, the terminal degree indicator (This is the terminal degree of this person.) displays next to the degree details in the view. Only one degree for a person can be set as the Terminal Degree.
 - **Degree Status:** *Completed* or *In Progress* are the selections available for Faculty degrees.
 - **Include in RTD:** Yes or No are the options available.
 - **Degree Institution:** Enter the institution name, one institution per degree. Start typing in some of the institution's name and a drop-down menu displays with related institution names.
3. Select the **Save** button to save your changes.
 4. Repeat for any additional degrees.

Edit a Degree

1. Click the hyperlinked degree name to display the *Edit Degree* screen for editing.
2. Update the fields as necessary.
3. Select the **Save** button or click the **Cancel** button.

Include in RTD

1. Locate the degree you are including in the RTD.
2. Check the **Include in RTD** box for the degree to be displayed in the **Participating Faculty Members Training Table** on the RTD PDF.

Uncheck the box to exclude the degree.

Delete a Degree

Select the  **Remove Degree** button to delete the degree from the participating faculty detail. Remove Degree is not available if the **Source** of the degree is *Commons Profile*, meaning the degree is from the Commons Personal Profile of the person.

1. Under *NIH and Other Agency Sources of Support on Record*, click the **Add Project Lead Source of Support** button.
2. In the *Add Source of Support* search window, enter criteria to find grants in which the current participating faculty member is funded.

Note that this window might contain a list of suggested grants to choose from before you perform your search. If the faculty member is reported on an RPPR (Research Performance Progress Report) for a component, then those grants will be displayed as suggested sources of funding. You can select suggested sources of funding, or you can find and choose grants outside of that suggested list.
3. Enter search criteria in the *Add Source of Support* window and click the **Search** button.
4. In the search results, click the  **Select the Funding Source** button for one or more grants that include funding for the current participating faculty member.
5. For the selected grant, enter details for the funding source, specifically the subproject the faculty member is working on, and the funding for that subproject.

Add Source of Support

Enter Source of Support Details

* Required Field

Funding Source:
P50ES123456-07

Role during funding: *
Project Lead

Subproject Title *

Project Start Date:
12/2017

Project End Date:
11/2027

Current Year Direct Costs: *

Cancel

← Back

Save and Add Another Source of Support

Save and Exit

- Click **Save and Add Another Source of Support** to find more sources of support, or click **Save and Exit** if finished with NIH sources of support for this faculty member.
- To edit the source of support, click the hyperlinked grant number.
- To delete the source of support, click the  **Remove Non-NIH Source of Support** button.

Other Sources of Support

Includes Funding Source, Support Type, Project Number, Project Role, Project Title, Project Period, and Current Year Direct Costs.

To add additional support:

- Select the **Add Another Source of Support** button to display fields for searching/editing to add a non-NIH funding source.

2. Search for a funding source:
 - a. Search for support entering the parameters given and selecting **Search Funding Sources** button.
 - b. In the search results, click the  **Select the Funding Source** button for the correct project.
3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Enter current year direct costs.
5. Click **Save and Add Another Source of Support** to find more sources of support, or click **Save and Exit** if finished with NIH sources of support for this faculty member.
6. To edit the source of support, click the hyperlinked grant number.
7. To delete the source of support, click the  **Remove Non-NIH Source of Support** button.

Mentoring Record

Click the  **Expand** button to view the panel.

▼ Mentoring Record	
Pre-docs in Training	3
Pre-docs Graduated	12
Pre-docs Continued in Research or Related Careers	12
Post-docs in Training	5
Post-docs Completed Training	7
Post-docs Continued in Research or Related Careers	7
 Edit	

The **Mentoring Record** panel of the *Participating Faculty Detail* to display counts of trainees mentored.

- Pre-docs In Training
- Pre-docs Graduated
- Pre-docs Continued in Research or Related Careers
- Post-docs in Training

- Post-docs Completed Training
- Post-docs Continued in Research or Related Careers

Use the **Edit** button to open the fields in a pop-up for editing. Save your changes by selecting the **Save** button on the pop-up.

Participating Students (New Application)

This section displays the students added to the RTD - or a message indicating that none have been added, when appropriate. From this screen, you can add, edit, and remove students.

Prepare Research Training Dataset (RTD) for New Application

New RTD
12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

PD/PI
Curie, Marie

Institution
UNIVERSITY OF PARIS

Participating Students ?

Filter Table 2 Results

Download
Table
1 of 1

Person Name ^	Commons User ID ^	Person ID ^	Student Type ^
Curie, Marie	MARIECURIE	140133387	Post-doc
Curie, Pierre	PIERRECURIE	140133388	Post-doc

Upload Participating Students
Add Student

Figure 26: Participating Students

Students(s) are listed in a table at the bottom of the screen along with the following information:

- **Person Name**
- **Commons User ID** (if available)
- **Person ID**
- **Student Type:** Pre-doc or Post-doc
- Click the hyperlinked student name to open the *Student Detail* for the selected student. Refer to the topic titled Refer to *Student Detail (New Application)*.
- Click the **Remove Student** button to remove the student from the RTD.

The **Add Student** feature allows you to search for and add students or create new xTRACT persons to add to the RTD.

Add Individual Student

To add a student:

1. Select the **Add Student** button.
2. Enter search parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can look outside of your institution by removing the checkmark for **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.

3. All matching records display in the **Person(s)** table. In the **Action** column, select the **Add Student as** drop-down and choose *Pre-Doctoral* or *Post-Doctoral* to add the person.

NOTE: If you are unable to find the person you wish to add by doing a search, you may use the **Create a new xTRACT Person here** link to create an xTRACT person record. Refer to the topic titled *Refer to Create xTRACT Person*

4. Repeat to add other students. Added students display the  **Added** icon in the **Add to RTD** column.
5. Click the **Add Person(s)** button when finished.

To add multiple students via Bulk Upload:

1. Select the **Upload Participating Trainees** link.
2. The *Upload Participating Trainees* screen will open.
 - a. A link to download a tab-separated (TSV) text template file is displayed.

b. Important Notes When Uploading Participating Trainee Data:

1. The tab-delimited template format includes the following required columns: Commons User ID, Student Type, In-Training Indicator, Start Date, End Date, Research Topic, Faculty Commons User ID 1, Faculty Commons User ID 2.
2. The Commons User ID, Trainee Type, and In-Training Indicator are required for each uploaded participating trainee. The other columns may be left blank, as appropriate.
3. If the same Commons ID is provided for multiple entries in the upload file, an error will be reported.
4. The trainee Type must be one of the following (without quotations): "POST-DOC", for Post-Doc, "PRE-DOC" for Pre-Doc, and "SHORT-TERM" for Short-Term.
5. The In-Training Indicator must be one of the following (without quotes): "Y" for Yes or "N" for No.
6. Valid date format for Start and End Dates is MM/YYYY.
7. If it is provided, the Research Topic must be 200 Characters or less.
8. Up to two faculty members may be provided for each trainee, and each must be identified by a valid Commons ID.
9. Each trainee provided in the upload file will be used either (a) to add that person to the RTD's participating trainee list, or (b) to update information for the person (if already listed on the RTD as a participating trainee).
10. If uploading data to update an existing participating trainee, all information on the input record will be used to replace data that is currently stored, with the exception of the trainee type which cannot be altered. For faculty member, this means that any faculty who may currently appear for the indicated trainee in xTRACT will be removed, and then replaced by the faculty who are listed for that trainee in the upload file.

11. The data will be validated upon upload of the file and the results will be presented on the screen.
 12. If the upload fails for any reason (such as incorrect data or incorrect format), none of the records will be saved in xTRACT. Data will only be saved if all rows in the upload file pass validation.
- c. A **browse** link allows you to select an existing, correctly formatted file.
3. When **Browse** is used to select an existing file, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.
- A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
 - If there are no validation errors, the data will be applied and a success message will appear.

Edit Student

Click the hyperlinked faculty member name to edit the participating faculty details for the selected member. Refer to the topic titled *Refer to Student Detail (New Application)*.

Remove

Select the  **Remove Student** button to remove the student from the RTD. At the confirmation, select **Delete**.

Student Detail (New Application)

Use the  **Expand** button next to each section of the *Participating Student Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

xTRACT Info New Applications Training Grants Persons Institution Data

Training Grants

RTD ▾

Basic Information

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Trainees

Program Statistics

Applicants and Entrants

Appointments

Preview PDF

Prepare Research Training Dataset (RTD) for Revision

RTD 4T32HL123456-10 Dynamic Effects of Waking Sleeping Dogs

PD/PI McManus, Patrick

Participating Trainee Detail ?
Quagmire, Fenton (Pre-doc)

[+ Open All Sections]

- + Student Data
- + In Training Data
- + Faculty Members
- + Support During Training
- + Degrees
- + Post-Training Positions
- + Subsequent Grants
- + Publications

Figure 27: Participating Student Details

Each section provides a means for viewing or editing the information. Refer to the steps below.

Student Data

Use the  **Expand** button next to each section of the *Participating Student Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

xTRACT Info New Applications Training Grants Persons Institution Data

Training Grants

RTD ▾

Basic Information

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Trainees

Program Statistics

Applicants and Entrants

Appointments

Preview PDF

Prepare Research Training Dataset (RTD) for Revision

RTD 4T32HL123456-10 Dynamic Effects of Waking Sleeping Dogs

PD/PI McManus, Patrick

Participating Trainee Detail ?
Quagmire, Fenton (Pre-doc)

+ Open All Sections

- + Student Data
- + In Training Data
- + Faculty Members
- + Support During Training
- + Degrees
- + Post-Training Positions
- + Subsequent Grants
- + Publications

Prepare Research Training Dataset (RTD) for Revision

RTD 5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI Curie, Marie (Contact)

Participating Student Details ?

Curie, Pierre **Post-Doc**

Commons User ID PIERRECURIE

Email eratest@nih.gov

In Training? No

Start Date into Postdoctoral Research ? None

End Date ? None

Research Topic None

Edit

Open All Sections

- > Faculty Members
- > Degrees
- > Post-Training Positions
- > Subsequent Grants
- > Publications

Figure 28: Participating Student Details

Each section provides a means for viewing or editing the information. Refer to the steps below.

Participating Student Details

The **Participating Student Details** panel displays the following read-only information:

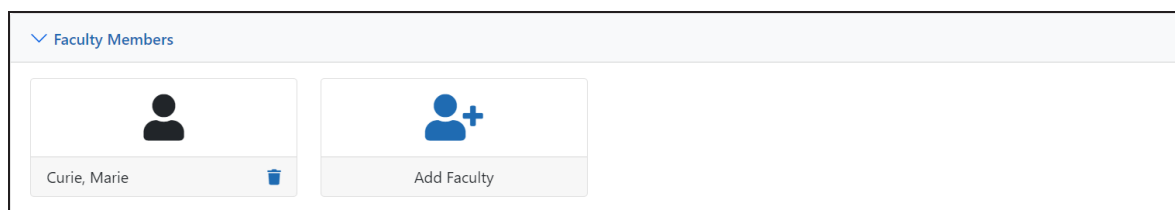
- Commons User ID or Person ID
- Email
- In Training?
- Start Date
- End Date
- Research Topic

Use the **Edit** button to open the fields in a pop-up for editing.

- In Training
- Type
- Research Topic
- Start Date
 - Into Current Degree-Granting Program, for a Predoctoral trainee
 - Into Postdoctoral Research, for Postdoctoral trainee
- End Date (when Trainee Left Program)

Faculty Members

1. Click the  **Expand** button for the Faculty Members panel to display the faculty members for the student on the RTD.



2. To add faculty, select the **Add Faculty** button.

NOTE: Up to two faculty members may be associated with a student. If there already two faculty members already listed, then the **Add Faculty Member** button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

3. Use the parameters on the *Search for Person(s)* window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a Commons ID, Person ID, or Last Name to perform a search.

4. Select the **Search Persons** button.

Search for Faculty

Search Criteria

★ Either Commons User ID or Person ID or Last Name is required to perform person search.

★ Commons User ID

★ Person ID

First Name

Middle Name

★ Last Name

Shorts%

☒ Search for persons who have a Commons affiliation with my institution

You can perform a wildcard search on Commons ID or Last Name, by using the "%" character.
For example: abcd% or %abcd% or ab%cd%.

Search Persons Clear

Close

Figure 29: Search Faculty Member

5. All matching records display in the **Person(s)** table. Select the **Add to RTD** check box to add the person to the list of faculty for this student.
6. Click the **Add Person(s)** button. The faculty member is added to the student details.
7. Search for and add other faculty as necessary, repeating the steps above.

TIP: Once two faculty members are added, the ability to add more is disabled.

8. To remove a faculty member from the Student, select the  **Remove Faculty Member** button for the faculty member.

Degrees

1. Click the  **Expand** button for the Faculty Members panel to display a list of completed degrees and associated data.

Degrees					
Filter Table		1 Results		   1 of 1 	
Degree ^	Institution ^	Date Degree Received ^	Status ^	Received in Training ^	Source ^
 DOCTOR OF SCIENCE	 University Of Paris Faculty Of Medicine	05/2015	Completed		xTRACT
 Terminal Degree + Add Degree					

The **Source** of degrees is displayed as *xTRACT* (meaning that the degree was added or edited to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

To add a degree:

- Select the **Add Degree** button.
- Update the fields in the *Create a New Degree* pop-up:
 - Degree:** Select from the list
 - Other Degree Text:** Enter if Degree selected is *OTH* (*other type of degree*) or an other category like BOTH, DDOT, DOTH, MDOT, MOTH, and VDOT.
 - Degree Date:** Enter in MM/YYYY format
 - Terminal Degree:** Select the **Yes** or **No** . When **Yes** is selected, the terminal degree indicator (This is the terminal degree of this person.) displays next to the degree details in the view. Only one degree per person can be set as the Terminal Degree.
 - Degree Status:** Select Completed or In Progress, as appropriate
 - Received in Training:** Select Yes or No. Up to three degrees can be selected as Received in Training.

- **Degree Institution:** Enter the institution name, one institution per degree. Start typing in part of the institution's name and a drop-down menu displays with related institution names. Select the institution name from that menu. If the desired institution name does not appear, a link is provided at the bottom of the drop-down menu that will accept the name of the institution as typed in.
3. Select the **Save** button to save the new degree.
 4. Repeat for any additional degrees.
 5. To edit a degree, click the hyperlinked degree name.
 6. To delete a degree, click the  **Remove Degree** button for the degree. Degrees with *Commons Profile* as a **Source** cannot be deleted.

Post-Training Positions

1. Click the  **Expand** button for the Post-Training Positions panel to display post-training position information.

Post-Training Positions					
Filter Table		1 Results		  < 1 of 1 >	
Position (Type) ^	Institution ^	Department ^	Start Date - End Date ^	Principal Activity ^	Source ^
Principal Research Scientist Primary Current Position	 University Of Paris Faculty Of Medicine		05/2015 -	Primarily Research	xTRACT
+ Add Position					

The **Source** of positions is displayed as *xTRACT* (meaning the position was added or updated for the person in xTRACT) or as *Commons Profile* (meaning the position is from the Commons Personal Profile of the person).

To add a position:

1. Click the **Add Position** button.
2. Provide the following information:
 - **Workforce Sector:** Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
 - **Principal Activity:** Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
 - **Position:** Type the title of the position.
 - **Start Date:** Type the month/year the position started.
 - **End Date:** Type the month/year the position ended, or leave blank if employed to present time.
 - **Primary Employment Indicator:** Select **Yes** if this is the main employment; otherwise, select **No**.
 - **Full Time Employment Indicator:** Select **Full-Time** or **Part-Time**
 - **Current/Initial Employment Indicator:** Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
 - **Institution:** Enter the institution or start typing to see matches to your typed text.
 - **Primary Department of Position:** Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.
3. Select the **Save** button to save the changes.
4. Repeat to add additional positions.
5. To edit a position, click the hyperlinked position name.
6. To delete a position, click the  **Delete this employment** button for the position. Positions with *Commons Profile* as a **Source** cannot be deleted.

Subsequent Grants

1. Click the  **Expand** button for the Subsequent Grants panel to display subsequent fellowship, career development, or research grant support obtained from any source after the individual completed training.

Subsequent Grants

You may include up to 5 sources of support in RTD. Subsequent support can only be reported for PD/PI, Staff Scientist, Faculty or Co-Investigator roles.

Filter Table 2 Results

Type of Support ^	Source of Support ^	Project Number ^	Project Title ^	Project Role ^	Year of Support ^	Source ^	Include in RTD
Research Grant	NIH	R01ES123456	Long-Term Effects of Radium Exposure on Nearby Inhabitants	Co-Investigator	06/2015 to 05/2025	XTRACT	☐
Research Grant	National Science Foundation	IIS-1234567	X-Ray Crystallography and the Molecular Structure of DNA	Co-Investigator	05/2020 to 04/2025	XTRACT	☐

+ Add Other Source of Support + Add Source of Support

Sources of support submitted on the RTD should list the trainee/student in a role such as PD/PI, co-investigator, faculty collaborator, or staff scientist.

NOTE: xTRACT prepopulates NIH subsequent grant support from xTrain trainee data when available. You cannot delete prepopulated support records from the Subsequent Grants table.

Under *NIH and Other Agency Sources of Support on Record*, indicate up to five subsequent sources of support to include in the RTD. Each button lets you add a different type of support:

Add Source of Support button: Add grant support received from NIH and other Agency sources that are on record. If you do not know the specific grant, you can indicate support by entering only the activity code and IC.

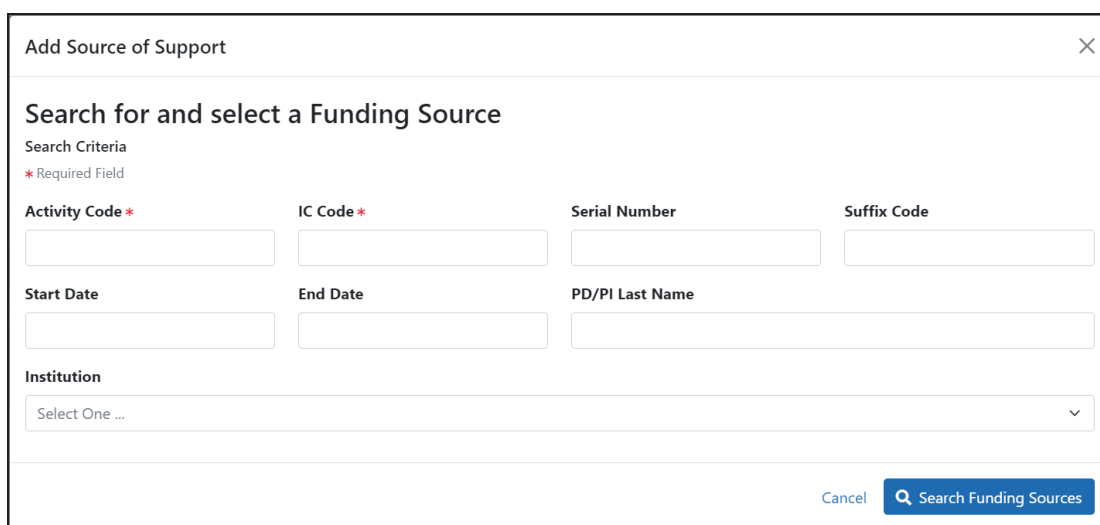
Add Other Source of Support button: Add sources of grant support received from non-NIH/Agency sources.

- To edit a source of support, click the hyperlinked grant name to edit it.
- To delete a source of support, click the  **Remove Source of Support** button.
- Mark up to five **Include in RTD** checkboxes to specify which sources of support will be included in the RTD, which allows only five sources. Once you mark five checkboxes, you cannot mark a sixth.

Sources of support that you include on the RTD must list the trainee/student in a project role such as PD/PI, co-investigator, faculty collaborator, or staff scientist. If you mark the checkbox of a record with a non-supported project role, an error will occur when you mark the checkbox, which states: "Subsequent support may only be reported if the individual had the following role: PD/PI, Staff Scientist, Faculty, or Co-Investigator."

To add an NIH or Agency grant as a support source:

1. In the *Subsequent Grants* pane, click the **Add Source of Support** button. The *Add Source of Support* popup appears.



The screenshot shows a modal window titled "Add Source of Support" with a close button (X) in the top right corner. Below the title bar is a section labeled "Search for and select a Funding Source". Under this section is the heading "Search Criteria" followed by a red asterisk and the text "Required Field". The form contains several input fields: "Activity Code *" (with a red asterisk), "IC Code *" (with a red asterisk), "Serial Number", "Suffix Code", "Start Date", "End Date", and "PD/PI Last Name". Below these fields is a dropdown menu labeled "Institution" with the text "Select One ..." and a downward arrow. At the bottom right of the form are two buttons: a "Cancel" button and a blue "Search Funding Sources" button with a magnifying glass icon.

2. Enter search criteria to search for existing NIH/Agency grants that provided funding. Red asterisks denote required fields.
3. Click the **Search Funding Sources** button.
4. In the search results, click the  **Select this funding source** button for the funding source you want to add.
5. The popup then displays the **Step 2: Enter Source of Support Details** section. In this popup, choose the role and enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.

The screenshot shows a web form titled "Add Source of Support" with a close button (X) in the top right corner. The main heading is "Enter Source of Support Details". Below this, there is a red asterisk icon and the text "Required Field". The form contains the following fields:

- Funding Source:** A text input field containing "Reproductive and Developmental Toxicity of Dioxin".
- Role during funding: *** A dropdown menu with "-- Select --" selected.
- Start of Funding *** A date input field with the placeholder "mm/yyyy".
- End of Funding *** A date input field with the placeholder "mm/yyyy".

At the bottom of the form, there are four buttons: "Cancel", "← Back", "Save and Add Another Source of Support", and "Save and Exit".

6. Click the **Save and Exit** button. Alternatively, if you want to add another funding source, click the **Save and Add Another Source of Support** button to be returned to the funding search popup.

To add support from non-NIH/Agency sources of support:

1. In the *Subsequent Grants* pane, click the **Add Other Source of Support** button to open the *Add Other Source of Support* popup.

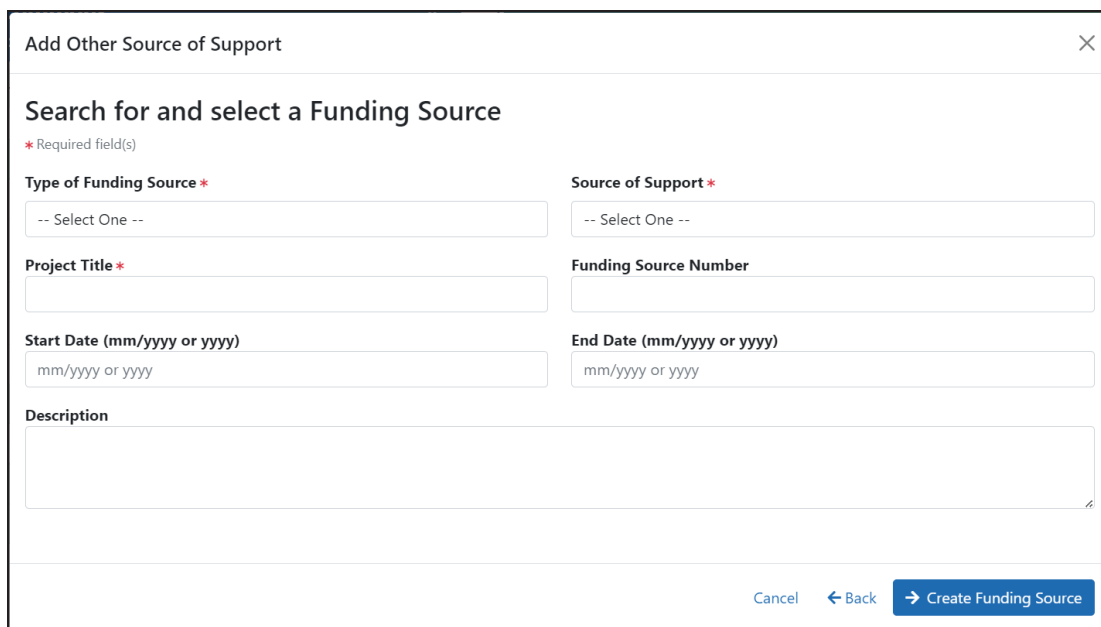
The screenshot shows a web form titled "Add Other Source of Support" with a close button (X) in the top right corner. The main heading is "Search for and select a Funding Source". Below this, there is a section labeled "Search Criteria". The form contains the following fields:

- Type of Funding Source:** A dropdown menu with options: Fellowship, Other, and Research Assistantship.
- Source of Support:** A dropdown menu with options: Foundation (Fdn), National Science Foundation (NSF), and Non-US (Non-US).
- Funding Source Number:** A text input field with the placeholder "Ex: ABC-D1234".
- Project Title:** A text input field with the placeholder "Ex: metabolic changes and".
- Start Date (mm/yyyy or yyyy):** A date input field.
- End Date (mm/yyyy or yyyy):** A date input field.

At the bottom of the form, there are two buttons: "Cancel" and "Search Funding Sources" (with a magnifying glass icon).

5. Search for support by entering search criteria.

6. Click the **Search Funding Sources** button.
7. In the search results, click the  **Select this funding source** button for the funding source you want to add.
8. If the funding source you are looking for does not appear, click the link to **create a new funding source here**.



The screenshot shows a web form titled "Add Other Source of Support" with a close button (X) in the top right corner. Below the title is a section header "Search for and select a Funding Source" followed by a red asterisk and the text "Required field(s)". The form contains several input fields: "Type of Funding Source *" with a dropdown menu showing "-- Select One --"; "Source of Support *" with a dropdown menu showing "-- Select One --"; "Project Title *" with a text input field; "Funding Source Number" with a text input field; "Start Date (mm/yyyy or yyyy)" with a text input field showing "mm/yyyy or yyyy"; "End Date (mm/yyyy or yyyy)" with a text input field showing "mm/yyyy or yyyy"; and a "Description" label above a large text area. At the bottom right, there are three buttons: "Cancel", "← Back", and a blue button labeled "→ Create Funding Source".

- a. Manually enter the funding source that you would like to cite. Provide information about the funding source you are creating. Red asterisk fields are required.
- b. When finished, click the **Create Funding Source** button.

Add Other Source of Support

Enter Source of Support Details

* Required Field

Funding Source:
Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

Role during funding: *
-- Select --

Start of Funding *
mm/yyyy

End of Funding *
mm/yyyy

Cancel

← Back

Save and Add Another Source of Support

Save and Exit

- c. Select an option from the **Role during funding** dropdown.
- d. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
- e. Click the **Save and Exit** button.

Publications

Click the  **Expand** button for the Publications panel to display peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals.

Publications

Note: For any past participant who exited the program more than 10 years ago, that person's publication information will not appear in table 5 of the RTD.

You cannot add a publication if its supervising Faculty member is not listed.

Existing Faculty Added to the RTD:

- Curie, Marie
- Skłodowska, Salomea
- Curie, Pierre

If the supervising Faculty member is not listed, [add the Faculty Member](#) first, then add a publication.

☐ There are no publications for this student.

+ Add Publication Manually + Add PubMed Publication

Filter Table 1 Results

Authors	Title	PMID	Faculty Member
Curie, M, Skłodowska, S, and Curie, P	Long-Term Effects of Radium Exposure on Nearby Inhabitants	27804982	Curie, Marie

For students/trainees, list all publications resulting from their period of training in the participating faculty member's laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled *Check this box if there are no publications for this trainee*. **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *No Publications* popup appears.

2. Select the **Faculty Member** and **Reason for No Publications**, and click **Save**.
3. If you change your mind and want to add a publication, clear the checkbox and the **Add Publication** button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the **Add Publication** button.

NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

The screenshot shows a modal window titled "Add PubMed Publication for Curie, Pierre" with a close button (X) in the top right corner. The form is titled "Search Publication on PubMed" and contains the following fields:

- PubMed ID/PubMed Central ID:** A text input field with the placeholder "e.g. 123456789,PMC1234567" and a note below it: "Enter one or more IDs, separated by commas."
- Author First Name:** A text input field with the placeholder "e.g. Jane".
- Author Last Name:** A text input field with the placeholder "e.g. Doe".
- Title:** A text input field with the placeholder "Enter a keyword".

At the bottom right of the form, there are two buttons: a "Cancel" button and a blue "Search PubMed" button with a magnifying glass icon.

2. Enter search criteria using one of the methods below.
 - a. **Pub Med ID/PubMed Central ID:** Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed or PubMed Central. Precede PubMed Central IDs with "PMC" as shown below.
Examples:
 - Enter **PMC7679077** to search for a PubMed Central article (PMCID)
 - Enter **32226987** to search for a PubMed article (PMID)
 - Enter **PMC7679077, 32226987** to search for both articles at once
 - b. **First Name.** Enter all or a portion of the first name; articles with the text you enter here are found.
 - c. **Last Name.** Enter the *exact last name*; only exact matching last names are found.
 - d. **Title.** For publication title, enter one or more keywords; only those publications whose titles that contain all keywords are found.

3. Click the **Search** button. The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.
4. To add a publication from search results:
 1. Select its **Include in RTD** checkbox
 2. Choose from the **Faculty Member** dropdown. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
 3. Choose the current trainee/student that you are editing from the **Author** dropdown. The list of authors is pulled from PubMed/PubMed Central.
 4. Click the **Save** button.

If you indicate a **Faculty Member**, an **Author**, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: *No publications were selected to report on the RTD*. This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.

To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can manually enter all the necessary information to create a citation.

1. In the Publications section, click the **Add Publication Manually** button.

NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.
2. The *Manually Add Publication* popup appears.
3.
 - a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.
 - b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author's name in the **Authors** text box and click the **Add Author** button:

Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls to re-order the list.

Select the student's name and click the **Highlight This Student** button.

- c. When finished entering the citation information, click the **Review** button, which gives you the opportunity to review the citation you entered.

4. Click the **Add** button to add the manual citation.

The publications you added appear in a table in the Publications section.

Click the  three-dot ellipsis button and select **Edit Publication** or **Delete Publication** to update or remove a publication.

Applicants and Entrants (New Application)

To enter Pre-doc and Post-doc applicants and entrants, first enter the start year of the most recently completed academic year and click the **Submit** button.

Select the **Edit Pre-Doc Applicants and Entrants** and **Edit Post-Doc Applicants and Entrants** buttons to display and enter data for the specific academic year(s).

Prepare Research Training Dataset (RTD) for New Application

New RTD 12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	PD/PI Robinson, Donita L	Institution UNIV OF NORTH CAROLINA CHAPEL HILL
---	------------------------------------	--

Applicants and Entrants ?

Start year of the most recently completed academic year *

2023

Submit

The Pre-doc and Post-doc data may be edited via the links below, once the Start of the most recently completed academic year has been provided.

Edit Pre-Doc Applicants and Entrants

Edit Post-Doc Applicants and Entrants

Figure 30: Applicants and Entrants

To change the most recently-completed academic year, change the year entered and select **Submit**. When changing **Academic** years, any data entered for **Applicant and Entrant Counts and Characteristics** are retained and associated with the shifted year based on order of years (rather than previously specified year).

For example, assume the first academic year is 2000-2001 and there is applicant/entrant data entered for that year. If the first academic year is changed to 2001-2002 by changing the most recently-completed academic year from 2001 to 2002, the same applicant/entrant data display for that first year.

Predoctoral Applicant and Entrant Counts and Characteristics (New Application)

Edit the Counts and Characteristics

For each Academic Year, update the *Applicant and Entrant Counts and Characteristics* appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it or select **Cancel** to exit editing without saving the changes.

Within this section, you will find a separate tab for each of the five most recent academic years. You may change the academic year that you are entering at any time by simply selecting the appropriate tab. By default, you will be positioned at the most recent academic year when this screen is first displayed.

Prepare Research Training Dataset (RTD) for New Application					
New RTD 12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants		PD/PI Curie, Marie		Institution UNIVERSITY OF PARIS	
2023 - 2024	2022 - 2023	2021 - 2022	2020 - 2021	2019 - 2020	Summary
Predoctoral Applicant and Entrant Counts and Characteristics ?					
Open All Sections					
> Counts: Department or Program					
> Characteristics: GPA					
> Characteristics: Research Experience					
> Characteristics: Prior Institutions					
> Characteristics: Underrepresented Groups					

Figure 31: Predoctoral Applicant and Entrant Counts and Characteristics

Counts table

For Predoctoral Applicants and Entrants, Counts are entered by Participating Departments or Programs. If a Department or Program is missing, refer to the topic titled Refer to *Participating Departments and Programs (New Application)*. The following fields are provided for data entry on each department or program:

- Department or Program (read only)
- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Characteristics

The following tables exist for Characteristics:

GPA

Enter the Mean GPA, Lowest GPA, and Highest GPA for the following:

- Total Applicant Pool
- Applicants Eligible for Support

- New Entrants to the Program
- New Entrants Eligible for Support

Research Experience

Enter the mean, lowest, and highest number of months of prior, full-time research experience for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

Prior Institutions

In the *Prior Institutions* section, you may add an institution to the list by typing the first few characters of an institution name into the blank line shown.

TIP: As you start to type, a list of known institutions that match your text are shown in a drop-down menu. When you see the desired institution in the menu, click on that name to select it. If the name you wish to enter is not presented in the menu, a link is provided in the drop-down menu which will allow you to simply accept the name that you have entered instead.

Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the **New Entrants to the Program** and/or **New Entrants Eligible for Support** fields.

Finally, to complete and save the information you've just entered for this institution, click the **Add Prior Institution** button in the Action column.

For any institutions that were previously added to the list, you may use the **Remove** button to remove the institution from the list entirely, or you may use the **Edit** button to change either of the following values for that institution:

- New Entrants to the Program
- New Entrants Eligible for Support

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

See [Notice of NIH's Interest in Diversity](#).

Summary of Counts and Characteristics

Select the **Summary** tab to display a summary for predoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.



This section is read-only and is computed based on the information that has been entered across academic years.

Postdoctoral Applicant and Entrant Counts and Characteristics (New Application)

For each Academic Year, update the *Applicant and Entrant Counts and Characteristics* appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it. Or select **Cancel** to exit editing without saving the changes.

Prepare Research Training Dataset (RTD) for New Application					
New RTD 12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants		PD/PI Curie, Marie		Institution UNIVERSITY OF PARIS	
2023 - 2024	2022 - 2023	2021 - 2022	2020 - 2021	2019 - 2020	Summary
Postdoctoral Applicant and Entrant Counts and Characteristics ?					
Open All Sections					
> Counts: Degree Types					
> Characteristics: Publications					
> Characteristics: Prior Institutions					
> Characteristics: Underrepresented Groups					

Figure 32: Postdoctoral Applicant and Entrants Counts and Characteristics

Counts table

For PhDs, MDs, dual-degree holders, and other degree holders, update the following information:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Characteristics

The following tables exist for Characteristics:

Publications

Enter the mean, lowest, and highest number of publications as well as the mean, lowest, and highest number of first-author publications for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Prior Institutions

Start typing in the **Institution** field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the **New Entrants to the Program** and/or **New Entrants Eligible for Support** fields. Select the **Add Prior Institution** link in the **Action** column.

Use the **Edit** and **Remove** links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

See [Notice of NIH's Interest in Diversity](#).

Summary of Counts and Characteristics

Select the **Summary** tab to display a summary for postdoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

2023 - 2024	2022 - 2023	2021 - 2022	2020 - 2021	2019 - 2020	Summary
Postdoctoral Applicant and Entrant Counts and Characteristics ?					

This section is read-only and computed based on the information that has been entered across academic years.

Preview PDF (New Application)

Select the **Preview PDF** link in the RTD pane on the left side of the screen to open save, and/or print the training tables. An *In Progress* watermark will be printed on the *Training Table* PDF until the RTD is finalized.

A copy of the RTD is downloaded to the browser's default location.

Finalize RTD (New Application)

Certain users have the ability to finalize the RTD for a training grant. Finalized RTDs are marked as *Final* and cannot be edited.

To finalize an RTD:

1. Select the **Finalize RTD** link from the **RTD** links on the left side of the screen.

A confirmation message warns: Are you sure you want to finalized this RTD? Once finalized, the RTD cannot be edited?

IMPORTANT: Once you finalize, the RTD cannot be edited. Select the **No** button if you do not wish to finalize.

2. Select the **Yes** button to finalize the RTD. A confirmation screen is displayed when the RTD has successfully finalized.

xTRACT generates a PDF version of the training tables without the *In Progress* watermark, updates the status of the RTD to *Final*, and locks the RTD for editing.

You will have the option to view the finalized PDF at any time on the *Search New RTDs* screen and unfinalize the RTD if needed.

New Applications

- Search RTD for New Applications
- Initiate RTD for New Application

Search Research Training Data Sets for New Applications ?

New Data Set Identifier

New Data Set Project Title

PD/PI Last Name

[Clear Search Criteria](#) [Search New RTDs](#)

RTDs of New Applications

Filter Table 4 Results

RTD ID	Status	Project Title	PD/PI Name
12498	Finalized	Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	Curie, Marie

Click the hyperlinked RTD ID to view the PDF.

Click the  **Unfinalize New Application** button to edit the RTD.

Prepare RTD for Research Performance Progress Report (RPPR)

To access the screen:

1. Search for the training grant on the *Search for Training Grants* screen. Refer to the topic titled *Refer to Search for Training Grants* for steps.
2. Click the  three-dot ellipsis button and select the appropriate link to access the *Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR)* screen:
 - To initiate the RTD for the progress report: Select the **Prepare for RPPR** link.
 - To continue working on an initiated RTD: Select the **Continue for RPPR** link.

NOTE: A pop-up message may appear if RPPR RTD information exists for current or prior years. The copy options provided are conditional on the year and type of grant for which the RPPR RTD is being prepared. This feature allows the user to import and populate current or prior year RTDs or to continue one that has been started.

IMPORTANT: If the user selects the option to continue without copying data over, that copy option will no longer be available for the RTD being prepared.

The *Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR)* screen opens for the selected training grant. Use the links listed under **RTD** on the left side of the screen to maintain the specific sections of the RTD:

- Maintain participating trainees
- Maintain program statistics (if applicable to the training grant)
- Preview PDF
- Finalize the RTD

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.

Participating Trainees (RPPR)

Displays the participating trainees added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove participating trainees.

Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR)

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

RTD Reporting Period

04/01/2009 - 03/31/2024

Participating Trainees ?

Filter Table

63 Results

Download

Table

<

1 of 3

>

Person Name ^	Commons User ID	Person ID	Trainee Type	Start Date	End Date
Ulam, Joseph	ULAMJOSEPH		Post-doc	2021-10-01	2023-09-01
Curie, Pierre	CURIEPIERRE		Post-doc	2008-06-01	2010-06-01
Skłodowska, Salomea	SKŁODOWSKA, SALOMEA		Post-doc	2014-09-01	2016-09-01

[Copy Trainee Info](#)
[Upload Participating Trainees](#)
[+ Add Trainee](#)

Prepare Research Training Dataset (RTD) for Renewal

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Trainees ?

Filter Table

63 Results

Download

Table

<

1 of 3

>

Person Name ^	Commons User ID	Person ID	Trainee Type	Start Date	End Date
Ulam, Joseph	ULAMJOSEPH		Post-doc	2021-10-01	2023-09-01
Curie, Pierre	CURIEPIERRE		Post-doc	2008-06-01	2010-06-01
Skłodowska, Salomea	SKŁODOWSKA, SALOMEA		Post-doc	2014-09-01	2016-09-01

[Copy Trainee Info](#)
[Upload Participating Trainees](#)
[+ Add Trainee](#)

Figure 33: Participating Trainees

Participating trainee(s) are listed in a table at the bottom of the screen along with the following information:

- **Person Name**
- **Commons User ID** (if available)
- **Person ID**

- **Trainee Type:** Pre-doc; Post-doc; Short Term
- **Start Date**
- **End Date**
- The hyperlinked trainee name opens the *Participating Trainee Detail* for the selected trainee. Refer to the topic titled *Refer to Participating Trainee Detail (RPPR)*.
- The  **Remove Trainee** button removes the person from the RTD.

The **Add Trainee** feature allows you to search for and add existing trainees or create new trainees to add to the progress report. Refer to the topic titled *Refer to Add Trainee (RPPR)* for more information.

Add Trainee (RPPR)

You can add a trainee to a progress report from the RTD screen. To access this screen, you must first perform a search for the grant.

Click the  three-dot ellipsis button and select the **Prepare for RPPR** or **Continue for RPPR** link to open the *Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR)* screen.

To add a trainee from a search:

1. Select the **Add Trainee** button.
2. Enter parameters and select the **Search Persons** button. By default, the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled **Search for persons who have a Commons affiliation with my institution**.

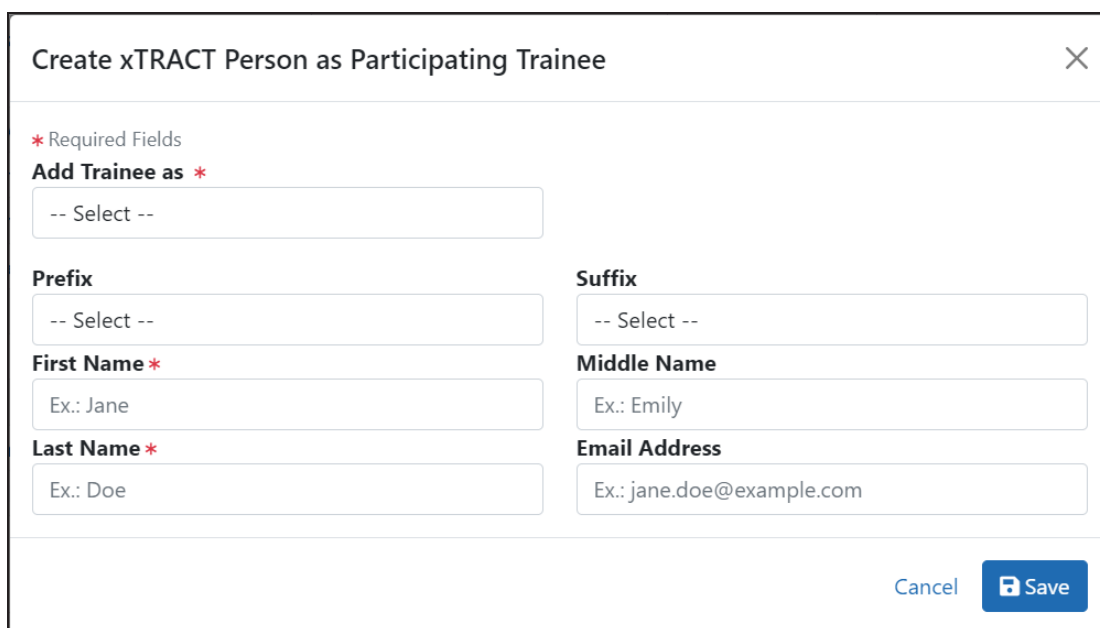
NOTE: You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.

3. All matching records display in the **Person(s)** table. Click the **Add Trainee as** drop-down in the **Add to RTD** and select the appropriate option to add the person.
4. Click the **Add Person(s)** button to add them to the RTD.

To add a trainee you are creating:

1. Perform a search as described above. You cannot create a new person record unless you first perform a search.
2. Select the **Create a new xTRACT person record here** button located under the Person(s) table. This button is only available after you have performed a search.

The *Create xTRACT Person* screen displays.



The screenshot shows a web form titled "Create xTRACT Person as Participating Trainee" with a close button (X) in the top right corner. Below the title, there is a section for "Required Fields" marked with a red asterisk. The form contains several input fields arranged in two columns. The left column includes "Add Trainee as" (a dropdown menu with "-- Select --"), "Prefix" (a dropdown menu with "-- Select --"), "First Name" (a text input field with the example "Ex.: Jane"), and "Last Name" (a text input field with the example "Ex.: Doe"). The right column includes "Suffix" (a dropdown menu with "-- Select --"), "Middle Name" (a text input field with the example "Ex.: Emily"), and "Email Address" (a text input field with the example "Ex.: jane.doe@example.com"). At the bottom right of the form, there are two buttons: a "Cancel" button and a "Save" button with a floppy disk icon.

Figure 34: Create xTRACT Person Fields

3. Enter the person data in the designated fields.
 - **Add Trainee as** (required) - Select an option from the list.
 - **Prefix**: Select an option from the list.
 - **Suffix**: Select an option from the list.
 - **First Name** (required)
 - **Middle Name**
 - **Last Name** (required)
 - **Email Address**

4. Click the **Save** button to save the changes.

Use the displayed xTRACT Person Profile to provide details about the added person. For additional information, refer to the topic titled *Refer to xTRACT Person Profile*.

To perform a bulk upload of trainees:

1. Select the **Upload Participating Trainees** link.
2. The *Upload Participating Trainees* screen will open.
 - a. A link to download a tab-separated (TSV) text template file is displayed.
 - b. **Important Notes When Uploading Participating Trainee Data:**
 1. The tab-delimited template format includes the following required columns: Commons User ID, Student Type, In-Training Indicator, Start Date, End Date, Research Topic, Faculty Commons User ID 1, Faculty Commons User ID 2.
 2. The Commons User ID, Trainee Type, and In-Training Indicator are required for each uploaded participating trainee. The other columns may be left blank, as appropriate.
 3. If the same Commons ID is provided for multiple entries in the upload file, an error will be reported.
 4. The trainee Type must be one of the following (without quotations): "POST-DOC", for Post-Doc, "PRE-DOC" for Pre-Doc, and "SHORT-TERM" for Short-Term.
 5. The In-Training Indicator must be one of the following (without quotes): "Y" for Yes or "N" for No.
 6. Valid date format for Start and End Dates is MM/YYYY.
 7. If it is provided, the Research Topic must be 200 Characters or less.
 8. Up to two faculty members may be provided for each trainee, and each must be identified by a valid Commons ID.

9. Each trainee provided in the upload file will be used either (a) to add that person to the RTD's participating trainee list, or (b) to update information for the person (if already listed on the RTD as a participating trainee).
 10. If uploading data to update an existing participating trainee, all information on the input record will be used to replace data that is currently stored, with the exception of the trainee type which cannot be altered. For faculty member, this means that any faculty who may currently appear for the indicated trainee in xTRACT will be removed, and then replaced by the faculty who are listed for that trainee in the upload file.
 11. The data will be validated upon upload of the file and the results will be presented on the screen.
 12. If the upload fails for any reason (such as incorrect data or incorrect format), none of the records will be saved in xTRACT. Data will only be saved if all rows in the upload file pass validation.
- c. A **browse** link allows you to select an existing, correctly formatted file.
3. When **Browse** is used to select an existing file, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.
 - A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
 - If there are no validation errors, the data will be applied and a success message will appear.

Participating Trainee Detail (RPPR)

While preparing an RTD for a progress report, you can [open the Participating Trainee Detail for a trainee by clicking the trainee's hyperlinked name](#). The *Participating Trainee Detail* for the selected person is grouped into panels. Use the  **Expand** button and **Edit** buttons and links to display and edit the information as detailed below.

Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR)

RTD

ST32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

RTD Reporting Period

04/01/2009 - 03/31/2024

Participating Trainee Details ?

Curie, Pierre Pre-Doc

To finalize the RTD, it is required to set the trainee's training years with "start date," and if the trainee is no longer in training, then "end date" is also needed to set training years.

Commons User ID

CURIEPIERRE

Email

eRAtest@mail.nih.gov

In Training?

No

Start Date into Current Degree-Granting Program ⓘ

None

End Date ⓘ

None

Research Topic

None

Edit

Open All Sections

Support During Training

Faculty Members

Degrees

Post-Training Positions

Subsequent Grants

Figure 35: Participating Trainee Detail (RPPR)

IMPORTANT: The information displayed in the trainee detail is comprised of information pulled from the trainee's eRA Commons Personal Profile, where available. However, updates made to the xTRACT trainee detail will not update that trainee's Personal Profile in Commons.

Trainee Details

Use the **View** link in the **Trainee Data** panel of the *Participating Trainee Detail* to display the following read-only information, as applicable:

- Commons User ID
- Email

In Training Data

Use the **Edit** button in the *Participating Trainee Details* panel to modify in training data as described below.

- In Training
- Type
- Research Topic
- Start Date
 - Current Degree-Granting Program for a Predoctoral trainee
 - Postdoctoral Research for Postdoctoral trainee
- End Date (when Trainee Left Program)

NOTE: In order to finalize the RTD for an RPPR, all trainees must have a start date in the **In Training Data** section. Additionally, trainees with *No* selected for **In Training** status must have an end date.

Support During Training

NOTE: This section applies to pre-doc and post-doc trainees only.

[Sources of support](#), both within and outside of NIH, are maintained in this section. Click the  **Expand** button to view the information.

After a start date has been added for the trainee in *In Training Data*, the **Training Years (TYs)** will be displayed as read-only with corresponding abbreviations for funding sources in **Support During Training**.

IMPORTANT: The system will automatically identify the primary source of support as the source of funding with the longest duration. When multiple sources of support exist for a training year, use the **Primary Source of Support** drop-down if you wish to update the primary source of support.

Support During Training

The table below summarizes the primary source of support for this individual. In cases where two or more sources of support have been indicated within a training year, the source that was available for the longest period of time is shown as primary, by default. However, if you wish designate one of the other sources as primary for that year, please click the provided drop-down to change the selection.

Showing 1 - 10 of total 20

Filter:

Show 10 per page < 1 2 >

Training Years	TY #	Primary Source of support
01/1999 - 12/1999	TY 1	
01/2000 - 12/2000	TY 2	
01/2001 - 12/2001	TY 3	
01/2002 - 12/2002	TY 4	T32XY0012 51
01/2003 - 12/2003	TY 5	T32XY0012 51
01/2004 - 12/2004	TY 6	T32XY0012 51
01/2005 - 12/2005	TY 7	T32XY0012 51
01/2006 - 12/2006	TY 8	T32XY0012 51

Use the dropdown to change the primary source

Support from This NIH Training Grant

Includes the NIH Grant number, Project Title, and Period of Support.

Support from This NIH Training Grant 1 NIH & Other Agency Sources of Support 0 Other Non-NIH Sources of Support 0

Leave of Absence 0

+ Add This NIH Source of Support

Filter Table 1 Results

NIH Grant	Project Title	Period of Support	Source
T32ES123456	Long-Term Effects of Radium Exposure on Nearby Inhabitants	05/2020 to 04/2025	XTRACT

- Click the **Add This NIH Source of Support** button to add support from **This NIH Training Grant**.
 - Enter the start and end dates of funding, then click the **Save** button.
- (Optional) To remove support from **This NIH Training Grant**, click the  three-dot ellipsis button and select **Delete**.

NIH & Other Agency Sources of Support

NIH & Other Agency Sources of Support include the Grant number, Project Title, Project Role, Period of Support, and Source.

IMPORTANT: You cannot delete training grant appointments that are reported from xTrain.

This NIH Training Grant

NIH Grant	Project Title	Support	Source
T32AB6543	Infectious Diseases Training Program	07/2003 to 06/2004	
T32ZX9873	Infectious Diseases Training Program	07/2005 to 06/2006	
T32ZX9873	Infectious Diseases Training Program	06/2009 to 07/2010	

Sources reported from xTRAIN cannot be deleted
 Select to add support for this NIH
 Edit or Delete only available for sources reported from xTRACT

To add additional NIH or Other Agency support:

1. Select the **Add Source of Support** button to open the Add Source of Support pop-up.

Add This Training Grant Source of Support

Source of Support Details

Funding Source:
Infectious Diseases Training Program

Role during funding:
Trainee

Start of Funding (mm/yyyy):

End of Funding (mm/yyyy):

Save Cancel

2. Complete the required **Activity Code** and **IC Code** fields.
3. Complete other fields as appropriate.
4. Click the **Search Funding Sources** button. A list of matches is displayed.
5. Click the **+ Select this Funding Source** button.
6. Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.
7. Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
8. Click the **Save and Exit** button.

9. Click the  three-dot ellipsis button and select **Edit** to modify the source of support.
10. (Optional) To remove the source of support, click the  three-dot ellipsis button and select **Delete**.

Add Other Non-NIH Sources of Support

Other non-NIH sources of support include Funding Source, Support Type, Project Number, Project Role, and Period of Support.

Support from This NIH Training Grant 1

NIH & Other Agency Sources of Support 1

Other Non-NIH Sources of Support 1

Leave of Absence 0

+ Add Other Source of Support

Filter Table1 Results





<

1 of 1

>

Funding Source ^	Support Type ⇅	Project Number ⇅	Project Role ⇅	Period of Support ⇅
Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants ...	Fellowship		Fellow	05/2022 to 04/2023

To add a source of support:

1. Click the **Add Other Source of Support** button to open the *Add Other Source of Support* pop-up.
 - a. To search:
 - Enter search criteria in the fields and click the **Search Funding Sources** button.
 - Click the  **Select this Funding Source** button for the correct project. The Enter Source of Support Details screen is displayed.
 - Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.
 - Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
 - Click the **Save and Exit** button.

b. To create a new source of support:

- Perform a search, which displays the information box.
- In the *Information* box (at the top or bottom of the list), click the **create a new funding source here** link.
- Complete the fields and then click **Create Funding Source** button.
- Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.
- Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
- Click the **Save and Exit** button.

Leave of Absence

You can specify a Leave of Absence in this section to account for periods when the trainee remains on the grant but does not receive support from the grant.

The screenshot shows a web interface with three tabs: 'Support from This NIH Training Grant' (1), 'NIH & Other Agency Sources of Support' (1), and 'Other Non-NIH Sources of Support' (1). The first tab is active, showing a 'Leave of Absence' section with a '+ Add Leave of Absence' button. Below this is a table with the following data:

Support Type ^	Period of Support ^
Leave of Absence	04/2023 to 06/2023

Navigation controls include a 'Filter Table' button, '1 Results', a download icon, a table icon, and pagination controls showing '1 of 1'.

To add a Leave of Absence:

1. Click the **Add Leave of Absence** button.

The screenshot shows a modal window titled 'Add Leave of Absence Period' with a close button (X) in the top right corner. The form contains the following fields:

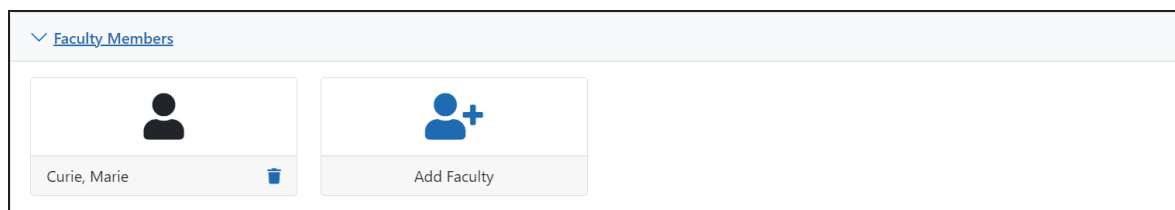
- Leave of Absence**: A text input field with a red asterisk indicating it is a required field.
- Start date ***: A date input field with a red asterisk and a placeholder 'mm/yyyy'.
- End date ***: A date input field with a red asterisk and a placeholder 'mm/yyyy'.

At the bottom right of the modal are 'Cancel' and 'Save' buttons.

2. In the *Add Leave of Absence Period* window that appears, enter the start month/year and end month/year for the leave of absence.
3. Click **Save**.

Faculty Members

Displays the participating faculty added to the RTD. Click the  **Expand** button to view the information.



To add faculty, select the **Add Faculty Member** button.

NOTE: Up to two faculty members may be associated with a student. If there already two faculty members listed, then the **Add Faculty Member** button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the *Search for Person(s)* window to find the faculty member.
2. In the *Search for Faculty* screen, uncheck the box titled **Search for persons who have a Commons affiliation with my institution** to search for persons outside of your institution.

NOTE: You must enter a Commons ID, Person ID, or Last Name to perform a search.

Figure 36: Search for Faculty

3. Select the **Search Persons** button. All matching records display in the **Person(s)** table.
4. In the **Persons** table, select the **Add to RTD** check box for the person to add to the RTD.
5. Click the **Add Person(s)** button.
6. (Optional) Repeat the steps above to search for and add other faculty as necessary.

NOTE: Once two faculty members are added, the ability to add more is disabled. You must remove a faculty member before you can add a different one.

To remove a faculty member from the RTD, select the  **Remove Faculty Member** button.

Degrees

xTRACT displays a list of completed degrees and associated data in reverse chronological order, with incomplete degrees following. Click the  **Expand** button to view the information.

Degrees

Filter Table
1 Results

Download
Table
1 of 1

Degree ^	Institution ^	Date Degree Received ^	Status ^	Received in Training ^	Source ^
DOCTOR OF PUBLIC HEALTH	University Of Paris Faculty Of Medicine	05/2018	Completed		xTRACT

Terminal Degree
Add Degree

The **Source** of degrees is displayed as read-only as *xTRACT* (meaning that the degree was added to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

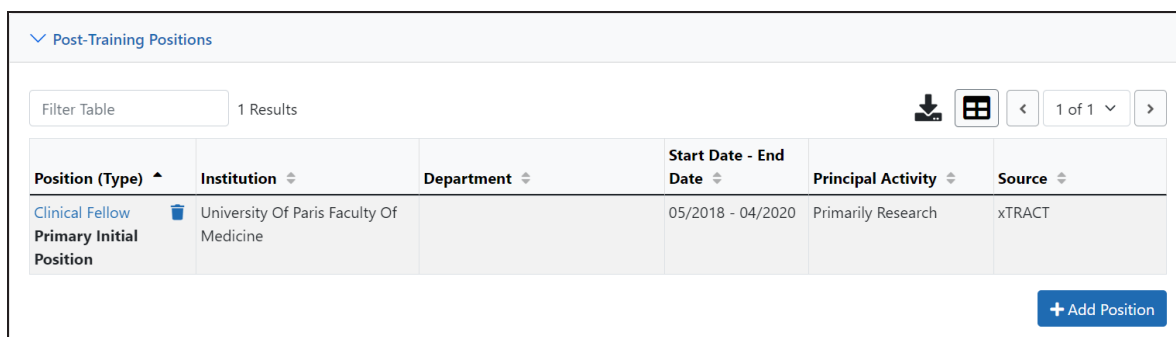
To add a degree:

1. Select the **Add Degree** button.
2. Update the fields in the *Create a New Degree* pop-up:
 - **Degree:** Select from the list
 - **Other Degree Text:** Enter the name of the degree if an *OTH* type of degree was selected.
 - **Degree Date:** Enter in MM/YYYY format
 - **Terminal Degree:** Select the **Yes** or **No** as appropriate. When **Yes** is selected, the terminal degree indicator (This is your terminal degree.) displays next to the degree details in the view. A person can only have one terminal degree.
 - **Degree Status:** Select Completed or In Progress, as appropriate
 - **Received in Training:** Select Yes or No. Up to three degrees can be set as Received in Training.
 - **Degree Institution:** Enter the institution name, one institution per degree. You can search for an institution by selecting the magnifying glass search icon.
3. Select the **Save** button to save your changes.
4. Repeat for any additional degrees.
5. Select the **Close** button when finished.

1. To edit a degree, click the hyperlinked degree name.
2. To delete a degree, click the  **Remove Degree** button for the degree. Degrees with *Commons Profile* as a **Source** cannot be deleted.

Post-Training Positions

1. Click the  **Expand** button for the Post-Training Positions panel to display post-training employment position information.



Post-Training Positions

Filter Table 1 Results

Position (Type) ^	Institution ^	Department ^	Start Date - End Date ^	Principal Activity ^	Source ^
Clinical Fellow Primary Initial Position	 University Of Paris Faculty Of Medicine		05/2018 - 04/2020	Primarily Research	xTRACT

+ Add Position

The **Source** of positions is displayed as read-only as *xTRACT* (meaning that the position was added to the person in xTRACT) or as *Commons Profile* (meaning that the position is from the Commons Personal Profile of the person).

To add a position:

1. Click the **Add Position** button.
2. Provide the following information:
 - **Workforce Sector:** Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
 - **Principal Activity:** Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
 - **Position:** Type the title of the position.
 - **Start Date:** Type the month/year the position started.
 - **End Date:** Type the month/year the position ended, or leave blank if employed to present time.
 - **Primary Employment Indicator:** Select **Yes** if this is the main employment; otherwise, select **No**.
 - **Full Time Employment Indicator:** Select **Full-Time** or **Part-Time**

- **Current/Initial Employment Indicator:** Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
 - **Institution:** Enter the institution or start typing to see matches to your typed text.
 - **Primary Department of Position:** Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.
3. Select the **Save** button to save the changes.
 4. Repeat to add additional positions.
 5. To edit a position, click the hyperlinked position name.
 6. To delete a position, click the  **Delete this employment** button for the position. Positions with *Commons Profile* as a **Source** cannot be deleted.

Subsequent Grants

1. Click the  **Expand** button for the Subsequent Grants panel to display subsequent fellowship, career development, or research grant support obtained from any source after the individual completed training.

Sources of support submitted on the RTD should list the trainee/student in a role such as PD/PI, co-investigator, faculty collaborator, or staff scientist.

NOTE: xTRACT prepopulates NIH subsequent grant support from xTrain trainee data when available. You cannot delete prepopulated support records from the Subsequent Grants table.

Under *NIH and Other Agency Sources of Support on Record*, indicate up to five subsequent sources of support to include in the RTD. Each button lets you add a different type of support:

Add Source of Support button: Add grant support received from NIH and other Agency sources that are on record. If you do not know the specific grant, you can indicate support by entering only the activity code and IC.

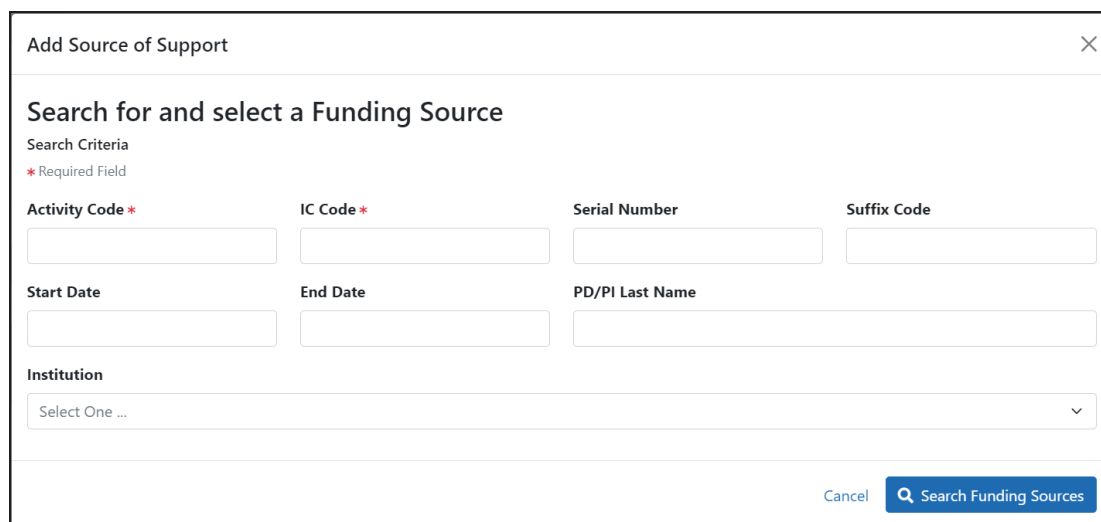
Add Other Source of Support button: Add sources of grant support received from non-NIH/Agency sources.

On the Subsequent Grants pane, use the **Edit** and **Remove** buttons in the **Action** column to update or remove the funding source as necessary. Mark up to five **Include in RTD** checkboxes to specify which sources of support will be included in the RTD, which allows only five sources. Once you mark five checkboxes, you cannot mark a sixth.

Sources of support that you include on the RTD must list the trainee/student in a project role such as PD/PI, co-investigator, faculty collaborator, or staff scientist. If you mark the checkbox of a record with a non-supported project role, an error will occur when you mark the checkbox, which states: "*Subsequent support may only be reported if the individual had the following role: PD/PI, Staff Scientist, Faculty, or Co-Investigator.*"

To add an NIH or Agency grant as a support source:

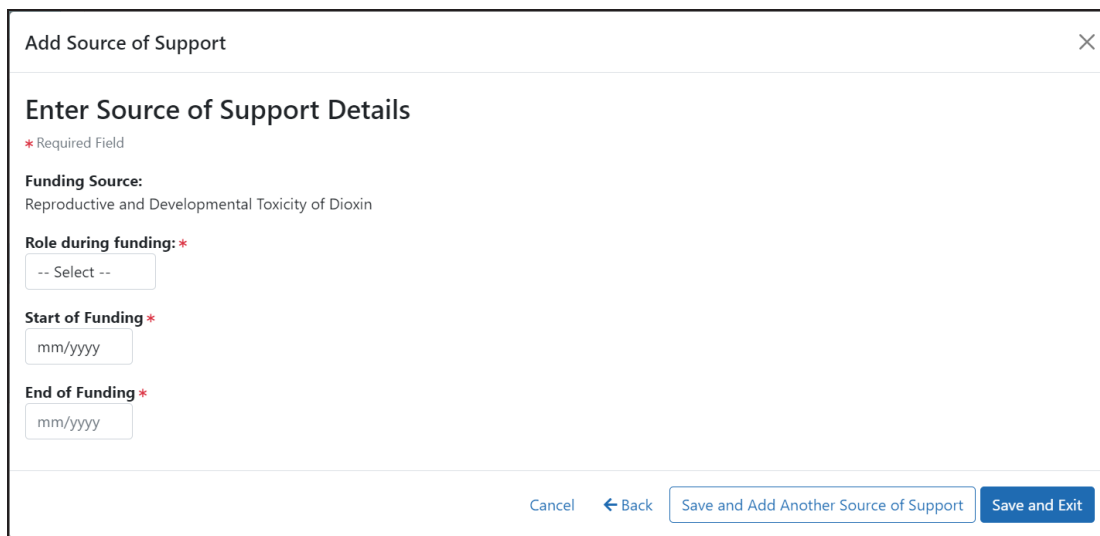
1. In the *Subsequent Grants* pane, click the **Add Source of Support** button. The *Add Source of Support* popup appears.



The screenshot shows a modal window titled "Add Source of Support" with a close button (X) in the top right corner. Below the title bar is a section labeled "Search for and select a Funding Source". Under this section, there is a "Search Criteria" label and a red asterisk indicating a "Required Field". The form contains several input fields: "Activity Code *" (required), "IC Code *" (required), "Serial Number", "Suffix Code", "Start Date", "End Date", and "PD/PI Last Name". Below these fields is a dropdown menu labeled "Institution" with the text "Select One ..." and a downward arrow. At the bottom right of the form, there are two buttons: a "Cancel" button and a "Search Funding Sources" button with a magnifying glass icon.

2. Enter search criteria to search for existing NIH/Agency grants that provided funding. Red asterisks denote required fields.
3. Click the **Search Funding Sources** button.
4. In the search results, click the  **Select this Funding Source** button for the funding source you want to add.

5. Select the appropriate option from the **Role during funding** drop-down.
6. Enter the **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.



The screenshot shows a web form titled "Add Source of Support" with a close button (X) in the top right corner. Below the title is a section "Enter Source of Support Details". A red asterisk indicates a "Required Field". The form contains the following fields:

- Funding Source:** A text input field containing "Reproductive and Developmental Toxicity of Dioxin".
- Role during funding:** A dropdown menu with a red asterisk and the text "-- Select --".
- Start of Funding:** A text input field with a red asterisk and the placeholder "mm/yyyy".
- End of Funding:** A text input field with a red asterisk and the placeholder "mm/yyyy".

At the bottom of the form, there are four buttons: "Cancel", "← Back", "Save and Add Another Source of Support", and "Save and Exit".

7. Click **Save and Exit**. Alternatively, if you want to add another funding source, click **Save and Add Another Source of Support** to be returned to the funding search popup.

To add NIH or Agency support by indicating a generic activity code/IC:

If you were supported by an NIH or Agency grant, but do not know the specific grant number, you can instead generically report the trainee's support by activity code and IC only. For example, if you enter *T32* for the activity code and *CA* for the IC, then *T32CA* will appear on the training table form as the source of support.

1. In the *Subsequent Grants* pane, click the **Add Source of Support** button. The *Add Source of Support* popup appears.

Add Source of Support

Search for and select a Funding Source

Search Criteria

* Required Field

Activity Code *

IC Code *

Serial Number

Suffix Code

Start Date

End Date

PD/PI Last Name

Institution

Select One ...

Cancel

Search Funding Sources

- In the search criteria, enter an activity code and IC ONLY, and then click the **report activity code and IC directly** link.
- In the search results, click the  **Select this Funding Source** button for the funding source you want to add.
- Select the appropriate option from the **Role during funding** drop-down.
- Enter the **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.

Add Source of Support

Enter Source of Support Details

* Required Field

Funding Source:
Reproductive and Developmental Toxicity of Dioxin

Role during funding: *

-- Select --

Start of Funding *

mm/yyyy

End of Funding *

mm/yyyy

Cancel

Back

Save and Add Another Source of Support

Save and Exit

6. Click **Save and Exit**. Alternatively, if you want to add another funding source, click **Save and Add Another Source of Support** to be returned to the funding search popup.

To add support from non-NIH/Agency sources of support:

1. In the *Subsequent Grants* pane, click the **Add Other Source of Support** button to open the *Add Other Source of Support* popup.

The screenshot shows a modal window titled "Add Other Source of Support" with a close button (X) in the top right corner. The form is titled "Search for and select a Funding Source" and includes a "Search Criteria" section. It features two dropdown menus: "Type of Funding Source" with options "Fellowship", "Other", and "Research Assistantship"; and "Source of Support" with options "Foundation (Fdn)", "National Science Foundation (NSF)", and "Non-US (Non-US)". Below these are four text input fields: "Funding Source Number" (with example "Ex: ABC-D1234"), "Project Title" (with example "Ex: metabolic changes and"), "Start Date (mm/yyyy or yyyy)", and "End Date (mm/yyyy or yyyy)". At the bottom right, there are two buttons: "Cancel" and "Search Funding Sources" (which includes a magnifying glass icon).

Search for support or create new funding source:

- a. Search for support by entering search criteria and then clicking the **Search Funding Sources** button.
- b. If the funding source you are looking for is shown in search results, click the  **Select this Funding Source** button for the funding source you want to add.
- c. If the funding source you are looking for does not appear, find and click the link to **create a new funding source here** where you manually enter the funding source that you would like to cite. Provide information about the funding source you are creating. Red asterisk fields are required. When finished, click the **Create Funding Source** button.
- d. Select the appropriate option from the **Role during funding** drop-down.
- e. Enter the **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.

The screenshot shows a web form titled "Add Source of Support" with a close button (X) in the top right corner. Below the title is the section "Enter Source of Support Details". A red asterisk indicates a required field. The "Funding Source:" field contains the text "Reproductive and Developmental Toxicity of Dioxin". The "Role during funding:" field has a dropdown menu showing "-- Select --". The "Start of Funding" and "End of Funding" fields are date pickers showing "mm/yyyy". At the bottom, there are four buttons: "Cancel", "Back" (with a left arrow), "Save and Add Another Source of Support", and "Save and Exit" (in a blue box).

- f. Click **Save and Exit**. Alternatively, if you want to add another funding source, click **Save and Add Another Source of Support** to be returned to the funding search popup.

Program Statistics (RPPR)

The screenshot shows a web form titled "Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR)". It contains three main sections: "RTD" with the text "5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants", "PD/PI" with "Curie, Marie (Contact)", and "RTD Reporting Period" with "04/01/2009 - 03/31/2024". Below these is the "Program Statistics" section, which includes a help icon (?). A red asterisk indicates required fields. The "Are program statistics applicable for this reporting period?" section has two radio buttons: "Applicable" (selected) and "Not Applicable". To the right, there is a "Copy from Prior RTD" link with a dropdown arrow. Below this are two input fields: "Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D." (with a value of 0.0 and a % sign) and "Average Time to Ph.D. for Trainees in the Last 10 Years" (with a value of 0.0 and a "Year(s)" label). At the bottom right of the form are "Clear" and "Save" buttons (the "Save" button is in a blue box).

Figure 37: Program Statistics (RPPR)

The **Program Statistics** section is only available for training grants that have Pre-doctorate Trainees.

1. Enter the program statistics as follows:
 - Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D.
 - Average Time to Ph.D. for Trainees in the Last 10 Years (not including leaves of absence)
2. Select the **Save Program Statistics** button.

Use the checkbox to indicate that **Program Statistics are not applicable for this reporting period**.

Preview PDF (RPPR)

Select the **Preview PDF** link in the RTD pane on the left side of the screen to open save, and/or print the training tables. An *In Progress* watermark will be printed on the *Training Table* PDF until the RTD is finalized.

A copy of the RTD is downloaded to the browser's default location.

Finalize RTD (RPPR)

Certain users have the ability to finalize the RTD for a training grant. Finalized RTDs are marked as *Final* and cannot be edited.

To finalize an RTD:

1. Select the **Finalize RTD** link from the **RTD** links on the left side of the screen.

A confirmation message warns: Are you sure you want to finalized this RTD? Once finalized, the RTD cannot be edited?

IMPORTANT: Once you finalize, the RTD cannot be edited. Select the **No** button if you do not wish to finalize.

2. Select the **Yes** button to finalize the RTD. A confirmation screen is displayed when the RTD has successfully finalized.

xTRACT generates a PDF version of the training tables without the *In Progress* watermark, updates the status of the RTD to *Final*, and locks the RTD for editing.

You will have the option to view the finalized PDF at any time on the *Search New RTDs* screen and unfinalize the RTD if needed.

New Applications

Search RTD for New Applications

Initiate RTD for New Application

Search Research Training Data Sets for New Applications ?

New Data Set Identifier

New Data Set Project Title

abcd% or %abcd% or ab%cd%

Use '%' as a wildcard character.

PD/PI Last Name

abcd% or %abcd% or ab%cd%

Use '%' as a wildcard character.

[Clear Search Criteria](#) [Search New RTDs](#)

RTDs of New Applications

Filter Table 4 Results

RTD ID	Status	Project Title	PD/PI Name
12498		Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	Curie, Marie

Click the hyperlinked RTD ID to view the PDF.

Click the **Unfinalize New Application** button to edit the RTD.

If data are needed to finalize the RPPR RTD, the appropriate error message(s) display as follows:

- *Missing Required Data: Start Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*
- *Missing Required Data: End Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*

All trainees must have a start date in the **In Training Data** section. Additionally, trainees with **No** selected for **In Training** status must have an end date.

Prepare RTD for a Renewal Application

To access the screen:

1. Search for the training grant on the *Search for Training Grants* screen. Refer to the topic titled *Refer to Search for Training Grants* for steps.
2. Click the  three-dot ellipsis button and select the appropriate link to access the *Prepare for Research Training Data Set (RTD) for Renewal* screen:
 - To initiate the RTD for the renewal application: Select the **Prepare for Renewal** link.
 - To continue working on an initiated RTD: Select the **Continue for Renewal** link.

NOTE: When the renewal is for the final non-competing year, the user will see a pop-up message providing the option of; continuing an RPPR RTD that has been started for the final year; or copying one from a prior year. If an RTD has been started but not finalized, the user will be instructed to cancel the renewal application and finalize the RTD first.

IMPORTANT: If the user selects the option to continue without copying data over, that copy option will no longer be available for the RTD being prepared.

The *Prepare Research Training Dataset (RTD) for Renewal* screen opens for the selected training grant.

Use the links listed under **RTD** on the left side of the screen to maintain the specific sections of the RTD:

- **Participating Departments/Programs**
- **Training Support & Summary**
- **Participating Faculty**
- **Participating Trainees**
- **Program Statistics**
- **Applicants and Entrants**
- **Appointments**

- **Preview PDF**
- **Finalize RTD**

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.

Participating Departments and Programs (Renewal)

Use this section to add/remove departments and programs.

Add Departments

1. Select **Participating Departments/Programs** on the left.
2. Select the **Add Participating Departments or Programs** button.

Prepare Research Training Dataset (RTD) for Renewal

RTD
5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

Participating Departments and Programs ?

⚠ Participating Departments and Programs have not been added to the RTD yet. They are needed to prepare Census, Training Support, and Applicant & Entrants data for the Renewal RTD.

Filter Table 0 Results

Download Table View Navigation

Department or Program Name ^	Type ⇅
No data available in table	

+ Add Participating Departments or Programs

Figure 38: Adding Departments

3. Start typing in the text box. The system will display a list of departments and programs with that character string in a drop-down menu.
4. Find the appropriate department in the results list drop-down and select the appropriate department. Major Components are also displayed with the Department to differentiate among departments with the same name in different units of the organization.

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

Start typing to select departments or programs ...

Looking for a Program but don't see it listed? You can also [create one](#).

Need to make corrections to a name?

- ▲ **Department:** Please have a Signing Official contact the Service Desk.
- **Program:** Corrections can be made under the ... menu once you add your selections.

Cancel Save

Figure 39: Searching for Departments

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

neu

Neurobiology And Anatomical Sciences▲

Neurology▲

Neuroscience▲

Neurosurgery▲

▲ **Department:** Please have a Signing Official contact the Service Desk.

● **Program:** Corrections can be made under the ... menu once you add your selections.

Cancel Save

Figure 40: Selecting the Department

5. Select the **Save** button and the department and close the screen.

The *Participating Departments and Programs* screen updates to show the added department(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.

Add Programs

1. Select the **Add Participating Departments or Programs** button.

Prepare Research Training Dataset (RTD) for Renewal

RTD
5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

Participating Departments and Programs ?

⚠ Participating Departments and Programs have not been added to the RTD yet. They are needed to prepare Census, Training Support, and Applicant & Entrants data for the Renewal RTD.

Filter Table 0 Results

Download Table View Previous Next

Department or Program Name ▲	Type ⇅
No data available in table	

+ Add Participating Departments or Programs

Figure 41: Add Participating Departments or Programs Button

2. Start typing in the text box. The system will display a list of programs with that character string in a drop-down menu.
3. Find the appropriate program in the results list drop-down and select the appropriate program.

The **Action** column updates to show Added for the added program. You can repeat the step to **Add Program** for as many programs as necessary.

To add a Program not available in the search results, select **Create One**. Add **Program Name** (required) and **Program Description** (optional) and select **Create Program and Select as Participating in my RTD**.

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

Start typing to select departments or programs ...

Looking for a Program but don't see it listed? You can also [create one](#).

Need to make corrections to a name?

- ▲ **Department:** Please have a Signing Official contact the Service Desk.
- **Program:** Corrections can be made under the ... menu once you add your selections.

Cancel

Save

Figure 42: Searching for Programs Displaying Create One Hyperlink

Add Participating Departments and Programs

Create Program, to be added to my list of participating programs on this RTD ?

* Required field(s)

Program Name *

Radiology

Program Description

250 Characters Remaining

Cancel

Go Back

Save

Figure 43: Searching for Programs

4. Click the **Save** or the **Create Program and Select as Participating in my RTD** button to add the program and close the screen.
 - a. After clicking the **Create Program and Select as Participating in my RTD** button, click the subsequent **Save** button.

The *Participating Departments and Programs* screen updates to show the added program(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.

Edit Departments & Programs

To edit a program or department, select the **Edit** button from the **Actions** column.

*Figure 44: Edit Button for Programs and Departments*

Update the Census information as necessary.

Faculty

- Total
- Participating

Predocotorates

- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty

- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

Postdoctorates

- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)

Participating Department Census: Neurology/School Of Medicine 

Faculty

Total

0

Participating

0

Predotorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Pre-docs with Participating Faculty	TGE Pre-docs Supported by this Training Grant
0	0	0	0	0

Postdoctorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Post-docs with Participating Faculty	TGE Post-docs Supported by this Training Grant
0	0	0	0	0

Cancel

Save

Select the **Save and Close** button to save the information.

Participating Department/Program Detail (Renewal)

Edit Departments & Programs

To edit a program or department, select the **Edit** button from the **Actions** column.

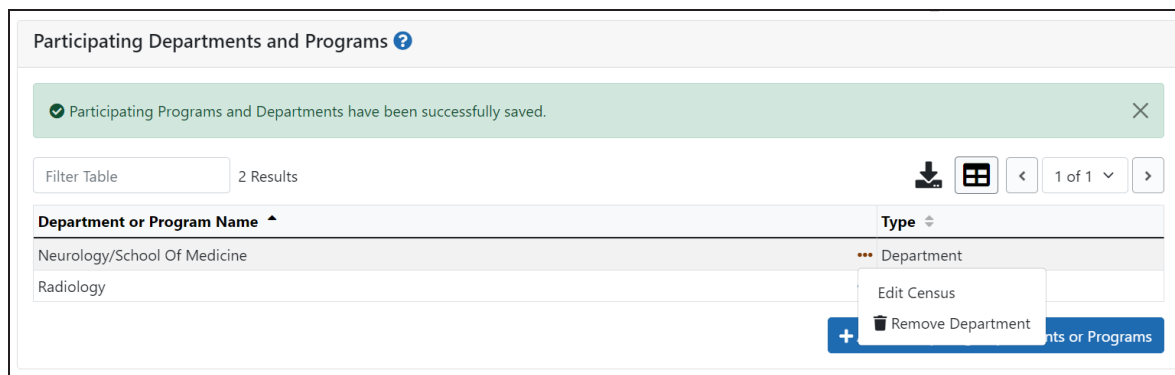


Figure 45: Edit Button for Programs and Departments

Update the Census information as necessary.

Faculty

- Total
- Participating

Predocorates

- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

Postdoctorates

- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)

Participating Department Census: Neurology/School Of Medicine ?

Faculty

Total	Participating
0	0

Predotorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Pre-docs with Participating Faculty	TGE Pre-docs Supported by this Training Grant
0	0	0	0	0

Postdoctorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Post-docs with Participating Faculty	TGE Post-docs Supported by this Training Grant
0	0	0	0	0

Cancel **Save**

Select the **Save and Close** button to save the information.

Training Support & Summary (Renewal)

Summary Statistics

Displays the read-only totals of the following:

- Total Number of Predoc Positions
- Total Number of Postdoc Positions
- Total Number of Short-Term Positions
- Average Grant Support per Participating Faculty Member

The **Average Grant Support per Participating Faculty Member** is the mean of the Current Year Direct Costs in Research Support for each Faculty member.

The total number of positions represent the sums of the positions entered for each Institution Training Grant.

Summary Statistics	
Total Number of Pre-doc Positions ⓘ	0
Total Number of Post-doc Positions ⓘ	0
Total Number of Short-Term Positions ⓘ	0
Average Grant Support per Participating Faculty Member ⓘ	\$0

Figure 46: Training Support & Summary

Institutional Training Support

To add currently active, federal institutional training, career development, or research education support available to the participating faculty members:

1. Select the **Add Institutional Training Support** button in the **Institutional Training Support Detail** section.

Institutional Training Support Detail

NIH and Other Agency Sources of Support on Record

Filter Table

1 Results

Download

Table

Previous

1 of 1

Next

Grant Title	Award Number	Project Period	PD/PI
Long-Term Effects of Radium Exposure on Nearby Inhabitants	T32AA00 -26	04/1997 to 03/2028	Curie, Marie

Add Institutional Training Support

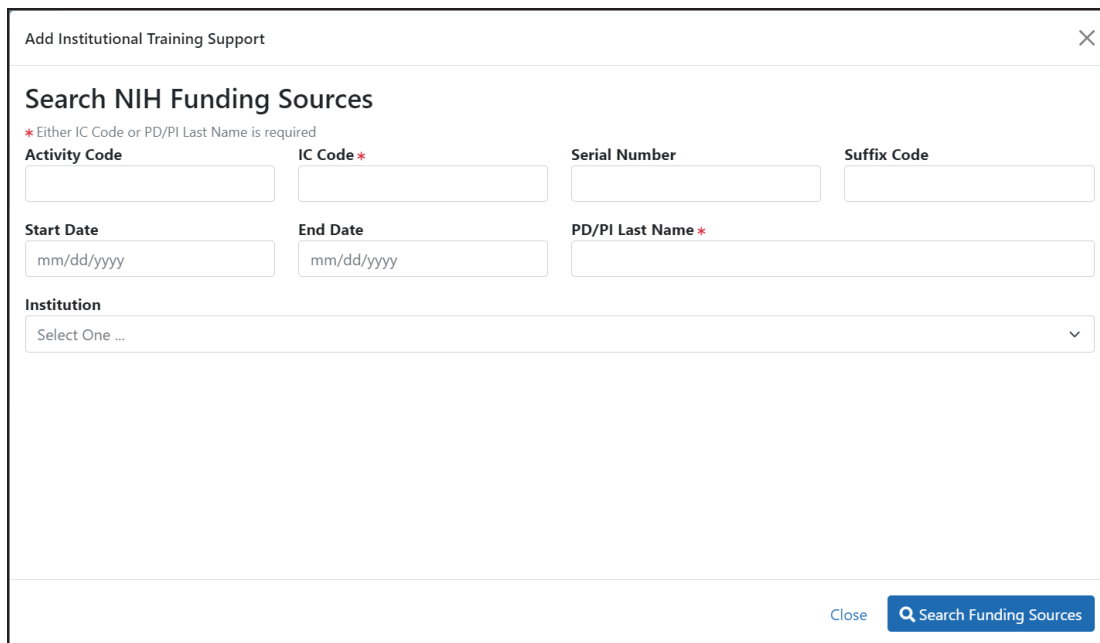
Figure 47: Add Institutional Training Support Button

2. Search for support by entering any of the criteria on the *Add Institutional Training Support* pop-up. You must enter either an IC Code or PD/PI Last Name.
 - Activity Code
 - IC Code
 - Serial Number
 - Suffix Code
 - Start Date
 - End Date
 - PD/PI Last Name

- Institution

TIP: As you type an institution name, a drop-down list of potential matches will begin to populate. Select the institution from that list.

3. Select the **Search Funding Sources** button.



4. From the result list, click the **Select** link from the **Action** column for the correct project.

Figure 48: Searching for Funding Sources

The added source of support will display on the *Training Support and Summary* screen.

Click the hyperlinked grant title to edit it.

Click the  **Remove Institutional Training Support** button to remove the funding source.

Additional detail can be found in the [Institutional Training Support Detail](#) section.

Census Totals

Displays totals for Faculty, Predoctorates, and Postdoctorates.

Faculty

- Total
- Participating

Use the **Edit** button to add to or update the numbers for unique faculty members across participating departments and interdepartmental programs.

Predoc

The following read-only information is displayed. This data is maintained on the **Participating Departments/Programs** section, and the sum totals across **Participating Programs and Departments** are shown here.

- Total
- Supported by any HHS Training Award
- Total Predoctorates with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

Postdoc

The following read-only information is displayed. This data is maintained on the **Participating Departments/Programs** section, and the sum totals across **Participating Programs and Departments** are shown here.

- Total
- Supported by any HHS Training Award
- Total Postdoctorates with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)

Institutional Training Support Detail (Renewal)

Click the hyperlinked grant title on the **Institutional Training Support** section of the *Training Support & Summary* to open the *Editing* screen.

Prepare Research Training Dataset (RTD) for Renewal

RTD

ST32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Institutional Training Support Detail ?

Project Title:

Long-Term Effects of Radium Exposure on Nearby Inhabitants

Grant Number:

R01ES001 -01

Number of Trainee Positions

Number of Pre-doc Positions

0

Number of Post-doc Positions

0

Number of Short-Term Positions

0

Number of Participating Faculty

0

Edit

Overlapping Faculty

Filter Table

0 Results

<

▼

>

Overlapping Faculty Name ^

No data available in table

Add Overlapping Faculty

Figure 49: Institutional Training Support Detail

Number of Trainee Positions

Use this section to add the number of Predoc, Postdoc, Short-term, and Participating Faculty positions.

1. Select the **Edit** button.
2. In the *Institutional Training Support* pop up, enter the appropriate totals.
3. Click the **Save** button.

Overlapping Faculty

Use this section to update the number of overlapping faculty.

Prepare RTD for a Renewal

106

October 16, 2023

1. Select the **Add Overlapping Faculty** button.

The screenshot shows a web interface for managing overlapping faculty. At the top, there's a section titled 'Overlapping Faculty' with a dropdown arrow. Below this, there's a 'Filter Table' input field and a '0 Results' status. To the right of the filter field are three buttons: a grid icon, a left arrow, and a right arrow. Below the filter field is a table header 'Overlapping Faculty Name' with an upward arrow. The table body is empty, displaying the message 'No data available in table'. At the bottom right of the table area is a blue button labeled 'Add Overlapping Faculty'.

Figure 50: Add Overlapping Faculty Button

2. Click the  **Add Overlapping Faculty** button for any participating faculty members that are also on the Institution Training Grant. If a needed faculty member does not display in the results, then add the faculty member as Participating Faculty as described in the topic titled *Refer to How Do I Manage Participating Faculty Members (Renewal)?* for renewal applications.
3. Select the **Close** button.

The Overlapping Faculty Name displays on the *Institutional Training Support Detail* screen with the option to  **Remove** the overlapping faculty member. The updated total count of the overlapping faculty is calculated by system and is displayed as read-only.

How Do I Manage Participating Faculty Members (Renewal)?

Select the *Participating Faculty* link from the **RTD** menu on the left of the screen. This will open the *Participating Faculty Members* table and display the participating faculty added to the RTD - or a message indicating that no faculty have been added, when appropriate.

Participating Faculty Members ⓘ

[Add Faculty](#)

Showing 1 - 7 of total 7

Person Name	Commons User ID	Person ID	Email	Action
White, Snow	WHITESNOW	1234567	eRATest@mail.nih.gov	Edit Remove
White, Grumpy	WHITEGRUMPY	2345678	eRATest@mail.nih.gov	Edit Remove
White, Doc	WHITEDOC	3456789	eRATest@mail.nih.gov	Edit Remove
White, Sleepy	WHITESLEEPY	4567890	eRATest@mail.nih.gov	Edit Remove
White, Happy	WHITEHAPPY	5678901	eRATest@mail.nih.gov	Edit Remove
White, Bashful	WHITEBASHFUL	6789012	eRATest@mail.nih.gov	Edit Remove

Figure 51: Participating Faculty Members

How Do I Add Faculty?

TIP: Faculty may be added individually or via a Bulk Upload.

How Do I Add Faculty Individually?

- Select the **Add Faculty** button.
 1. Use the parameters on the *Search for Person(s)* window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a Commons User ID, Person ID, or Last Name to perform a search.

2. Select the **Search Persons** button.

Search for Faculty

Search Criteria

★ Either Commons User ID or Person ID or Last Name is required to perform person search.

★ Commons User ID

★ Person ID

First Name

Middle Name

★ Last Name

Shorts%

☒ Search for persons who have a Commons affiliation with my institution

You can perform a wildcard search on Commons ID or Last Name, by using the "%" character.
For example: abcd% or %abcd% or ab%cd%.

Search Persons Clear

Close

Figure 52: Search for Faculty

3. All matching records display in the **Person(s)** table. Select the **Add to RTD** check box for the person you wish to add, then click the **Add Person(s)** button. The person is added to the Participating Faculty Members list.

How Do I Add Faculty Via a Bulk Upload?

- Select the **Upload Participating Faculty** button below the table.
 1. The next screen will display the RTD and PD/PI information in the top section. The bottom section, under "Upload Participating Faculty ", contains notes regarding how to perform a bulk upload. Click the **Show More** link for instructions on creating and formatting a tab-delimited file, as well as a link to download a tab-separated (TSV) text template file (.txt). Use these tools to create the upload file.

Prepare Research Training Dataset (RTD) for Revision

RTD	5T32DK123456-15 Gene therapy training: CF and genetic diseases
PD/PI	L'amour, Louis

Upload Faculty Members

Please note the following when uploading your Faculty Members data:

- The file format must match the tab-delimited format in the template that is available for download. [Click here](#) for instructions on how to convert an Excel File to the Correct Upload Format.
- Including the column headers is optional. However, they must match those in the template.
- The tab-delimited template format includes the following required columns: Commons User Id, Rank, Research Interest, Training Roles1, Training Roles2, Training Roles3, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, Postdocs Continued in Research and Related Careers.
- The Commons User Id is required for each uploaded faculty member. The other columns may be left blank, as appropriate.
- If the same Commons ID is provided for multiple entries in the upload file, an error will be reported.
- If it is provided, the Rank must be one of the following (without quotations): "ASTP" for Assistant Professor, "ASSP" for Associate Professor, "PROF" for Professor, "REAP" for Research Assistant Professor, "INST" for Instructor.
- If it is provided, the Research Interest must be 240 characters or less.
- If they are provided, each of the component values of the mentoring record fields (Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, Postdocs Continued in Research and Related Careers) must be a whole positive number (or zero). No fractional portions can be accepted.
- If it is provided, the Training Roles must be one of the following (without quotations): "PI" for PDPI, "PREC" for Preceptor, "ECM" for Executive Committee Member, "OCM" for Other Committee Member, "OTH" for Other.
- Faculty member provided in the upload file will be used to either add the faculty member to the participating faculty list, or to update the information for that faculty member (if already listed as participating).
- The data will be validated upon upload of the file and the results will be presented on screen.
- If the upload fails for any reason (such as incorrect data or incorrect format), none of the records will be saved in xTRACT. Data will only be saved if all rows in the upload file pass validation.

Don't have an input file, but would like to download a template that illustrates the file format? [You can download a template here.](#)

Browse

2. Once the upload file has been prepared, use the **browse** link to select and upload the file.
3. If there are any errors in the upload file, a message will appear above the file-name with a link to details of the errors. These errors will need to be cor-

rected before the upload will succeed.

Errors detected, correct and try again

Processing file: Participating Faculty Dataload Template.txt

✖Line 2: Wrong number of columns.

Please correct the above mentioned errors and try uploading again.

Close

- If the upload is accepted, a confirmation message will display. The name of the upload file will display in the field above the **Browse** button.

Upload Confirmation

Processing file: Participating Faculty Dataload Template.txt

Number of new Participating Faculty to Insert :1

Number of existing Participating Faculty to Update :0

Would you like to proceed?

Cancel Proceed

Click the **Proceed** button. The values from the uploaded document will be updated in the appropriate *Participating Faculty Detail* tables as well. (Rank, Research Interest, Training Roles, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, and Postdocs Continued in Research and Related Careers)

- To validate that the table and the details updated correctly, click on the *Participating Faculty* link again in the left-side menu.

How Do I Edit Faculty Members?

Click the hyperlinked faculty member name to edit the participating faculty details for the selected member. Refer to the topic titled Refer to *Participating Faculty Detail (New*

Application) .

How Do I Remove a Faculty Member?

Select the  **Remove Participating Faculty** button to remove the faculty member from the RTD. At the confirmation, select **Delete**.

See Also: [Faculty Detail](#)

Participating Faculty Detail (Renewal)

Use the  **Expand** button next to each section of the *Participating Faculty Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Prepare Research Training Dataset (RTD) for Renewal		
RTD 5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants	PD/PI Curie, Marie (Contact)	
Participating Faculty Details ?		
Curie, Marie		
Commons User ID MARIECURIE	Email eratest@nih.gov	Rank None
Primary Department or Program None	Research Interest None	Training Role(s) None
		Edit
Open All Sections		
> Faculty Degree		
> Research Support		
> Mentoring Record		

Figure 53: Participating Faculty Details

Each section provides a means for editing the information. Refer to the steps below.

Participating Faculty Details

The **participating Faculty Details** panel of the *Participating Faculty Detail* displays faculty data as described below.

- **Commons User ID** (read only)
- **Email** (read only)
- **Rank**
- **Primary Department or Program**
- **Research Interest**
- **Training Role(s)**

To edit faculty member data:

1. Click the **Edit** button to open the *Edit Faculty Member Data* window:

Edit Faculty Member Data [X]

* Required field(s)

Rank * [-- Select --] **Other Rank Title** []

Primary Department or Program
[Select Program department or program ...]

Research Interest
[enter text...]
200 characters remaining

Training Role

☐ PD/PI

☐ Preceptor

☐ Executive Committee member (Exec. Comm.)

☐ Other Committee member (Other Comm.)

[Cancel] [Save]

2. Select an academic rank from the **Rank** drop-down list, or, if the faculty member does not have an academic rank, select **Other** from the **Rank** drop-down, and type

the position title in the **Other Rank Title** field.

This lets you provide more accurate position information about grant faculty who hold non-academic positions, such as in government or the private sector. The **Other Rank** field is enabled only if you select **Other** in the **Rank** drop-down list.

3. In **Primary Department or Program**, specify a department or program for the faculty member. Type a few letters to see matches from the faculty member's institution. Matches are based on programs previously entered into xTRACT or other eRA modules.
4. Select the **Training Role** the faculty member holds for the grant currently being edited. Preceptor is also sometimes referred to as mentor.
5. Click the **Save** button.

Faculty Degree

From this panel, you may add a degree, edit a degree, or select a degree to add to an RTD.

1. Click the  **Expand** button to view the panel.

Faculty Degree

Filter Table

3 Results

<

1 of 1

>

Degree ^	Institution ^	Date Degree Received ^	Status ^	Include in RTD ^	Source ^
DOCTOR OF PHILOSOPHY			Completed	☐	Commons Profile
REGISTERED NURSE			Completed	☐	Commons Profile
 MASTER OF SCIENCE			Completed	☐	Commons Profile

 Terminal Degree

Add Degree

The **Source** of degrees is displayed as read-only and as either *xTRACT* (meaning that the degree was added to the person profile in xTRACT) or *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

Add a Degree

1. Select the **Add Degree** button.
2. Update the fields in the *Add a Degree* pop-up:
 - **Degree:** Select from the list
 - **Other Degree Text:** Enter if the Degree selected is *OTH* (*other type of degree*) or an other category like *BOTH*, *DDOT*, *DOTH*, *MDOT*, *MOTH*, and *VDOT*.
 - **Degree Date:** Enter in MM/YYYY format
 - **Terminal Degree:** Select the **Yes** or **No** radio button as appropriate. When the **Yes** button is selected, the terminal degree indicator (This is the terminal degree of this person.) displays next to the degree details in the view. Only one degree for a person can be set as the Terminal Degree.
 - **Degree Status:** *Completed* or *In Progress* are the selections available for Faculty degrees.
 - **Include in RTD:** Yes or No are the options available.
 - **Degree Institution:** Enter the institution name, one institution per degree. Start typing in some of the institution's name and a drop-down menu displays with related institution names.
3. Select the **Save** button to save your changes.
4. Repeat for any additional degrees.

Edit a Degree

1. Click the hyperlinked degree name to display the *Edit Degree* screen for editing.
2. Update the fields as necessary.
3. Select the **Save** button or click the **Cancel** button.

Include in RTD

1. Locate the degree you are including in the RTD.
2. Check the **Include in RTD** box for the degree to be displayed in the **Participating Faculty Members Training Table** on the RTD PDF.

Uncheck the box to exclude the degree.

Research Support

1. Click the  **Expand** button to view the panel.

NIH and Other Agency Sources of Support on Record

Use this section to report currently-funded, active NIH or other Agency grants on which this faculty member is working. This list might be automatically populated with records if the faculty member is on record as being funded from NIH and other grants.gov systems. Records that are automatically populated lack an Edit or Remove button and thus are read-only.

Use the **Add Project Lead Source of Support** button to search for other NIH or Agency grants that contain sources of support. If the faculty member is reported on an RPPR, then those grants will be displayed as suggested sources of funding, but you can also find and choose grants outside of that suggested list. Grants not currently funded cannot be added.

To add another source of funding for the current faculty member:

1. Under *NIH and Other Agency Sources of Support on Record*, click the **Add Project Lead Source of Support** button.
2. In the *Add Source of Support* search window, enter criteria to find grants in which the current participating faculty member is funded.
Note that this window might contain a list of suggested grants to choose from before you perform your search. If the faculty member is reported on an RPPR (Research Performance Progress Report) for a component, then those grants will be displayed as suggested sources of funding. You can select suggested sources of funding, or you can find and choose grants outside of that suggested list.
3. Enter search criteria in the *Add Source of Support* window and click the **Search** button.
4. In the search results, click the  **Select the Funding Source** button for one or more grants that include funding for the current participating faculty member.
5. For the selected grant, enter details for the funding source, specifically the subproject the faculty member is working on, and the funding for that subproject.

Add Source of Support

Enter Source of Support Details

* Required Field

Funding Source:
P50ES123456-07

Role during funding: *
Project Lead

Subproject Title *

Project Start Date:
12/2017

Project End Date:
11/2027

Current Year Direct Costs: *

Cancel

← Back

Save and Add Another Source of Support

Save and Exit

- Click **Save and Add Another Source of Support** to find more sources of support, or click **Save and Exit** if finished with NIH sources of support for this faculty member.
- To edit the source of support, click the hyperlinked grant number.
- To delete the source of support, click the  **Remove Non-NIH Source of Support** button.

Other Sources of Support

Includes Funding Source, Support Type, Project Number, Project Role, Project Title, Project Period, and Current Year Direct Costs.

To add additional support:

- Select the **Add Another Source of Support** button to display fields for searching/editing to add a non-NIH funding source.

2. Search for a funding source:
 - a. Search for support entering the parameters given and selecting **Search Funding Sources** button.
 - b. In the search results, click the  **Select the Funding Source** button for the correct project.
3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Enter current year direct costs.
5. Click **Save and Add Another Source of Support** to find more sources of support, or click **Save and Exit** if finished with NIH sources of support for this faculty member.
6. To edit the source of support, click the hyperlinked grant number.
7. To delete the source of support, click the  **Remove Non-NIH Source of Support** button.

Mentoring Record

Click the  **Expand** button to view the panel.

▼ Mentoring Record	
Pre-docs in Training	3
Pre-docs Graduated	12
Pre-docs Continued in Research or Related Careers	12
Post-docs in Training	5
Post-docs Completed Training	7
Post-docs Continued in Research or Related Careers	7
 Edit	

The **Mentoring Record** panel of the *Participating Faculty Detail* to display counts of trainees mentored.

- Pre-docs In Training
- Pre-docs Graduated
- Pre-docs Continued in Research or Related Careers
- Post-docs in Training

- Post-docs Completed Training
- Post-docs Continued in Research or Related Careers

Use the **Edit** button to open the fields in a pop-up for editing. Save your changes by selecting the **Save** button on the pop-up.

Students (Renewal)

If both Predoc and Postdoc participating trainees are included in the RTD for the Renewal, this menu item will not be available. If only Predoc trainees are included, then Postdoc Students can be added. If only Postdoc trainees are included, then Predoc Students can be added.

This section displays the students added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove students.

Prepare Research Training Dataset (RTD) for Renewal

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Students ?

Filter Table

2 Results

Download

Table

<

1 of 1

>

Person Name ^	Commons User ID ^	Person ID ^	Student Type ^
Curie, Marie	MARIECURIE	140133387	Post-doc
Curie, Pierre	PIERRECURIE	140133388	Post-doc

Upload Participating Students

+ Add Student

Figure 54: Students

Students(s) are listed in a table at the bottom of the screen along with the following information:

- **Student Name**
- **Commons User ID** (if available)
- **Person ID**
- **Student Type:** Pre-doc or Post-doc

- **Actions**

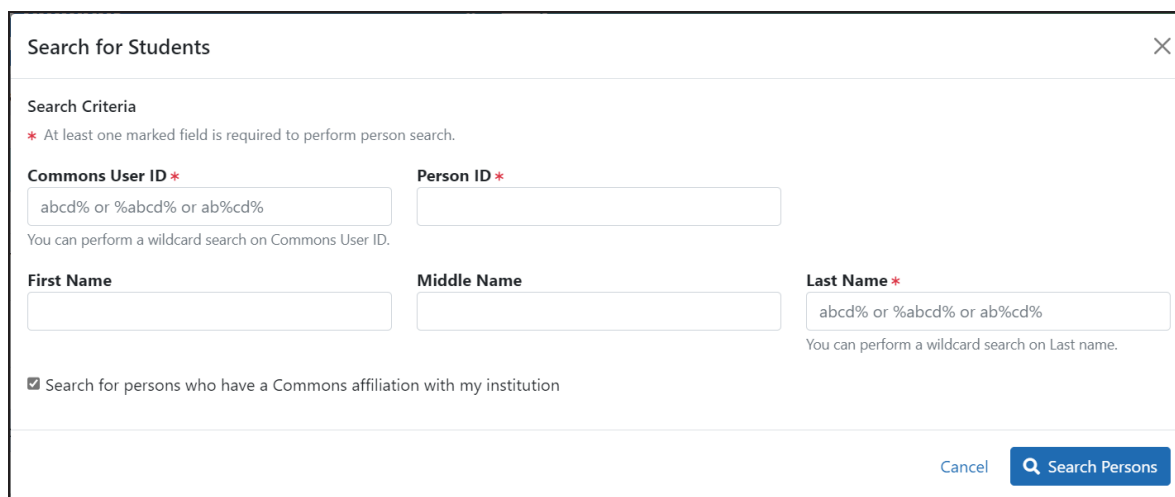
- The **Edit** link opens the *Student Detail* for the selected trainee. Refer to the topic titled *Refer to Student Detail for a Renewal (Renewal)*.
- The **Remove** link removes the person from the RTD.

The **Add Student** feature allows you to search for and add students or create new xTRACT persons to add to the RTD.

Add Student

To add a student:

1. Select the **Add Student** button.



1. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.

2. All matching records display in the **Person(s)** table. Click the **Add Student as** drop-down in the **Add to RTD** column and select the appropriate option to add

the person.

NOTE: After you perform a search, the **Create a new xTRACT Person here** link is enabled. Use this link to create an xTRACT person record. Refer to the topic titled *Refer to Create xTRACT Person*

3. Click the **Add Person(s)** button.

Edit Student

From the list of students, click the hyperlinked student name to edit the student detail.

Refer to the topic titled *Refer to Student Detail for a Renewal (Renewal)*.

Remove

Select the  **Remove Student** button to remove the student from the RTD. At the confirmation, select **Yes**.

Student Detail for a Renewal (Renewal)

Use the  **Expand** button next to each section of the *Participating Student Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Prepare Research Training Dataset (RTD) for Renewal

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Student Details ?

Curie, Pierre

Post-Doc

Commons User ID

PIERRECURIE

Email

eratest@nih.gov

In Training?

No

Start Date into Postdoctoral Research

None

End Date

None

Research Topic

None

Edit

Open All Sections

> Faculty Members

> Degrees

> Post-Training Positions

> Subsequent Grants

> Publications

Figure 55: Student Detail (Renewal)

Each section provides a means for viewing or editing the information. Refer to the steps below.

Student Data

Use the  **Expand** button next to each section of the *Participating Student Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Prepare RTD for a Renewal

123

October 16, 2023

Prepare Research Training Dataset (RTD) for Renewal

RTD
5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

Participating Student Details ?

Curie, Pierre **Post-Doc**

Commons User ID	Email	In Training?	Start Date into Postdoctoral Research ⓘ	End Date ⓘ
PIERRECURIE	eratest@nih.gov	No	None	None

Research Topic
None

Edit

[Open All Sections](#)

> Faculty Members

> Degrees

> Post-Training Positions

> Subsequent Grants

> Publications

Prepare Research Training Dataset (RTD) for Revision

RTD
5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

Participating Student Details ?

Curie, Pierre **Post-Doc**

Commons User ID	Email	In Training?	Start Date into Postdoctoral Research ⓘ	End Date ⓘ
PIERRECURIE	eratest@nih.gov	No	None	None

Research Topic
None

Edit

[Open All Sections](#)

> Faculty Members

> Degrees

> Post-Training Positions

> Subsequent Grants

> Publications

Figure 56: Participating Student Details

Each section provides a means for viewing or editing the information. Refer to the steps below.

Participating Student Details

The **Participating Student Details** panel displays the following read-only information:

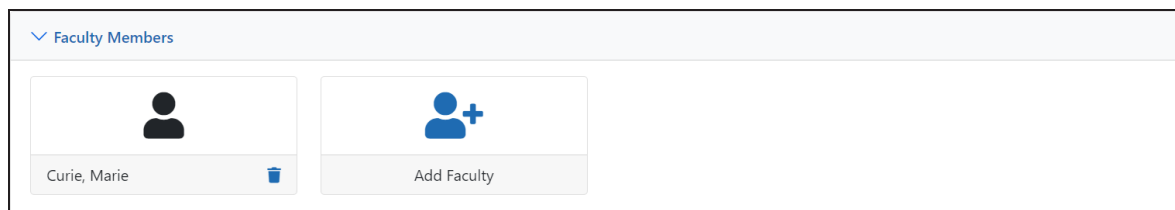
- Commons User ID or Person ID
- Email
- In Training?
- Start Date
- End Date
- Research Topic

Use the **Edit** button to open the fields in a pop-up for editing.

- In Training
- Type
- Research Topic
- Start Date
 - Into Current Degree-Granting Program, for a Predoctoral trainee
 - Into Postdoctoral Research, for Postdoctoral trainee
- End Date (when Trainee Left Program)

Faculty Members

1. Click the  **Expand** button for the Faculty Members panel to display the faculty members for the student on the RTD.



2. To add faculty, select the **Add Faculty** button.

NOTE: Up to two faculty members may be associated with a student. If there already two faculty members already listed, then the **Add Faculty Member** button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

3. Use the parameters on the *Search for Person(s)* window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a Commons ID, Person ID, or Last Name to perform a search.

4. Select the **Search Persons** button.

Search for Faculty

Search Criteria

★ Either Commons User ID or Person ID or Last Name is required to perform person search.

★ Commons User ID

★ Person ID

First Name

Middle Name

★ Last Name

Shorts%

☒ Search for persons who have a Commons affiliation with my institution

You can perform a wildcard search on Commons ID or Last Name, by using the "%" character.
For example: abcd% or %abcd% or ab%cd%.

Search Persons Clear

Close

Figure 57: Search Faculty Member

5. All matching records display in the **Person(s)** table. Select the **Add to RTD** check box to add the person to the list of faculty for this student.
6. Click the **Add Person(s)** button. The faculty member is added to the student details.
7. Search for and add other faculty as necessary, repeating the steps above.

TIP: Once two faculty members are added, the ability to add more is disabled.

8. To remove a faculty member from the Student, select the  **Remove Faculty Member** button for the faculty member.

Degrees

1. Click the  **Expand** button for the Faculty Members panel to display a list of completed degrees and associated data.

▼ Degrees

Filter Table

1 Results

Download

Table

◀

1 of 1

▶

Degree ▲	Institution ▼	Date Degree Received ▼	Status ▼	Received in Training ▼	Source ▼
🔗 DOCTOR OF SCIENCE 🗑️ University Of Paris Faculty Of Medicine	05/2015	Completed		xTRACT	

🔗 Terminal Degree

+ Add Degree

The **Source** of degrees is displayed as *xTRACT* (meaning that the degree was added or edited to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

To add a degree:

1. Select the **Add Degree** button.
2. Update the fields in the *Create a New Degree* pop-up:
 - **Degree:** Select from the list
 - **Other Degree Text:** Enter if Degree selected is *OTH* (*other type of degree*) or an other category like BOTH, DDOT, DOTH, MDOT, MOTH, and VDOT.
 - **Degree Date:** Enter in MM/YYYY format
 - **Terminal Degree:** Select the **Yes** or **No** . When **Yes** is selected, the terminal degree indicator (This is the terminal degree of this person.) displays next to the degree details in the view. Only one degree per person can be set as the Terminal Degree.
 - **Degree Status:** Select Completed or In Progress, as appropriate
 - **Received in Training:** Select Yes or No. Up to three degrees can be selected as Received in Training.

- **Degree Institution:** Enter the institution name, one institution per degree. Start typing in part of the institution's name and a drop-down menu displays with related institution names. Select the institution name from that menu. If the desired institution name does not appear, a link is provided at the bottom of the drop-down menu that will accept the name of the institution as typed in.
3. Select the **Save** button to save the new degree.
 4. Repeat for any additional degrees.
 5. To edit a degree, click the hyperlinked degree name.
 6. To delete a degree, click the  **Remove Degree** button for the degree. Degrees with *Commons Profile* as a **Source** cannot be deleted.

Post-Training Positions

1. Click the  **Expand** button for the Post-Training Positions panel to display post-training position information.

Post-Training Positions					
Filter Table		1 Results		  < 1 of 1 >	
Position (Type) ^	Institution	Department	Start Date - End Date	Principal Activity	Source
Principal Research Scientist Primary Current Position	 University Of Paris Faculty Of Medicine		05/2015 -	Primarily Research	xTRACT
+ Add Position					

The **Source** of positions is displayed as *xTRACT* (meaning the position was added or updated for the person in xTRACT) or as *Commons Profile* (meaning the position is from the Commons Personal Profile of the person).

To add a position:

1. Click the **Add Position** button.
2. Provide the following information:
 - **Workforce Sector:** Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
 - **Principal Activity:** Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
 - **Position:** Type the title of the position.
 - **Start Date:** Type the month/year the position started.
 - **End Date:** Type the month/year the position ended, or leave blank if employed to present time.
 - **Primary Employment Indicator:** Select **Yes** if this is the main employment; otherwise, select **No**.
 - **Full Time Employment Indicator:** Select **Full-Time** or **Part-Time**
 - **Current/Initial Employment Indicator:** Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
 - **Institution:** Enter the institution or start typing to see matches to your typed text.
 - **Primary Department of Position:** Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.
3. Select the **Save** button to save the changes.
4. Repeat to add additional positions.
5. To edit a position, click the hyperlinked position name.
6. To delete a position, click the  **Delete this employment** button for the position. Positions with *Commons Profile* as a **Source** cannot be deleted.

Subsequent Grants

1. Click the  **Expand** button for the Subsequent Grants panel to display subsequent fellowship, career development, or research grant support obtained from any source after the individual completed training.

Subsequent Grants

You may include up to 5 sources of support in RTD. Subsequent support can only be reported for PD/PI, Staff Scientist, Faculty or Co-Investigator roles.

Filter Table 2 Results

Type of Support ^	Source of Support ^	Project Number ^	Project Title ^	Project Role ^	Year of Support ^	Source ^	Include in RTD
Research Grant	NIH	R01ES123456	Long-Term Effects of Radium Exposure on Nearby Inhabitants	Co-Investigator	06/2015 to 05/2025	XTRACT	☐
Research Grant	National Science Foundation	IIS-1234567	X-Ray Crystallography and the Molecular Structure of DNA	Co-Investigator	05/2020 to 04/2025	XTRACT	☐

+ Add Other Source of Support + Add Source of Support

Sources of support submitted on the RTD should list the trainee/student in a role such as PD/PI, co-investigator, faculty collaborator, or staff scientist.

NOTE: xTRACT prepopulates NIH subsequent grant support from xTrain trainee data when available. You cannot delete prepopulated support records from the Subsequent Grants table.

Under *NIH and Other Agency Sources of Support on Record*, indicate up to five subsequent sources of support to include in the RTD. Each button lets you add a different type of support:

Add Source of Support button: Add grant support received from NIH and other Agency sources that are on record. If you do not know the specific grant, you can indicate support by entering only the activity code and IC.

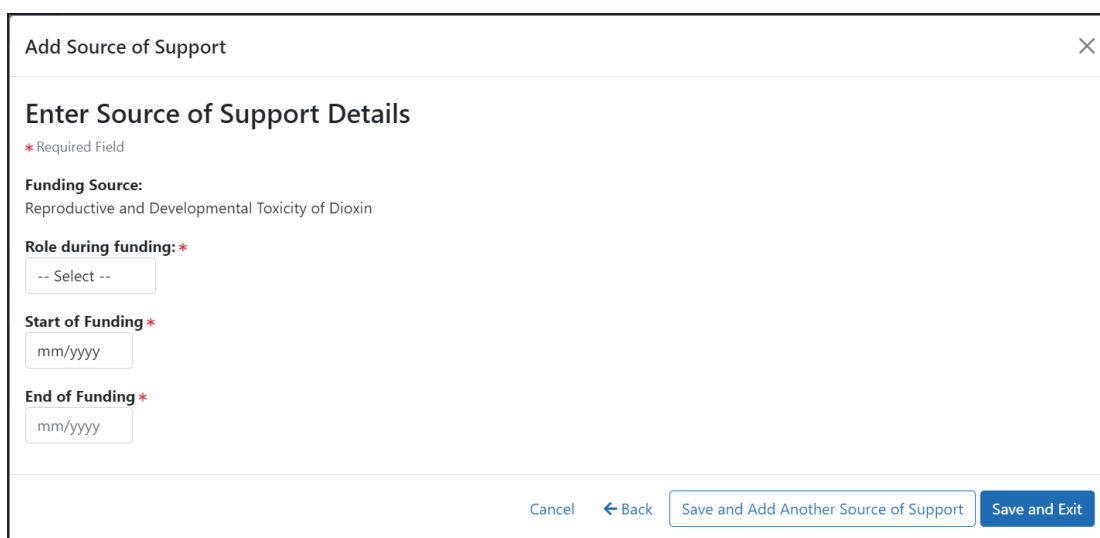
Add Other Source of Support button: Add sources of grant support received from non-NIH/Agency sources.

- To edit a source of support, click the hyperlinked grant name to edit it.
- To delete a source of support, click the  **Remove Source of Support** button.
- Mark up to five **Include in RTD** checkboxes to specify which sources of support will be included in the RTD, which allows only five sources. Once you mark five checkboxes, you cannot mark a sixth.

Sources of support that you include on the RTD must list the trainee/student in a project role such as PD/PI, co-investigator, faculty collaborator, or staff scientist. If you mark the checkbox of a record with a non-supported project role, an error will occur when you mark the checkbox, which states: *"Subsequent support may only be reported if the individual had the following role: PD/PI, Staff Scientist, Faculty, or Co-Investigator."*

To add an NIH or Agency grant as a support source:

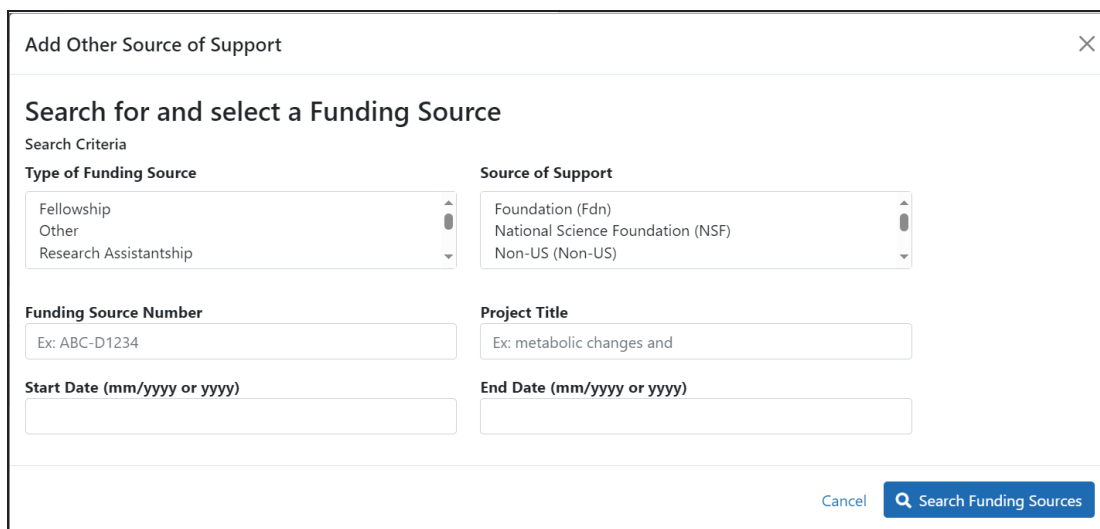
1. Enter search criteria to search for existing NIH/Agency grants that provided funding. Red asterisks denote required fields.
2. Click the **Search Funding Sources** button.
3. In the search results, click the  **Select this funding source** button for the funding source you want to add.
4. The popup then displays the **Step 2: Enter Source of Support Details** section. In this popup, choose the role and enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.



5. Click the **Save and Exit** button. Alternatively, if you want to add another funding source, click the **Save and Add Another Source of Support** button to be returned to the funding search popup.

To add support from non-NIH/Agency sources of support:

1. In the *Subsequent Grants* pane, click the **Add Other Source of Support** button to open the *Add Other Source of Support* popup.



The screenshot shows a modal window titled "Add Other Source of Support" with a close button (X) in the top right corner. The main heading inside is "Search for and select a Funding Source". Below this, under "Search Criteria", there are two columns of search fields. The left column, "Type of Funding Source", has a dropdown menu with options: Fellowship, Other, and Research Assistantship. The right column, "Source of Support", has a dropdown menu with options: Foundation (Fdn), National Science Foundation (NSF), and Non-US (Non-US). Below these are two text input fields: "Funding Source Number" (with placeholder "Ex: ABC-D1234") and "Project Title" (with placeholder "Ex: metabolic changes and"). At the bottom, there are two more text input fields: "Start Date (mm/yyyy or yyyy)" and "End Date (mm/yyyy or yyyy)". In the bottom right corner, there are two buttons: a "Cancel" button and a blue "Search Funding Sources" button with a magnifying glass icon.

5. Search for support by entering search criteria.
6. Click the **Search Funding Sources** button.
7. In the search results, click the  **Select this funding source** button for the funding source you want to add.
8. If the funding source you are looking for does not appear, click the link to **create a new funding source here**.

Add Other Source of Support [Close]

Search for and select a Funding Source

* Required field(s)

Type of Funding Source * -- Select One --	Source of Support * -- Select One --
Project Title * [Text Field]	Funding Source Number [Text Field]
Start Date (mm/yyyy or yyyy) mm/yyyy or yyyy	End Date (mm/yyyy or yyyy) mm/yyyy or yyyy
Description [Text Area]	

[Cancel] [Back] [Create Funding Source]

- Manually enter the funding source that you would like to cite. Provide information about the funding source you are creating. Red asterisk fields are required.
- When finished, click the **Create Funding Source** button.

Add Other Source of Support [Close]

Enter Source of Support Details

* Required Field

Funding Source:
Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

Role during funding: *
-- Select --

Start of Funding *
mm/yyyy

End of Funding *
mm/yyyy

[Cancel] [Back] [Save and Add Another Source of Support] [Save and Exit]

- Select an option from the **Role during funding** dropdown.
- Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
- Click the **Save and Exit** button.

Publications

Click the  **Expand** button for the Publications panel to display peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals.

Publications

Note: For any past participant who exited the program more than 10 years ago, that person's publication information will not appear in table 5 of the RTD.

You cannot add a publication if its supervising Faculty member is not listed.

Existing Faculty Added to the RTD:

- Curie, Marie
- Skłodowska, Salomea
- Curie, Pierre

If the supervising Faculty member is not listed, [add the Faculty Member](#) first, then add a publication.

☐ There are no publications for this student.

+ Add Publication Manually

+ Add PubMed Publication

Filter Table

1 Results

Download

Table

1 of 1

Authors	Title	PMID	Faculty Member
Curie, M, Skłodowska, S, and Curie, P	Long-Term Effects of Radium Exposure on Nearby Inhabitants	27804982	Curie, Marie

For students/trainees, list all publications resulting from their period of training in the participating faculty member's laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled *Check this box if there are no publications for this trainee*. **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *No Publications* popup appears.

Prepare RTD for a Renewal

134

October 16, 2023

2. Select the **Faculty Member** and **Reason for No Publications**, and click **Save**.
3. If you change your mind and want to add a publication, clear the checkbox and the **Add Publication** button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the **Add Publication** button.

NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

The screenshot shows a modal window titled "Add PubMed Publication for Curie, Pierre" with a close button (X) in the top right corner. Inside the modal, there is a section "Search Publication on PubMed". Below this, there is a text input field labeled "PubMed ID/PubMed Central ID" with a placeholder "e.g. 123456789,PMC1234567" and a note "Enter one or more IDs, separated by commas." Below this field, there are three more input fields: "Author First Name" with a placeholder "e.g. Jane", "Author Last Name" with a placeholder "e.g. Doe", and "Title" with a placeholder "Enter a keyword". At the bottom right of the modal, there are two buttons: a "Cancel" button and a "Search PubMed" button with a magnifying glass icon.

2. Enter search criteria using one of the methods below.
 - a. **Pub Med ID/PubMed Central ID:** Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed or PubMed Central. Precede PubMed Central IDs with "PMC" as shown below.
Examples:
 - Enter **PMC7679077** to search for a PubMed Central article (PMCID)
 - Enter **32226987** to search for a PubMed article (PMID)
 - Enter **PMC7679077, 32226987** to search for both articles at once

- b. **First Name.** Enter all or a portion of the first name; articles with the text you enter here are found.
 - c. **Last Name.** Enter the *exact last name*; only exact matching last names are found.
 - d. **Title.** For publication title, enter one or more keywords; only those publications whose titles that contain all keywords are found.
3. Click the **Search** button. The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.
4. To add a publication from search results:
 1. Select its **Include in RTD** checkbox
 2. Choose from the **Faculty Member** dropdown. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
 3. Choose the current trainee/student that you are editing from the **Author** dropdown. The list of authors is pulled from PubMed/PubMed Central.
 4. Click the **Save** button.

If you indicate a **Faculty Member**, an **Author**, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: *No publications were selected to report on the RTD*. This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.

To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can manually enter all the necessary information to create a citation.

1. In the Publications section, click the **Add Publication Manually** button.

NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.
2. The *Manually Add Publication* popup appears.

3.
 - a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.
 - b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author's name in the **Authors** text box and click the **Add Author** button:

Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls to re-order the list.

Select the student's name and click the **Highlight This Student** button.
 - c. When finished entering the citation information, click the **Review** button, which gives you the opportunity to review the citation you entered.
4. Click the **Add** button to add the manual citation.

The publications you added appear in a table in the Publications section.

Click the  three-dot ellipsis button and select **Edit Publication** or **Delete Publication** to update or remove a publication.

Participating Trainees (Renewal)

Displays the participating trainees added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove participating trainees.

Prepare Research Training Dataset (RTD) for Renewal

RTD
ST32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

Participating Trainees ?

Filter Table

63 Results

< 1 of 3 >

Person Name ^	Commons User ID ^	Person ID ^	Trainee Type ^	Start Date ^	End Date ^
Ulam, Joseph	ULAMJOSEPH		Post-doc	2021-10-01	2023-09-01
Curie, Pierre	CURIEPIERRE		Post-doc	2008-06-01	2010-06-01
Skłodowska, Salomea	SKŁODOWSKA, SALOMEA		Post-doc	2014-09-01	2016-09-01

[Copy Trainee Info](#)
[Upload Participating Trainees](#)
[+ Add Trainee](#)

Figure 58: Participating Trainees

Participating trainee(s) are listed in a table at the bottom of the screen along with the following information:

- **Person Name**
- **Commons User ID** (if available)
- **Person ID**
- **Trainee Type:** Pre-doc; Post-doc; Short Term
- **Start Date**
- **End Date**
- The hyperlinked trainee name opens the *Participating Trainee Detail* for the selected trainee. Refer to the topic titled Refer to *Participating Trainee Detail (RPPR)*.
- The **Remove Trainee** button removes the person from the RTD.

The **Add Trainee** feature allows you to search for and add existing trainees or create new xTRACT persons to add to the RTD.

Add Trainee(s)

To add an individual trainee:

1. Select the **Add Trainee** button.
2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.

3. All matching records display in the **Person(s)** table. Click the **Add Trainee as** drop-down in the **Add to RTD** and select the appropriate option to add the person.

NOTE: After you perform a search, the **Create xTRACT Person** button is enabled. Use this button to create an xTRACT Person record. Refer to the topic titled *Refer to Create xTRACT Person*

4. Click the **Add Person(s)** button to add them to the RTD.

To add multiple trainees via Bulk Upload:

1. Click the **Upload Participating Trainees** link below the *Participating Trainees* table.
2. The top part of the Upload Participating Trainees section of the page will list the guidelines for the upload file. Click the **Show More** link to view them.
3. A link is displayed below the guidelines to download a template showing the file format.
4. Click the **Browse** button at the bottom of the section to go to the file location for an existing upload file.

5. When the file is selected, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.
 - A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
 - If there are no validation errors then the data will be applied and a success message will appear.

Edit Trainee

From the list of trainees, click a hyperlinked trainee name to edit the trainee detail for the selected trainee.

Refer to the topic titled *Refer to Participating Trainee Detail (Renewal)* .

Remove

Select the  **Remove Trainee** button to remove the trainee from the RTD. At the confirmation, select **Delete**.

Participating Trainee Detail (Renewal)

While preparing an RTD for a Renewal, you can open the *Participating Trainee Detail* for a trainee by clicking the trainee's hyperlinked name. The *Participating Trainee Data* for the selected person is grouped into panels. Use the  **Expand** button and **Edit** buttons and links to display and edit the information as detailed below.

Prepare Research Training Dataset (RTD) for Renewal

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Trainee Details ?

Curie, Pierre

Post-Doc

Person ID

Email

In Training?

Yes

Start Date into Postdoctoral Research

08/2021

End Date

07/2023

Research Topic

Edit

Open All Sections

Support During Training

Faculty Members

Degrees

Post-Training Positions

Subsequent Grants

Publications

Figure 59: Participating Trainee Detail (Renewal)

IMPORTANT: The information displayed in the trainee detail is comprised of information pulled from the trainee's eRA Commons Personal Profile, where available. However, updates made to the xTRACT trainee detail will not update that trainee's Personal Profile in Commons.

Trainee Details

Use the **View** link in the **Trainee Data** panel of the *Participating Trainee Detail* to display the following read-only information, as applicable:

- Commons User ID
- Email

In Training Data

Use the **Edit** button in the *Participating Trainee Details* panel to modify in training data as described below.

- In Training
- Type
- Research Topic
- Start Date
 - Current Degree-Granting Program for a Predoctoral trainee
 - Postdoctoral Research for Postdoctoral trainee
- End Date (when Trainee Left Program)

NOTE: In order to finalize the RTD for an RPPR, all trainees must have a start date in the **In Training Data** section. Additionally, trainees with *No* selected for **In Training** status must have an end date.

Support During Training

NOTE: This section applies to pre-doc and post-doc trainees only.

[Sources of support](#), both within and outside of NIH, are maintained in this section. Click the  **Expand** button to view the information.

After a start date has been added for the trainee in *In Training Data*, the **Training Years (TYs)** will be displayed as read-only with corresponding abbreviations for funding sources in **Support During Training**.

IMPORTANT: The system will automatically identify the primary source of support as the source of funding with the longest duration. When multiple sources of support exist for a training year, use the **Primary Source of Support** drop-down if you wish to update the primary source of support.

Support During Training

The table below summarizes the primary source of support for this individual. In cases where two or more sources of support have been indicated within a training year, the source that was available for the longest period of time is shown as primary, by default. However, if you wish designate one of the other sources as primary for that year, please click the provided drop-down to change the selection.

Showing 1 - 10 of total 20

Filter:

Show 10 per page < 1 2 >

Training Years	TY #	Primary Source of support
01/1999 - 12/1999	TY 1	
01/2000 - 12/2000	TY 2	
01/2001 - 12/2001	TY 3	
01/2002 - 12/2002	TY 4	T32XY0012 51
01/2003 - 12/2003	TY 5	T32XY0012 51
01/2004 - 12/2004	TY 6	T32XY0012 51
01/2005 - 12/2005	TY 7	T32XY0012 51
01/2006 - 12/2006	TY 8	T32XY0012 51

Use the dropdown to change the primary source

Support from This NIH Training Grant

Includes the NIH Grant number, Project Title, and Period of Support.

Support from This NIH Training Grant 1 NIH & Other Agency Sources of Support 0 Other Non-NIH Sources of Support 0

Leave of Absence 0

[+ Add This NIH Source of Support](#)

Filter Table 1 Results

NIH Grant	Project Title	Period of Support	Source
T32ES123456	Long-Term Effects of Radium Exposure on Nearby Inhabitants	05/2020 to 04/2025	XTRACT

- Click the **Add This NIH Source of Support** button to add support from **This NIH Training Grant**.
 - Enter the start and end dates of funding, then click the **Save** button.
- (Optional) To remove support from **This NIH Training Grant**, click the  three-dot ellipsis button and select **Delete**.

NIH & Other Agency Sources of Support

NIH & Other Agency Sources of Support include the Grant number, Project Title, Project Role, Period of Support, and Source.

IMPORTANT: You cannot delete training grant appointments that are reported from xTrain.

This NIH Training Grant

NIH Grant	Project Title	Support	Source
T32AB6543	Infectious Diseases Training Program	07/2003 to 06/2004	
T32ZX9873	Infectious Diseases Training Program	07/2005 to 06/2006	
T32ZX9873	Infectious Diseases Training Program	06/2009 to 07/2010	

Sources reported from xTRAIN cannot be deleted
 Select to add support for this NIH
 Edit or Delete only available for sources reported from xTRACT

To add additional NIH or Other Agency support:

1. Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
2. Click the **Save and Exit** button.
3. Click the  three-dot ellipsis button and select **Edit** to modify the source of support.
4. (Optional) To remove the source of support, click the  three-dot ellipsis button and select **Delete**.

Add Other Non-NIH Sources of Support

Other non-NIH sources of support include Funding Source, Support Type, Project Number, Project Role, and Period of Support.

Support from This NIH Training Grant 1		NIH & Other Agency Sources of Support 1		Other Non-NIH Sources of Support 1	
Leave of Absence 0					
Filter Table 1 Results 1 of 1					
Funding Source ^	Support Type ^	Project Number ^	Project Role ^	Period of Support ^	
Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	Fellowship		Fellow	05/2022 to 04/2023	

To add a source of support:

1. Click the **Add Other Source of Support** button to open the *Add Other Source of Support* pop-up.
 - a. To search:
 - Enter search criteria in the fields and click the **Search Funding Sources** button.
 - Click the  **Select this Funding Source** button for the correct project. The Enter Source of Support Details screen is displayed.
 - Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.
 - Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
 - Click the **Save and Exit** button.
 - b. To create a new source of support:
 - Perform a search, which displays the information box.
 - In the *Information* box (at the top or bottom of the list), click the **create a new funding source here** link.
 - Complete the fields and then click **Create Funding Source** button.
 - Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.
 - Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
 - Click the **Save and Exit** button.

Leave of Absence

You can specify a Leave of Absence in this section to account for periods when the trainee remains on the grant but does not receive support from the grant.

Support from This NIH Training Grant 1 NIH & Other Agency Sources of Support 1 Other Non-NIH Sources of Support 1

Leave of Absence 1

+ Add Leave of Absence

Filter Table 1 Results

Support Type ^ Period of Support

Leave of Absence	Leave of Absence	04/2023 to 06/2023
------------------	------------------	--------------------

To add a Leave of Absence:

1. Click the **Add Leave of Absence** button.

Add Leave of Absence Period

Leave of Absence

* Required Field

Start date *
mm/yyyy

End date *
mm/yyyy

Cancel Save

2. In the *Add Leave of Absence Period* window that appears, enter the start month/year and end month/year for the leave of absence.
3. Click **Save**.

Faculty Members

Displays the participating faculty added to the RTD. Click the  **Expand** button to view the information.

Faculty Members

Curie, Marie

Add Faculty

To add faculty, select the **Add Faculty Member** button.

NOTE: Up to two faculty members may be associated with a student. If there already two faculty members listed, then the **Add Faculty Member** button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the *Search for Person(s)* window to find the faculty member.
2. In the *Search for Faculty* screen, uncheck the box titled **Search for persons who have a Commons affiliation with my institution** to search for persons outside of your institution.

NOTE: You must enter a Commons ID, Person ID, or Last Name to perform a search.

Figure 60: Search for Faculty

3. Select the **Search Persons** button. All matching records display in the **Person(s)** table.
4. In the *Persons* table, select the **Add to RTD** check box for the person to add to the RTD.
5. Click the **Add Person(s)** button.
6. (Optional) Repeat the steps above to search for and add other faculty as necessary.

NOTE: Once two faculty members are added, the ability to add more is disabled. You must remove a faculty member before you can add a different one.

To remove a faculty member from the RTD, select the  **Remove Faculty Member** button.

Degrees

xTRACT displays a list of completed degrees and associated data in reverse chronological order, with incomplete degrees following. Click the  **Expand** button to view the information.

Degrees					
Filter Table		1 Results		  < 1 of 1 >	
Degree ^	Institution ^	Date Degree Received ^	Status ^	Received in Training ^	Source ^
 DOCTOR OF PUBLIC HEALTH	 University Of Paris Faculty Of Medicine	05/2018	Completed		xTRACT
 Terminal Degree					
+ Add Degree					

The **Source** of degrees is displayed as read-only as *xTRACT* (meaning that the degree was added to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

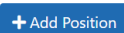
To add a degree:

1. Select the **Add Degree** button.
2. Update the fields in the *Create a New Degree* pop-up:
 - **Degree:** Select from the list
 - **Other Degree Text:** Enter the name of the degree if an *OTH* type of degree was selected.
 - **Degree Date:** Enter in MM/YYYY format
 - **Terminal Degree:** Select the **Yes** or **No** as appropriate. When **Yes** is selected, the terminal degree indicator (This is your terminal degree.) displays next to the degree details in the view. A person can only have one terminal degree.

- **Degree Status:** Select Completed or In Progress, as appropriate
 - **Received in Training:** Select Yes or No. Up to three degrees can be set as Received in Training.
 - **Degree Institution:** Enter the institution name, one institution per degree. You can search for an institution by selecting the magnifying glass search icon.
3. Select the **Save** button to save your changes.
 4. Repeat for any additional degrees.
 5. Select the **Close** button when finished.
1. To edit a degree, click the hyperlinked degree name.
 2. To delete a degree, click the  **Remove Degree** button for the degree. Degrees with *Commons Profile* as a **Source** cannot be deleted.

Post-Training Positions

1. Click the  **Expand** button for the Post-Training Positions panel to display post-training employment position information.

Post-Training Positions					
Filter Table		1 Results		  < 1 of 1 >	
Position (Type) ^	Institution ^	Department ^	Start Date - End Date ^	Principal Activity ^	Source ^
Clinical Fellow Primary Initial Position	 University Of Paris Faculty Of Medicine		05/2018 - 04/2020	Primarily Research	xTRACT
					

The **Source** of positions is displayed as read-only as *xTRACT* (meaning that the position was added to the person in xTRACT) or as *Commons Profile* (meaning that the position is from the Commons Personal Profile of the person).

To add a position:

1. Click the **Add Position** button.
2. Provide the following information:
 - **Workforce Sector:** Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
 - **Principal Activity:** Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
 - **Position:** Type the title of the position.
 - **Start Date:** Type the month/year the position started.
 - **End Date:** Type the month/year the position ended, or leave blank if employed to present time.
 - **Primary Employment Indicator:** Select **Yes** if this is the main employment; otherwise, select **No**.
 - **Full Time Employment Indicator:** Select **Full-Time** or **Part-Time**
 - **Current/Initial Employment Indicator:** Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
 - **Institution:** Enter the institution or start typing to see matches to your typed text.
 - **Primary Department of Position:** Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.
3. Select the **Save** button to save the changes.
4. Repeat to add additional positions.
5. To edit a position, click the hyperlinked position name.
6. To delete a position, click the  **Delete this employment** button for the position. Positions with *Commons Profile* as a **Source** cannot be deleted.

Subsequent Grants

1. Click the  **Expand** button for the Subsequent Grants panel to display subsequent fellowship, career development, or research grant support obtained from any source after the individual completed training.

Sources of support submitted on the RTD should list the trainee/student in a role such as PD/PI, co-investigator, faculty collaborator, or staff scientist.

NOTE: xTRACT prepopulates NIH subsequent grant support from xTrain trainee data when available. You cannot delete prepopulated support records from the Subsequent Grants table.

Under *NIH and Other Agency Sources of Support on Record*, indicate up to five subsequent sources of support to include in the RTD. Each button lets you add a different type of support:

Add Source of Support button: Add grant support received from NIH and other Agency sources that are on record. If you do not know the specific grant, you can indicate support by entering only the activity code and IC.

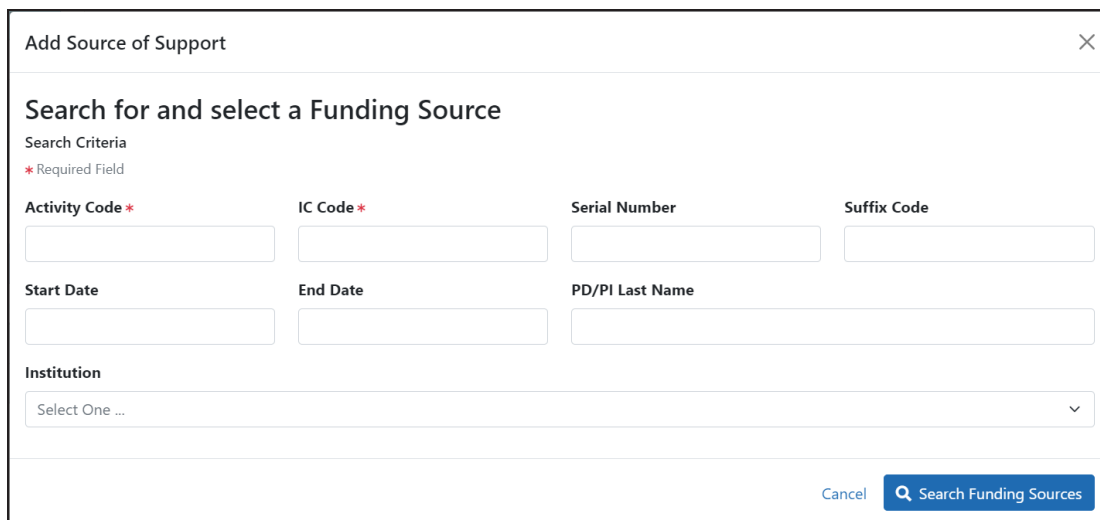
Add Other Source of Support button: Add sources of grant support received from non-NIH/Agency sources.

On the Subsequent Grants pane, use the **Edit** and **Remove** buttons in the **Action** column to update or remove the funding source as necessary. Mark up to five **Include in RTD** checkboxes to specify which sources of support will be included in the RTD, which allows only five sources. Once you mark five checkboxes, you cannot mark a sixth.

Sources of support that you include on the RTD must list the trainee/student in a project role such as PD/PI, co-investigator, faculty collaborator, or staff scientist. If you mark the checkbox of a record with a non-supported project role, an error will occur when you mark the checkbox, which states: "*Subsequent support may only be reported if the individual had the following role: PD/PI, Staff Scientist, Faculty, or Co-Investigator.*"

To add an NIH or Agency grant as a support source:

1. In the *Subsequent Grants* pane, click the **Add Source of Support** button. The *Add Source of Support* popup appears.



Add Source of Support [Close]

Search for and select a Funding Source

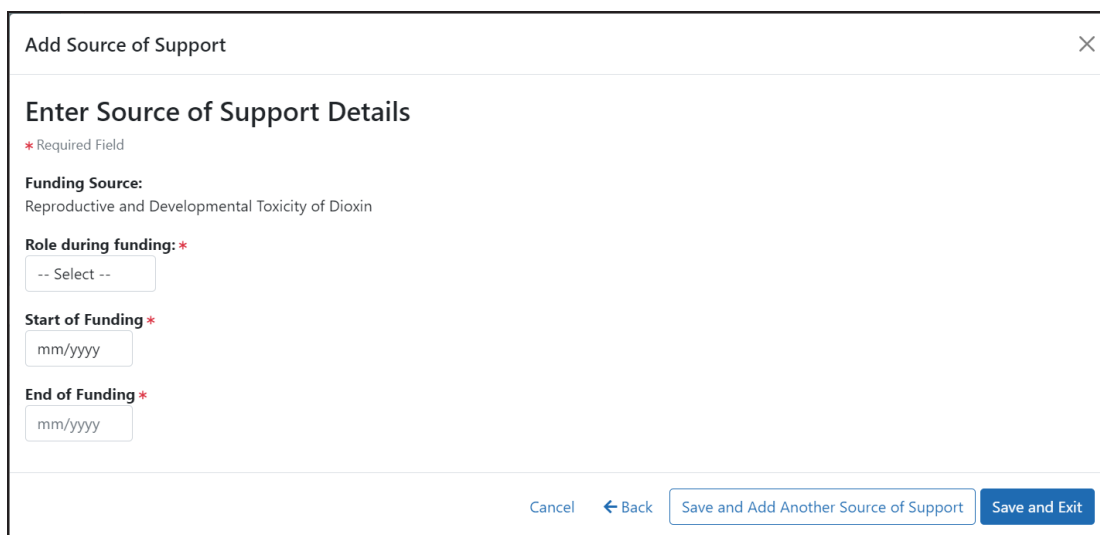
Search Criteria
* Required Field

Activity Code *	IC Code *	Serial Number	Suffix Code
Start Date	End Date	PD/PI Last Name	

Institution
Select One ... [Dropdown Arrow]

[Cancel] [Search Funding Sources]

2. Enter search criteria to search for existing NIH/Agency grants that provided funding. Red asterisks denote required fields.
3. Click the **Search Funding Sources** button.
4. In the search results, click the  **Select this Funding Source** button for the funding source you want to add.
5. Select the appropriate option from the **Role during funding** drop-down.
6. Enter the **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.



Add Source of Support [Close]

Enter Source of Support Details

* Required Field

Funding Source:
Reproductive and Developmental Toxicity of Dioxin

Role during funding: *
-- Select --

Start of Funding *

End of Funding *

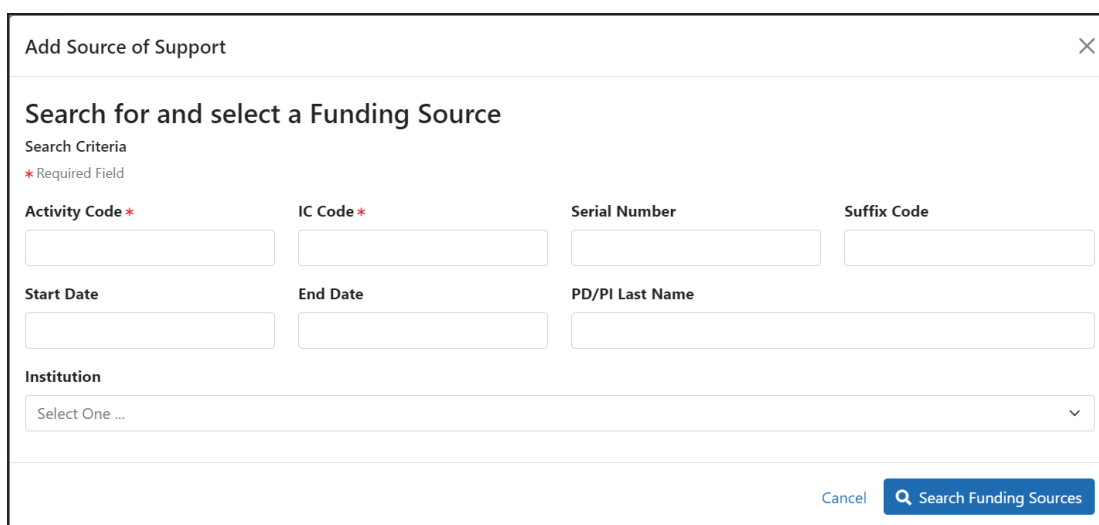
[Cancel] [Back] [Save and Add Another Source of Support] [Save and Exit]

- Click **Save and Exit**. Alternatively, if you want to add another funding source, click **Save and Add Another Source of Support** to be returned to the funding search popup.

To add NIH or Agency support by indicating a generic activity code/IC:

If you were supported by an NIH or Agency grant, but do not know the specific grant number, you can instead generically report the trainee's support by activity code and IC only. For example, if you enter *T32* for the activity code and *CA* for the IC, then *T32CA* will appear on the training table form as the source of support.

- In the *Subsequent Grants* pane, click the **Add Source of Support** button. The *Add Source of Support* popup appears.



The screenshot shows a modal window titled "Add Source of Support" with a close button (X) in the top right corner. The main heading inside is "Search for and select a Funding Source". Below this, it says "Search Criteria" and "★ Required Field". The form contains several input fields: "Activity Code ★", "IC Code ★", "Serial Number", and "Suffix Code" in the first row; "Start Date", "End Date", and "PD/PI Last Name" in the second row. At the bottom, there is a dropdown menu for "Institution" with the text "Select One ...". In the bottom right corner, there are two buttons: a "Cancel" button and a blue "Search Funding Sources" button with a magnifying glass icon.

- In the search criteria, enter an activity code and IC ONLY, and then click the **report activity code and IC directly** link.
- In the search results, click the  **Select this Funding Source** button for the funding source you want to add.
- Select the appropriate option from the **Role during funding** drop-down.
- Enter the **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.

The screenshot shows a modal window titled "Add Source of Support" with a close button (X) in the top right corner. The main heading is "Enter Source of Support Details". Below this, there is a red asterisk icon and the text "Required Field". The form contains the following fields: "Funding Source:" with the text "Reproductive and Developmental Toxicity of Dioxin"; "Role during funding: *" with a dropdown menu showing "-- Select --"; "Start of Funding *" with a date input field showing "mm/yyyy"; and "End of Funding *" with a date input field showing "mm/yyyy". At the bottom of the form, there are four buttons: "Cancel", "← Back", "Save and Add Another Source of Support", and "Save and Exit".

6. Click **Save and Exit**. Alternatively, if you want to add another funding source, click **Save and Add Another Source of Support** to be returned to the funding search popup.

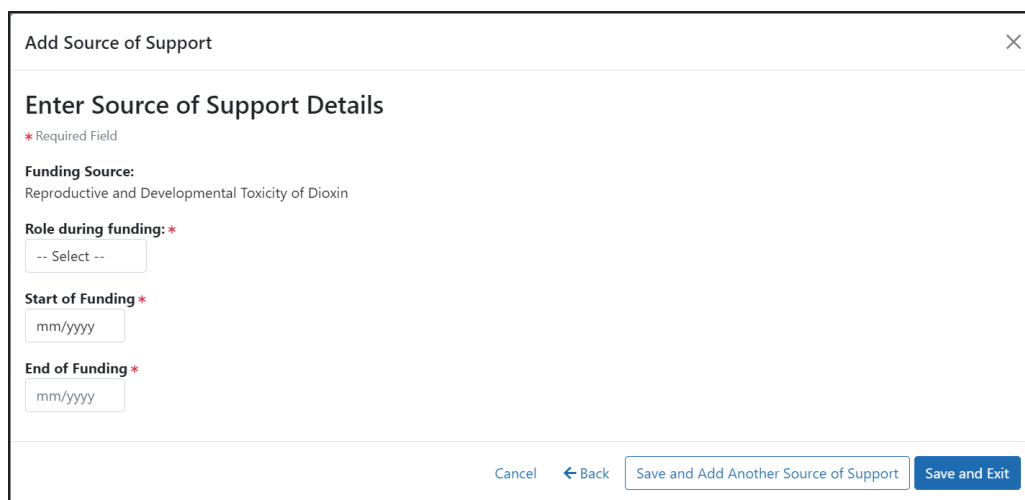
To add support from non-NIH/Agency sources of support:

1. In the *Subsequent Grants* pane, click the **Add Other Source of Support** button to open the *Add Other Source of Support* popup.

The screenshot shows a modal window titled "Add Other Source of Support" with a close button (X) in the top right corner. The main heading is "Search for and select a Funding Source". Below this, there is a section titled "Search Criteria". The form contains the following fields: "Type of Funding Source" with a dropdown menu showing "Fellowship", "Other", and "Research Assistantship"; "Source of Support" with a dropdown menu showing "Foundation (Fdn)", "National Science Foundation (NSF)", and "Non-US (Non-US)"; "Funding Source Number" with a text input field showing "Ex: ABC-D1234"; "Project Title" with a text input field showing "Ex: metabolic changes and"; "Start Date (mm/yyyy or yyyy)" with a date input field; and "End Date (mm/yyyy or yyyy)" with a date input field. At the bottom of the form, there are two buttons: "Cancel" and "Search Funding Sources" (with a magnifying glass icon).

Search for support or create new funding source:

- a. Search for support by entering search criteria and then clicking the **Search Funding Sources** button.
- b. If the funding source you are looking for is shown in search results, click the  **Select this Funding Source** button for the funding source you want to add.
- c. If the funding source you are looking for does not appear, find and click the link to **create a new funding source here** where you manually enter the funding source that you would like to cite. Provide information about the funding source you are creating. Red asterisk fields are required. When finished, click the **Create Funding Source** button.
- d. Select the appropriate option from the **Role during funding** drop-down.
- e. Enter the **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.



Add Source of Support

Enter Source of Support Details

* Required Field

Funding Source:
Reproductive and Developmental Toxicity of Dioxin

Role during funding: *
-- Select --

Start of Funding *
mm/yyyy

End of Funding *
mm/yyyy

Cancel ← Back Save and Add Another Source of Support Save and Exit

- f. Click **Save and Exit**. Alternatively, if you want to add another funding source, click **Save and Add Another Source of Support** to be returned to the funding search popup.

Publications

List peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals. For students/trainees, list all publications resulting from their period of training in the participating faculty member's laboratory or in association with the current training program, through completion of their degree. Do not list publications

resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

Prior to adding publications, add the faculty to which the publications will be associated, using the Participating Faculty section. If faculty are not added prior, you cannot add publications and you get the following message "There are no Faculty Members added to the RTD, you must add the Faculty Member to the RTD in the Participating Faculty section, in order to add publications."

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled *Check this box if there are no publications for this trainee*. **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *No Publications* popup appears.

2. Select the **Faculty Member** and **Reason for No Publications**, and click **Save**.
3. If you change your mind and want to add a publication, clear the checkbox and the **Add Publication** button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the **Add PubMed Publication** button.
NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

Add PubMed Publication for Curie, Pierre

Search Publication on PubMed

PubMed ID/PubMed Central ID
e.g. 123456789,PMC1234567
Enter one or more IDs, separated by commas.

Author First Name
e.g. Jane

Author Last Name
e.g. Doe

Title
Enter a keyword

Cancel Search PubMed

2. Enter search criteria using one of the methods below and click its **Search** button.

- **PubMed ID/PubMed Central ID:** Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed or PubMed Central. Precede PubMed Central IDs with "PMC" as shown below.

Examples:

- Enter **PMC7679077** to search for a PubMed Central article (PMCID)
- Enter **32226987** to search for a PubMed article (PMID)
- Enter **PMC7679077, 32226987** to search for both articles at once

- **Author First Name.** Enter all or a portion of the first name; articles with the text you enter here are found.
- **Author Last Name.** Enter the *exact last name*; only exact matching last names are found.
- **Title.** For publication title, enter one or more keywords; only those publications whose titles that contain all keywords are found.

The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.

3. To add a publication from search results:
 1. Mark its **Include in RTD** checkbox.
 2. Choose from the **Faculty Member** drop-down. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
 3. Choose the current trainee/student that you are editing from the **Author** dropdown. The list of authors is pulled from PubMed/PubMed Central.
 4. Click **Add Publication(s)**.
 5. To search again without saving, click the **Back to Search** button, enter new search criteria, and click the **Search** button again.

If you indicate a **Faculty Member**, an **Author**, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: *No publications were selected to report on the RTD*. This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.

To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can click the **Manual Edit Publication** button and manually enter all the necessary information to create a citation.

1. In the Publications section, click the **Add Publication Manually** button.

NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.
2. The *Manually Add Publication* popup appears.
3. In the Add Publication popup:
 - a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.
 - b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author's name in the **Authors** text box

and click the **Add New Author** button.

Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls, which are described onscreen, to re-order the list. Select an author and click the **Highlight This Trainee** button to indicate which author is the trainee/student for whom this publication is cited:

- c. When finished entering the citation information, click the **Review** button, which gives you the opportunity to review the citation you entered.

4. Click **Add** to add the manual citation.

The publications you added appear in a table in the Publications section.

Publications

Note: For any past participant who exited the program more than 10 years ago, that person's publication information will not appear in table 5 of the RTD.

You cannot add a publication if its supervising Faculty member is not listed.
Existing Faculty Added to the RTD:

- Curie, Marie

If the supervising Faculty member is not listed, [add the Faculty Member](#) first, then add a publication.

☐ There are no publications for this trainee.

+ Add Publication Manually

+ Add PubMed Publication

Filter Table

2 Results

Download

Table

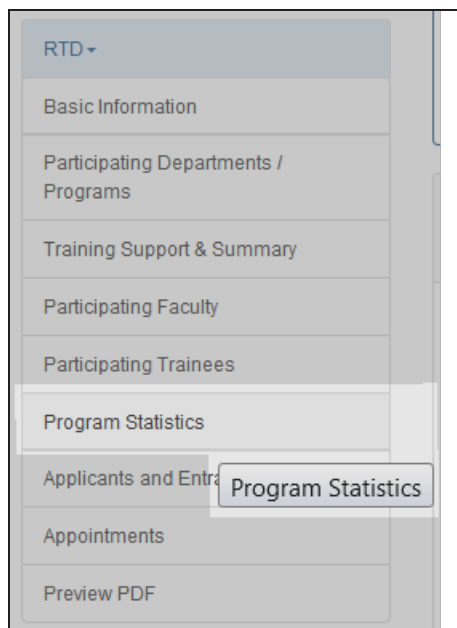
1 of 1

Authors	Title	PMID	Faculty Member
Curie Marie and Curie Pierre	Long-Term Effects of Radium Exposure on Nearby Inhabitants		Curie, Marie

Click the  three-dot ellipsis button and select **Edit Publication** or **Delete Publication** to update or remove a publication.

Program Statistics (Renewal)

The Program statistics information is accessed via the left-side menu.



In cases where a prior RTD exists for the application, the option to copy from the prior RTD(s) will display. If none are available, only the **Save** and **Clear** buttons will show.

The **Program Statistics** section is only available for training grants that have Pre-doctorate Trainees.

1. Enter the program statistics as follows:
 - Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D.
 - Average Time to Ph.D. for Trainees in the Last 10 Years (not including leaves of absence)
2. Select the **Save Program Statistics** button.

Use the checkbox to indicate that **Program Statistics are not applicable for this reporting period**.

Applicants and Entrants (Renewal)

To enter Pre-doc and Post-doc applicants and entrants, first enter the start year of the most recently completed academic year and click the **Submit** button.

Select the **Edit Pre-Doc Applicants and Entrants** and **Edit Post-Doc Applicants and Entrants** buttons to display and enter data for the specific academic year(s).

Prepare Research Training Dataset (RTD) for Renewal

RTD
5T32ES123456-25 Long-Term Effects of Radium
Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

Applicants and Entrants ?

Start year of the most recently completed academic year *

2023

Submit

The Pre-doc and Post-doc data may be edited via the links below, once the Start of the most recently completed academic year has been provided.

Edit Pre-Doc Applicants and Entrants

Edit Post-Doc Applicants and Entrants

Figure 61: Applicants and Entrants

To change the most recently-completed academic year, change the year entered and select **Submit**. When changing **Academic** years, any data entered for **Applicant and Entrant Counts and Characteristics** are retained and associated with the shifted year based on order of years (rather than previously specified year).

For example, assume the first academic year is 2000-2001 and there is applicant/entrant data entered for that year. If the first academic year is changed to 2001-2002 by changing the most recently-completed academic year from 2001 to 2002, the same applicant/entrant data display for that first year.

Predocutorial Applicant and Entrant Counts and Characteristics (Renewal)

Edit the Counts and Characteristics

For each Academic Year, update the *Applicant and Entrant Counts and Characteristics* appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your

data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it. Or select **Cancel** to exit editing without saving the changes.

Prepare Research Training Dataset (RTD) for Renewal					
RTD 5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants			PD/PI Curle, Marie (Contact)		
2023 - 2024	2022 - 2023	2021 - 2022	2020 - 2021	2019 - 2020	Summary
Predoctoral Applicant and Entrant Counts and Characteristics ?					
Open All Sections					
> Counts: Department or Program					
> Characteristics: GPA					
> Characteristics: Research Experience					
> Characteristics: Prior Institutions					
> Characteristics: Underrepresented Groups					

Figure 62: Predoctoral Applicant and Entrants Counts and Characteristics

Counts table

For Predoctoral Applicants and Entrants, Counts are entered by Participating Departments or Program. If a Department or Program is missing, refer to the topic titled Refer to *Participating Departments and Programs (Renewal)*. The following fields are provided for data entry on each department or program:

- Department or Program (read only)
- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Characteristics

The following tables exist for Characteristics:

GPA

Enter the Mean GPA, Lowest GPA, and Highest GPA for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Research Experience

Enter the mean, lowest, and highest number of months of prior, full-time research experience for the following:

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Prior Institutions

Use the **Characteristics: Research Experience** section to search and select an institution. Start typing in the Institution field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the **New Entrants to the Program** and/or **New Entrants Eligible for Support** fields. Select the **Add Prior Institution** link in the **Action** column.

Use the **Edit** and **Remove** links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

See [Notice of NIH's Interest in Diversity](#).

Summary of Counts and Characteristics

Select the **Summary** tab to display a summary for predoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

To edit this information, refer to the above section of this topic.

Postdoctoral Applicant and Entrant Counts and Characteristics (Renewal)

For each Academic Year, update the *Applicant and Entrant Counts and Characteristics* appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it. Or select **Cancel** to exit editing without saving the changes.

Prepare Research Training Dataset (RTD) for Renewal					
RTD 5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants			PD/PI Curie, Marie (Contact)		
2023 - 2024	2022 - 2023	2021 - 2022	2020 - 2021	2019 - 2020	Summary
Postdoctoral Applicant and Entrant Counts and Characteristics ?					
					Open All Sections
> Counts: Degree Types					
> Characteristics: Publications					
> Characteristics: Prior Institutions					
> Characteristics: Underrepresented Groups					

Figure 63: Postdoctoral Applicant and Entrants Counts and Characteristics

Counts table

For PhDs, MDs, dual-degree holders, and other degree holders, update the following information:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Characteristics

The following tables exist for Characteristics:

Publications

Enter the mean, lowest, and highest number of publications as well as the mean, lowest, and highest number of first-author publications for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Prior Institutions

Start typing in the **Institution** field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the **New Entrants to the Program** and/or **New Entrants Eligible for Support** fields. Select the **Add Prior Institution** link in the **Action** column.

Use the **Edit** and **Remove** links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support
- New Appointees to this Grant

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

- New Appointees to this Grant

See [Notice of NIH's Interest in Diversity](#).

Summary of Counts and Characteristics

Select the **Summary** tab to display a summary for postdoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

To edit this information, refer to the above section of this topic.

Appointments (Renewal)

Displays the training positions awarded and appointed, separately within two tables.

Prepare Research Training Dataset (RTD) for Renewal

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Appointments ?

Training Positions Awarded

	Budget Year 21	Budget Year 22	Budget Year 23	Budget Year 24	Sum of Budget Years
Predoctoral Awarded	0	0	0	0	0
Postdoctoral Awarded	7	8	8	8	31
Short-Term Awarded	0	0	0	0	0

Training Positions Appointed

	Budget Year 21	Budget Year 22	Budget Year 23	Budget Year 24	Sum of Budget Years
Predoctoral Appointed	0	0	0	0	0
Pre-doc Dual Degree	0	0	0	0	0
Pre-doc Underrepresented Groups	0	0	0	0	0
Postdoctoral Appointed	7	8	7	0	22
Post-doc MD or Equivalent	0	0	0	0	0
Post-doc PhD or Equivalent	7	8	7	0	22
Post-doc DDS, DVM, Other	0	0	0	0	0
Post-doc Dual Degree	0	0	0	0	0
Post-doc Underrepresented Groups	0	0	0	0	0
Short-Term Appointed	0	0	0	0	0
Short-Term Underrepresented Groups	0	0	0	0	0

Edit Appointments

Refresh Appointments

Figure 64: Appointments

Training Positions Awarded

The **Training Positions Awarded** table shows the number of awarded Predoctoral, Postdoctoral, and Short-Term appointments for each budget year. The last column of the table shows the sum of each appointment over all budget years.

This information is read-only.

Training Positions Appointed

The **Training Positions Appointed** table shows the number of appointed training positions for each budget year. The last column of the table shows the sum of each appointment over all budget years. Training positions include:

- Predoctoral Appointed
- Predoc Dual Degree
- Predoc Underrepresented Groups
- Postdoctoral Appointed
- Postdoc MD or Equivalent
- Postdoc PhD or Equivalent
- Postdoc DDS, DVM, Other
- Postdoc Dual Degree
- Postdoc Underrepresented Groups
- Short-Term Appointed
- Short-Term Underrepresented Groups

Use the **Edit Appointments** button to open the table fields for editing. After updating the fields, select the **Save Appointments** button to save the information.

Preview PDF (Renewal)

Select the **Preview PDF** link in the RTD pane on the left side of the screen to open save, and/or print the training tables. An *In Progress* watermark will be printed on the *Training Table* PDF until the RTD is finalized.

A copy of the RTD is downloaded to the browser's default location.

Finalize RTD (Renewal)

Certain users have the ability to finalize the RTD for a training grant. Finalized RTDs are marked as *Final* and cannot be edited.

To finalize an RTD:

1. Select the **Finalize RTD** link from the **RTD** links on the left side of the screen.

A confirmation message warns: Are you sure you want to finalized this RTD? Once finalized, the RTD cannot be edited?

IMPORTANT: Once you finalize, the RTD cannot be edited. Select the **No** button if you do not wish to finalize.

2. Select the **Yes** button to finalize the RTD. A confirmation screen is displayed when the RTD has successfully finalized.

xTRACT generates a PDF version of the training tables without the *In Progress* watermark, updates the status of the RTD to *Final*, and locks the RTD for editing.

You will have the option to view the finalized PDF at any time on the *Search New RTDs* screen and unfinalize the RTD if needed.

New Applications

Search RTD for New Applications

Initiate RTD for New Application

Search Research Training Data Sets for New Applications ?

New Data Set Identifier

New Data Set Project Title

abcd% or %abcd% or ab%cd%

Use '%' as a wildcard character.

PD/PI Last Name

abcd% or %abcd% or ab%cd%

Use '%' as a wildcard character.

[Clear Search Criteria](#) [Search New RTDs](#)

RTDs of New Applications

Filter Table 4 Results

Download Table 1 of 1

RTD ID	Status	Project Title	PD/PI Name
12498		Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	Curie, Marie

Click the hyperlinked RTD ID to view the PDF.

Click the **Unfinalize New Application** button to edit the RTD.

If data are needed to finalize the RPPR RTD, the appropriate error message(s) display as follows:

- *Missing Required Data: Start Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*

- *Missing Required Data: End Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*

All trainees must have a start date in the **In Training Data** section. Additionally, trainees with **No** selected for **In Training** status must have an end date.

Prepare RTD for a Revision Application

To access the screen:

1. Search for the training grant on the *Search for Training Grants* screen. Refer to the topic titled *Refer to Search for Training Grants* for steps.
2. Click the  three-dot ellipsis button and select the appropriate link to access the *Prepare for Research Training Data Set (RTD) for Revision* screen:
 - To initiate the RTD for the renewal application: Select the **Prepare for Revision** link.
 - To continue working on an initiated RTD: Select the **Continue for Revision** link.

The *Prepare Research Training Dataset (RTD) for Revision* screen opens for the selected training grant.

Use the links listed under **RTD** on the left side of the screen to maintain the specific sections of the RTD:

- **Participating Departments/Programs**
- **Training Support & Summary**
- **Participating Faculty**
- **Participating Trainees**
- **Program Statistics**
- **Applicants and Entrants**
- **Appointments**
- **Preview PDF**
- **Finalize RTD**

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.

Participating Departments and Programs (Revision)

Use this section to add/remove departments and programs.

Add Departments

1. Select **Participating Departments/Programs** on the left.
2. Select the **Add Participating Departments or Programs** button.

Prepare Research Training Dataset (RTD) for Revision

RTD
5T32ES123456-25 Long-Term Effects of Radium
Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

Participating Departments and Programs ?

Filter Table 0 Results

Download Table View Previous Next

Department or Program Name ^	Type ^
No data available in table	

+ Add Participating Departments or Programs

Figure 65: Adding Departments

3. Start typing in the text box. The system will display a list of departments and programs with that character string in a drop-down menu.
4. Find the appropriate department in the results list drop-down and select the appropriate department. Major Components are also displayed with the Department to differentiate among departments with the same name in different units of the organization.

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

Start typing to select departments or programs ...

Looking for a Program but don't see it listed? You can also [create one](#).

Need to make corrections to a name?

- ▲ **Department:** Please have a Signing Official contact the Service Desk.
- **Program:** Corrections can be made under the ... menu once you add your selections.

Cancel Save

Figure 66: Searching for Departments

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

neu

Neurobiology And Anatomical Sciences▲

Neurology▲

Neuroscience▲

Neurosurgery▲

Need to make corrections to a name?

- ▲ **Department:** Please have a Signing Official contact the Service Desk.
- **Program:** Corrections can be made under the ... menu once you add your selections.

Cancel Save

Figure 67: Selecting the Department

5. Select the **Save** button and the department and close the screen.

The *Participating Departments and Programs* screen updates to show the added department(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.

Add Programs

1. Select the **Add Participating Departments or Programs** button.

Prepare Research Training Dataset (RTD) for Revision

RTD	PD/PI
5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants	Curie, Marie (Contact)

Participating Departments and Programs ?

Filter Table 0 Results

Department or Program Name ^	Type ^
No data available in table	

+ Add Participating Departments or Programs

Figure 68: Add Participating Departments or Programs Button

2. Start typing in the text box. The system will display a list of programs with that character string in a drop-down menu.
3. Find the appropriate program in the results list drop-down and select the appropriate program.

The **Action** column updates to show Added for the added program. You can repeat the step to **Add Program** for as many programs as necessary.

To add a Program not available in the search results, select **Create One**. Add **Program Name** (required) and **Program Description** (optional) and select **Create Program and Select as Participating in my RTD**.

Add Participating Departments and Programs

Choose your Department or Program

☒ Include Departments ☒ Include Programs

▲ Department ● Program

Start typing to select departments or programs ...

Looking for a Program but don't see it listed? You can also [create one](#).

Need to make corrections to a name?

- ▲ **Department:** Please have a Signing Official contact the Service Desk.
- **Program:** Corrections can be made under the ... menu once you add your selections.

Cancel

Save

Figure 69: Searching for Programs Displaying Create One Hyperlink

Add Participating Departments and Programs

Create Program, to be added to my list of participating programs on this RTD ?

* Required field(s)

Program Name *

Radiology

Program Description

250 Characters Remaining

Cancel

Go Back

Save

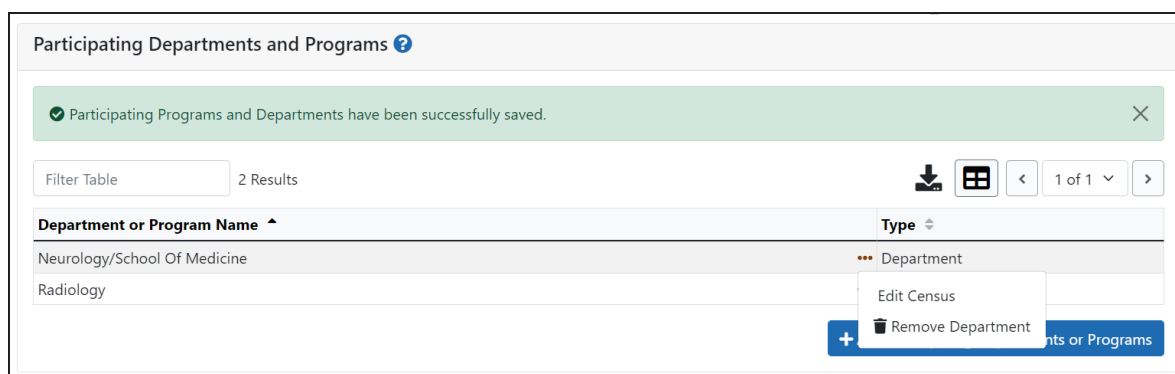
Figure 70: Searching for Programs

4. Click the **Save** or the **Create Program and Select as Participating in my RTD** button to add the program and close the screen.
 - a. After clicking the **Create Program and Select as Participating in my RTD** button, click the subsequent **Save** button.

The *Participating Departments and Programs* screen updates to show the added program(s) in a table. Added programs and departments display in the same table. The **Actions** column includes links for removing and editing the programs and departments.

Edit Departments & Programs

To edit a program or department, select the **Edit** button from the **Actions** column.

*Figure 71: Edit Button for Programs and Departments*

Update the Census information as necessary.

Faculty

- Total
- Participating

Predoctrates

- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty

- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

Postdoctorates

- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)

Participating Department Census: Neurology/School Of Medicine 

Faculty

Total

0

Participating

0

Predocotorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Pre-docs with Participating Faculty	TGE Pre-docs Supported by this Training Grant
0	0	0	0	0

Postdoctorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Post-docs with Participating Faculty	TGE Post-docs Supported by this Training Grant
0	0	0	0	0

Cancel

Save

Select the **Save and Close** button to save the information.

Participating Department/Program Detail (Revision)

Edit Departments & Programs

To edit a program or department, select the **Edit** button from the **Actions** column.

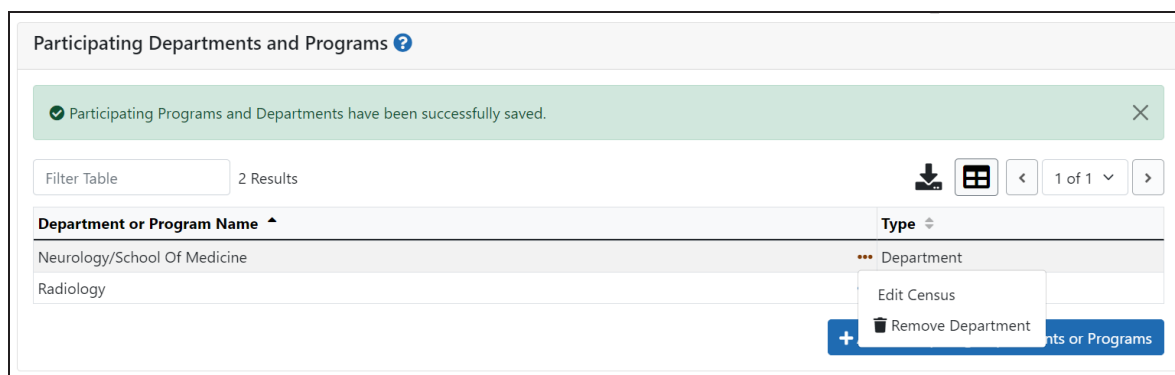


Figure 72: Edit Button for Programs and Departments

Update the Census information as necessary.

Faculty

- Total
- Participating

Predocorates

- Total
- Supported by any HHS Training Award
- Students with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

Postdoctorates

- Total
- Supported by any HHS Training Award
- Postdocs with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)

Participating Department Census: Neurology/School Of Medicine ?

Faculty

Total	Participating
0	0

Predotorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Pre-docs with Participating Faculty	TGE Pre-docs Supported by this Training Grant
0	0	0	0	0

Postdoctorates

Total	Supported by any HHS Training Award	With Participating Faculty	Eligible Post-docs with Participating Faculty	TGE Post-docs Supported by this Training Grant
0	0	0	0	0

Cancel **Save**

Select the **Save and Close** button to save the information.

Training Support & Summary (Revision)

Summary Statistics

Displays the read-only totals of the following:

- Total Number of Predoc Positions
- Total Number of Postdoc Positions
- Total Number of Short-Term Positions
- Average Grant Support per Participating Faculty Member

The **Average Grant Support per Participating Faculty Member** is the mean of the Current Year Direct Costs in Research Support for each Faculty member.

The total number of positions represent the sums of the positions entered for each Institution Training Grant.

Summary Statistics	
Total Number of Pre-doc Positions ⓘ	0
Total Number of Post-doc Positions ⓘ	0
Total Number of Short-Term Positions ⓘ	0
Average Grant Support per Participating Faculty Member ⓘ	\$0

Figure 73: Training Support & Summary

Institutional Training Support

To add currently active, federal institutional training, career development, or research education support available to the participating faculty members:

1. Select the **Add Institutional Training Support** button in the **Institutional Training Support Detail** section.

Institutional Training Support Detail

NIH and Other Agency Sources of Support on Record

Filter Table

1 Results

1 of 1

Grant Title ^	Award Number ^	Project Period ^	PD/PI ^
Long-Term Effects of Radium Exposure on Nearby Inhabitants	T32AA00 -26	04/1997 to 03/2028	Curie, Marie

Add Institutional Training Support

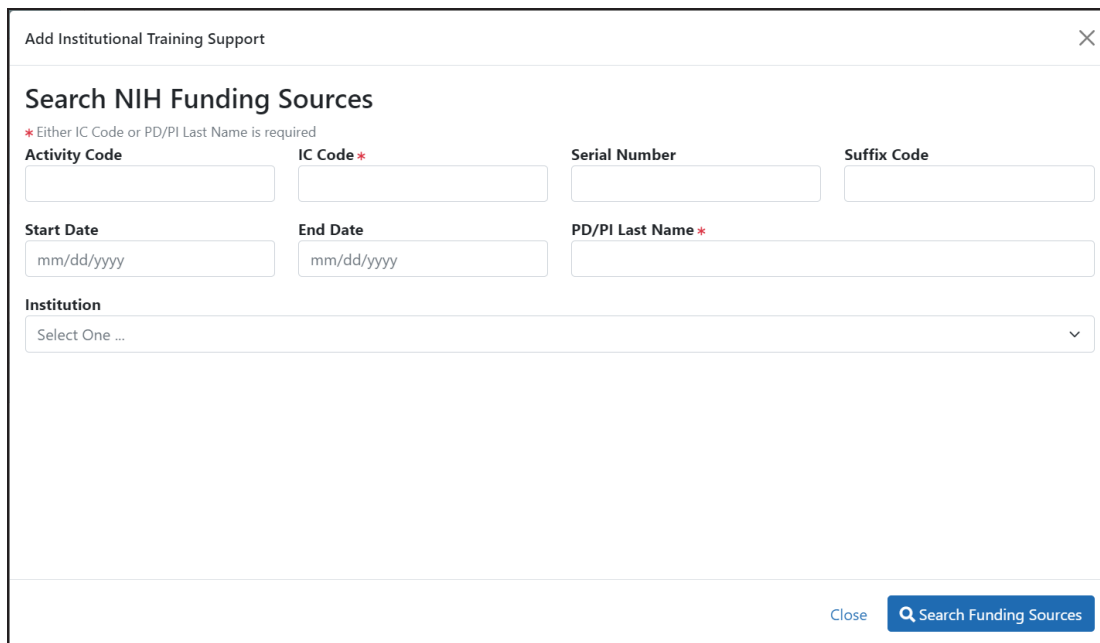
Figure 74: Add Institutional Training Support Button

2. Search for support by entering any of the criteria on the *Add Institutional Training Support* pop-up. You must enter either an IC Code or PD/PI Last Name.
 - Activity Code
 - IC Code
 - Serial Number
 - Suffix Code
 - Start Date
 - End Date
 - PD/PI Last Name

- Institution

TIP: As you type an institution name, a drop-down list of potential matches will begin to populate. Select the institution from that list.

3. Select the **Search Funding Sources** button.



4. From the result list, click the **Select** link from the **Action** column for the correct project.

Figure 75: Searching for Funding Sources

The added source of support will display on the *Training Support and Summary* screen.

Click the hyperlinked grant title to edit it.

Click the  **Remove Institutional Training Support** button to remove the funding source.

Additional detail can be found in the [Institutional Training Support Detail](#) section.

Census Totals

Displays totals for Faculty, Predoctorates, and Postdoctorates.

Faculty

- Total
- Participating

Use the **Edit** button to add to or update the numbers for unique faculty members across participating departments and interdepartmental programs.

Predoc

The following read-only information is displayed. This data is maintained on the **Participating Departments/Programs** section, and the sum totals across **Participating Programs and Departments** are shown here.

- Total
- Supported by any HHS Training Award
- Total Predoctorates with Participating Faculty
- Eligible Students with Participating Faculty
- TGE Predocs Supported by this Training Grant
- Predocs Supported by this Training Grant (R90 Only)

Postdoc

The following read-only information is displayed. This data is maintained on the **Participating Departments/Programs** section, and the sum totals across **Participating Programs and Departments** are shown here.

- Total
- Supported by any HHS Training Award
- Total Postdoctorates with Participating Faculty
- Eligible Postdocs with Participating Faculty
- TGE Postdocs Supported by this Training Grant
- Postdocs Supported by this Training Grant (R90 Only)

Institutional Training Support Detail (Revision)

Click the hyperlinked grant title on the **Institutional Training Support** section of the *Training Support & Summary* to open the *Editing* screen.

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curle, Marie (Contact)

Institutional Training Support Detail ?

Project Title:

Long-Term Effects of Radium Exposure on Nearby Inhabitants

Grant Number:

R01ES00 I-01

Number of Trainee Positions

Number of Pre-doc Positions

0

Number of Post-doc Positions

0

Number of Short-Term Positions

0

Number of Participating Faculty

0

Edit

Overlapping Faculty

Filter Table

0 Results

<

▼

>

Overlapping Faculty Name ^

No data available in table

Add Overlapping Faculty

Figure 76: Institutional Training Support Detail

Number of Trainee Positions

Use this section to add the number of Predoc, Postdoc, Short-term, and Participating Faculty positions.

1. Select the **Edit** button.
2. In the *Institutional Training Support* pop up, enter the appropriate totals.
3. Click the **Save** button.

Overlapping Faculty

Use this section to update the number of overlapping faculty.

1. Select the **Add Overlapping Faculty** button.

The screenshot shows a web interface for managing overlapping faculty. At the top, there's a tab labeled 'Overlapping Faculty'. Below it, a search bar with the text 'Filter Table' and '0 Results' is visible. To the right of the search bar are icons for table view, previous page, and next page. The table itself has a single header row 'Overlapping Faculty Name' and a message 'No data available in table'. A blue button labeled 'Add Overlapping Faculty' is located at the bottom right of the table area.

Figure 77: Add Overlapping Faculty Button

2. Click the  **Add Overlapping Faculty** button for any participating faculty members that are also on the Institution Training Grant. If a needed faculty member does not display in the results, then add the faculty member as Participating Faculty as described in the topic titled Refer to *How Do I Manage Participating Faculty Members (Revision)?* for revision applications.
3. Select the **Close** button.

The Overlapping Faculty Name displays on the *Institutional Training Support Detail* screen with the option to  **Remove** the overlapping faculty member. The updated total count of the overlapping faculty is calculated by system and is displayed as read-only.

How Do I Manage Participating Faculty Members (Revision)?

Select the *Participating Faculty* link from the **RTD** menu on the left of the screen. This will open the *Participating Faculty Members* table and display the participating faculty added to the RTD - or a message indicating that no faculty have been added, when appropriate.

Participating Faculty Members ⓘ

[Add Faculty](#)

Showing 1 - 7 of total 7

Person Name	Commons User ID	Person ID	Email	Action
White, Snow	WHITESNOW	1234567	eRATest@mail.nih.gov	Edit Remove
White, Grumpy	WHITEGRUMPY	2345678	eRATest@mail.nih.gov	Edit Remove
White, Doc	WHITEDOC	3456789	eRATest@mail.nih.gov	Edit Remove
White, Sleepy	WHITESLEEPY	4567890	eRATest@mail.nih.gov	Edit Remove
White, Happy	WHITEHAPPY	5678901	eRATest@mail.nih.gov	Edit Remove
White, Bashful	WHITEBASHFUL	6789012	eRATest@mail.nih.gov	Edit Remove

Figure 78: Participating Faculty Members

How Do I Add Faculty?

TIP: Faculty may be added individually or via a Bulk Upload.

How Do I Add Faculty?

TIP: Faculty may be added individually or via a Bulk Upload.

How Do I Add Faculty Individually?

- Select the **Add Faculty** button.
 1. Use the parameters on the *Search for Person(s)* window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a Commons User ID, Person ID, or Last Name to perform a search.

2. Select the **Search Persons** button.

Search for Faculty

Search Criteria

★ Either Commons User ID or Person ID or Last Name is required to perform person search.

★ Commons User ID

★ Person ID

First Name

Middle Name

★ Last Name

Shorts%

☒ Search for persons who have a Commons affiliation with my institution

You can perform a wildcard search on Commons ID or Last Name, by using the "%" character.
For example: abcd% or %abcd% or ab%cd%.

Search Persons Clear

Close

Figure 79: Search for Faculty

3. All matching records display in the **Person(s)** table. Select the **Add to RTD** check box for the person you wish to add, then click the **Add Person(s)** button. The person is added to the Participating Faculty Members list.

How Do I Add Faculty Via a Bulk Upload?

- Select the **Upload Participating Faculty** button below the table.
 1. The next screen will display the RTD and PD/PI information in the top section. The bottom section, under "Upload Participating Faculty ", contains notes regarding how to perform a bulk upload. Click the **Show More** link for instructions on creating and formatting a tab-delimited file, as well as a link to download a tab-separated (TSV) text template file (.txt). Use these tools to create the upload file.

Prepare Research Training Dataset (RTD) for Revision	
RTD	5T32DK123456-15 Gene therapy training: CF and genetic diseases
PD/PI	L'amour, Louis

Upload Faculty Members

Please note the following when uploading your Faculty Members data:

- The file format must match the tab-delimited format in the template that is available for download. [Click here](#) for instructions on how to convert an Excel File to the Correct Upload Format.
- Including the column headers is optional. However, they must match those in the template.
- The tab-delimited template format includes the following required columns: Commons User Id, Rank, Research Interest, Training Roles1, Training Roles2, Training Roles3, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, Postdocs Continued in Research and Related Careers.
- The Commons User Id is required for each uploaded faculty member. The other columns may be left blank, as appropriate.
- If the same Commons ID is provided for multiple entries in the upload file, an error will be reported.
- If it is provided, the Rank must be one of the following (without quotations): "ASTP" for Assistant Professor, "ASSP" for Associate Professor, "PROF" for Professor, "REAP" for Research Assistant Professor, "INST" for Instructor.
- If it is provided, the Research Interest must be 240 characters or less.
- If they are provided, each of the component values of the mentoring record fields (Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, Postdocs Continued in Research and Related Careers) must be a whole positive number (or zero). No fractional portions can be accepted.
- If it is provided, the Training Roles must be one of the following (without quotations): "PI" for PDPI, "PREC" for Preceptor, "ECM" for Executive Committee Member, "OCM" for Other Committee Member, "OTH" for Other.
- Faculty member provided in the upload file will be used to either add the faculty member to the participating faculty list, or to update the information for that faculty member (if already listed as participating).
- The data will be validated upon upload of the file and the results will be presented on screen.
- If the upload fails for any reason (such as incorrect data or incorrect format), none of the records will be saved in xTRACT. Data will only be saved if all rows in the upload file pass validation.

Don't have an input file, but would like to download a template that illustrates the file format? [You can download a template here.](#)

Browse

- Once the upload file has been prepared, use the **browse** link to select and upload the file.
- If there are any errors in the upload file, a message will appear above the file-name with a link to details of the errors. These errors will need to be cor-

rected before the upload will succeed.

Errors detected, correct and try again

Processing file: Participating Faculty Dataload Template.txt

✖Line 2: Wrong number of columns.

Please correct the above mentioned errors and try uploading again.

Close

- If the upload is accepted, a confirmation message will display. The name of the upload file will display in the field above the **Browse** button.

Upload Confirmation

Processing file: Participating Faculty Dataload Template.txt

Number of new Participating Faculty to Insert :1

Number of existing Participating Faculty to Update :0

Would you like to proceed?

Cancel Proceed

Click the **Proceed** button. The values from the uploaded document will be updated in the appropriate *Participating Faculty Detail* tables as well. (Rank, Research Interest, Training Roles, Predocs in Training, Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, and Postdocs Continued in Research and Related Careers)

- To validate that the table and the details updated correctly, click on the *Participating Faculty* link again in the left-side menu.

How Do I Edit Faculty Members?

Click the hyperlinked faculty member name to edit the participating faculty details for the selected member. Refer to the topic titled Refer to *Participating Faculty Detail (New*

Application) .

How Do I Remove a Faculty Member?

Select the  **Remove Participating Faculty** button to remove the faculty member from the RTD. At the confirmation, select **Delete**.

Participating Faculty Detail (Revision)

Use the  **Expand** button next to each section of the *Participating Faculty Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Faculty Details ?

Curie, Pierre

Commons User ID

PIERRECURIE

Primary Department or Program

None

Email

eratest@nih.gov

Research Interest

None

Rank

None

Training Role(s)

None

Edit

Open All Sections

> Faculty Degree

> Research Support

> Mentoring Record

Figure 80: Participating Faculty Details

Each section provides a means for editing the information. Refer to the steps below.

Participating Faculty Details

The **participating Faculty Details** panel of the *Participating Faculty Detail* displays faculty data as described below.

- **Commons User ID** (read only)
- **Email** (read only)
- **Rank**
- **Primary Department or Program**
- **Research Interest**
- **Training Role(s)**

To edit faculty member data:

1. Click the **Edit** button to open the *Edit Faculty Member Data* window:

Edit Faculty Member Data [X]

* Required field(s)

Rank * [-- Select --] **Other Rank Title** []

Primary Department or Program
[Select Program department or program ...]

Research Interest
[enter text...]
200 characters remaining

Training Role

☐ PD/PI

☐ Preceptor

☐ Executive Committee member (Exec. Comm.)

☐ Other Committee member (Other Comm.)

[Cancel] [Save]

2. Select an academic rank from the **Rank** drop-down list, or, if the faculty member does not have an academic rank, select **Other** from the **Rank** drop-down, and type

the position title in the **Other Rank Title** field.

This lets you provide more accurate position information about grant faculty who hold non-academic positions, such as in government or the private sector. The **Other Rank** field is enabled only if you select **Other** in the **Rank** drop-down list.

3. In **Primary Department or Program**, specify a department or program for the faculty member. Type a few letters to see matches from the faculty member's institution. Matches are based on programs previously entered into xTRACT or other eRA modules.
4. Select the **Training Role** the faculty member holds for the grant currently being edited. Preceptor is also sometimes referred to as mentor.
5. Click the **Save** button.

Faculty Degree

From this panel, you may add a degree, edit a degree, or select a degree to add to an RTD.

1. Click the  **Expand** button to view the panel.

Faculty Degree

Filter Table

3 Results

Download

Table

Previous

1 of 1

Next

Degree ^	Institution ^	Date Degree Received ^	Status ^	Include in RTD ^	Source ^
DOCTOR OF PHILOSOPHY			Completed	☐	Commons Profile
REGISTERED NURSE			Completed	☐	Commons Profile
Terminal Degree MASTER OF SCIENCE			Completed	☐	Commons Profile

Terminal Degree

Add Degree

The **Source** of degrees is displayed as read-only and as either *xTRACT* (meaning that the degree was added to the person profile in xTRACT) or *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

Add a Degree

1. Select the **Add Degree** button.
2. Update the fields in the *Add a Degree* pop-up:
 - **Degree:** Select from the list
 - **Other Degree Text:** Enter if the Degree selected is *OTH* (*other type of degree*) or an other category like *BOTH*, *DDOT*, *DOTH*, *MDOT*, *MOTH*, and *VDOT*.
 - **Degree Date:** Enter in MM/YYYY format
 - **Terminal Degree:** Select the **Yes** or **No** radio button as appropriate. When the **Yes** button is selected, the terminal degree indicator (This is the terminal degree of this person.) displays next to the degree details in the view. Only one degree for a person can be set as the Terminal Degree.
 - **Degree Status:** *Completed* or *In Progress* are the selections available for Faculty degrees.
 - **Include in RTD:** Yes or No are the options available.
 - **Degree Institution:** Enter the institution name, one institution per degree. Start typing in some of the institution's name and a drop-down menu displays with related institution names.
3. Select the **Save** button to save your changes.
4. Repeat for any additional degrees.

Edit a Degree

1. Click the hyperlinked degree name to display the *Edit Degree* screen for editing.
2. Update the fields as necessary.
3. Select the **Save** button or click the **Cancel** button.

Include in RTD

1. Locate the degree you are including in the RTD.
2. Check the **Include in RTD** box for the degree to be displayed in the **Participating Faculty Members Training Table** on the RTD PDF.

Uncheck the box to exclude the degree.

Use the **Add Project Lead Source of Support** button to search for other NIH or Agency grants that contain sources of support. If the faculty member is reported on an RPPR, then those grants will be displayed as suggested sources of funding, but you can also find and choose grants outside of that suggested list. Grants not currently funded cannot be added.

To add another source of funding for the current faculty member:

1. Under *NIH and Other Agency Sources of Support on Record*, click the **Add Project Lead Source of Support** button.
2. In the *Add Source of Support* search window, enter criteria to find grants in which the current participating faculty member is funded.
Note that this window might contain a list of suggested grants to choose from before you perform your search. If the faculty member is reported on an RPPR (Research Performance Progress Report) for a component, then those grants will be displayed as suggested sources of funding. You can select suggested sources of funding, or you can find and choose grants outside of that suggested list.
3. Enter search criteria in the *Add Source of Support* window and click the **Search** button.
4. In the search results, click the  **Select the Funding Source** button for one or more grants that include funding for the current participating faculty member.
5. For the selected grant, enter details for the funding source, specifically the subproject the faculty member is working on, and the funding for that subproject.

Add Source of Support

Enter Source of Support Details

* Required Field

Funding Source:
P50ES123456-07

Role during funding: *
Project Lead

Subproject Title *

Project Start Date:
12/2017

Project End Date:
11/2027

Current Year Direct Costs: *

Cancel

← Back

Save and Add Another Source of Support

Save and Exit

- Click **Save and Add Another Source of Support** to find more sources of support, or click **Save and Exit** if finished with NIH sources of support for this faculty member.
- To edit the source of support, click the hyperlinked grant number.
- To delete the source of support, click the  **Remove Non-NIH Source of Support** button.

Other Sources of Support

Includes Funding Source, Support Type, Project Number, Project Role, Project Title, Project Period, and Current Year Direct Costs.

To add additional support:

- Select the **Add Another Source of Support** button to display fields for searching/editing to add a non-NIH funding source.

2. Search for a funding source:
 - a. Search for support entering the parameters given and selecting **Search Funding Sources** button.
 - b. In the search results, click the  **Select the Funding Source** button for the correct project.
3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Enter current year direct costs.
5. Click **Save and Add Another Source of Support** to find more sources of support, or click **Save and Exit** if finished with NIH sources of support for this faculty member.
6. To edit the source of support, click the hyperlinked grant number.
7. To delete the source of support, click the  **Remove Non-NIH Source of Support** button.

Mentoring Record

Click the  **Expand** button to view the panel.

▼ Mentoring Record	
Pre-docs in Training	3
Pre-docs Graduated	12
Pre-docs Continued in Research or Related Careers	12
Post-docs in Training	5
Post-docs Completed Training	7
Post-docs Continued in Research or Related Careers	7
 Edit	

The **Mentoring Record** panel of the *Participating Faculty Detail* to display counts of trainees mentored.

- Pre-docs In Training
- Pre-docs Graduated
- Pre-docs Continued in Research or Related Careers
- Post-docs in Training

- Post-docs Completed Training
- Post-docs Continued in Research or Related Careers

Use the **Edit** button to open the fields in a pop-up for editing. Save your changes by selecting the **Save** button on the pop-up.

Students (Revision)

This section displays the students added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove students.

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Students ?

Filter Table

2 Results

< 1 of 1 >

Person Name ^	Commons User ID ^	Person ID ^	Student Type ^
Curie, Marie	MARIECURIE	140133387	Post-doc
Curie, Pierre	PIERRECURIE	140133388	Post-doc

[Upload Participating Students](#)
[+ Add Student](#)

Figure 81: Students

Students(s) are listed in a table at the bottom of the screen along with the following information:

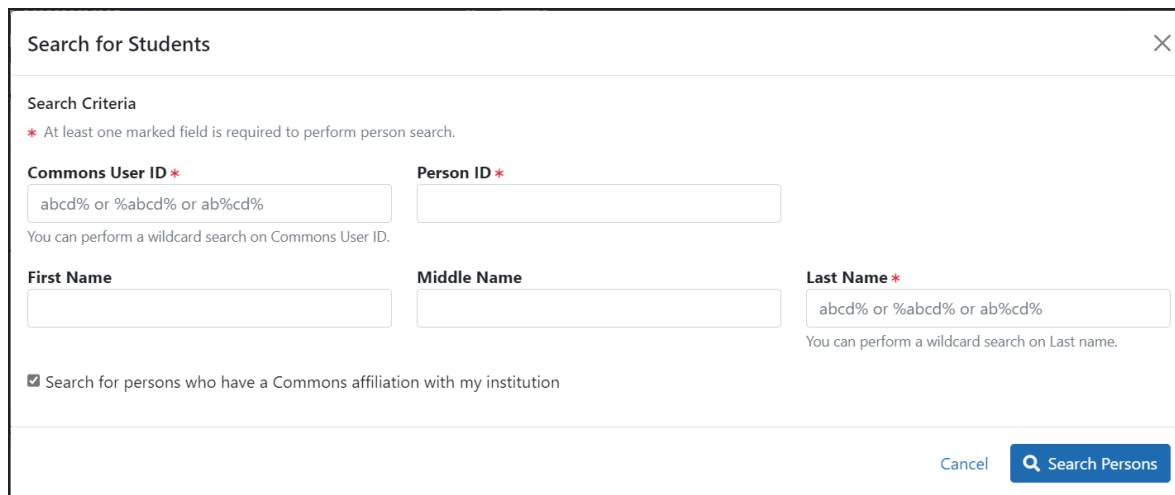
- **Student Name**
- **Commons User ID** (if available)
- **Person ID**
- **Student Type:** Pre-doc or Post-doc
- **Actions**
 - The **Edit** link opens the *Student Detail* for the selected trainee. Refer to the topic titled *Refer to Student Detail (Revision)*.
 - The **Remove** link removes the person from the RTD.

The **Add Student** feature allows you to search for and add students or create new xTRACT persons to add to the RTD.

Add Student

To add a student:

1. Select the **Add Student** button.



Search for Students

Search Criteria

* At least one marked field is required to perform person search.

Commons User ID *
abcd% or %abcd% or ab%cd%

Person ID *

You can perform a wildcard search on Commons User ID.

First Name

Middle Name

Last Name *
abcd% or %abcd% or ab%cd%

You can perform a wildcard search on Last name.

☒ Search for persons who have a Commons affiliation with my institution

Cancel Search Persons

1. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.

2. All matching records display in the **Person(s)** table. Click the **Add Student as** drop-down in the **Add to RTD** column and select the appropriate option to add the person.

NOTE: After you perform a search, the **Create a new xTRACT Person here** link is enabled. Use this link to create an xTRACT person record. Refer to the topic titled *Refer to Create xTRACT Person*

3. Click the **Add Person(s)** button.

Edit Student

From the list of students, click the hyperlinked student name to edit the student detail.

Refer to the topic titled *Refer to Student Detail (Revision)*.

Remove

Select the  **Remove Student** button to remove the student from the RTD. At the confirmation, select **Yes**.

Student Detail (Revision)

Use the  **Expand** button next to each section of the *Participating Student Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Student Details ?

Curie, Pierre

Post-Doc

Commons User ID

PIERRECURIE

Email

eratest@nih.gov

In Training?

No

Start Date into Postdoctoral Research ⓘ

None

End Date ⓘ

None

Research Topic

None

Edit

Open All Sections

> Faculty Members

> Degrees

> Post-Training Positions

> Subsequent Grants

> Publications

Figure 82: Student Detail (Revision)

Each section provides a means for viewing or editing the information. Refer to the steps below.

Student Data

Use the  **Expand** button next to each section of the *Participating Student Detail* to display it. The **Open All Sections** link reveals all collapsed sections at once.

Prepare RTD for Revision

200

October 16, 2023

[Home](#)
[Admin](#)
[Institution Profile](#)
[Personal Profile](#)
[Status](#)
[ASSIST](#)
[Prior Approval](#)
[RPPR](#)
[xTrain](#)
[xTRACT](#)
[Admin Supp](#)
[eRA Partners](#)
[Non-Research](#)

[xTRACT Info](#)
[New Applications](#)
[Training Grants](#)
[Persons](#)
[Institution Data](#)

Training Grants

RTD ▾

Basic Information

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Trainees

Program Statistics

Applicants and Entrants

Appointments

Preview PDF

Prepare Research Training Dataset (RTD) for Revision

RTD

4T32HL123456-10 Dynamic Effects of Waking Sleeping Dogs

PD/PI

McManus, Patrick

Participating Trainee Detail ?

Quagmire, Fenton (Pre-doc)

+ Open All Sections

+ Student Data

+ In Training Data

+ Faculty Members

+ Support During Training

+ Degrees

+ Post-Training Positions

+ Subsequent Grants

+ Publications

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Student Details ?

Curie, Pierre

Post-Doc

Commons User ID

PIERRECURIE

Email

eratest@nih.gov

In Training?

No

Start Date into Postdoctoral Research ?

None

End Date ?

None

Research Topic

None

Edit

Open All Sections

> Faculty Members

> Degrees

> Post-Training Positions

> Subsequent Grants

> Publications

Figure 83: Participating Student Details

Each section provides a means for viewing or editing the information. Refer to the steps below.

Participating Student Details

The **Participating Student Details** panel displays the following read-only information:

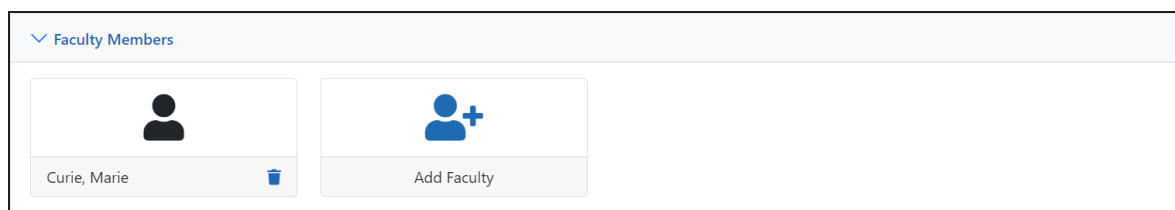
- Commons User ID or Person ID
- Email
- In Training?
- Start Date
- End Date
- Research Topic

Use the **Edit** button to open the fields in a pop-up for editing.

- In Training
- Type
- Research Topic
- Start Date
 - Into Current Degree-Granting Program, for a Predoctoral trainee
 - Into Postdoctoral Research, for Postdoctoral trainee
- End Date (when Trainee Left Program)

Faculty Members

1. Click the  **Expand** button for the Faculty Members panel to display the faculty members for the student on the RTD.



2. To add faculty, select the **Add Faculty** button.

NOTE: Up to two faculty members may be associated with a student. If there already two faculty members already listed, then the **Add Faculty Member** button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

3. Use the parameters on the *Search for Person(s)* window to find the faculty member. To look outside your institution, uncheck the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a Commons ID, Person ID, or Last Name to perform a search.

4. Select the **Search Persons** button.

Search for Faculty

Search Criteria

★ Either Commons User ID or Person ID or Last Name is required to perform person search.

★ Commons User ID

★ Person ID

First Name

Middle Name

★ Last Name

Shorts%

☒ Search for persons who have a Commons affiliation with my institution

You can perform a wildcard search on Commons ID or Last Name, by using the "%" character.
For example: abcd% or %abcd% or ab%cd%.

Search Persons Clear

Close

Figure 84: Search Faculty Member

5. All matching records display in the **Person(s)** table. Select the **Add to RTD** check box to add the person to the list of faculty for this student.
6. Click the **Add Person(s)** button. The faculty member is added to the student details.
7. Search for and add other faculty as necessary, repeating the steps above.

TIP: Once two faculty members are added, the ability to add more is disabled.

8. To remove a faculty member from the Student, select the  **Remove Faculty Member** button for the faculty member.

Degrees

1. Click the  **Expand** button for the Faculty Members panel to display a list of completed degrees and associated data.

Degrees					
Filter Table		1 Results		   1 of 1 	
Degree ^	Institution ^	Date Degree Received ^	Status ^	Received in Training ^	Source ^
 DOCTOR OF SCIENCE	 University Of Paris Faculty Of Medicine	05/2015	Completed		xTRACT
 Terminal Degree + Add Degree					

The **Source** of degrees is displayed as *xTRACT* (meaning that the degree was added or edited to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

To add a degree:

1. Select the **Add Degree** button.
2. Update the fields in the *Create a New Degree* pop-up:
 - **Degree:** Select from the list
 - **Other Degree Text:** Enter if Degree selected is *OTH* (*other type of degree*) or an other category like BOTH, DDOT, DOTH, MDOT, MOTH, and VDOT.
 - **Degree Date:** Enter in MM/YYYY format
 - **Terminal Degree:** Select the **Yes** or **No** . When **Yes** is selected, the terminal degree indicator (This is the terminal degree of this person.) displays next to the degree details in the view. Only one degree per person can be set as the Terminal Degree.
 - **Degree Status:** Select Completed or In Progress, as appropriate
 - **Received in Training:** Select Yes or No. Up to three degrees can be selected as Received in Training.

- **Degree Institution:** Enter the institution name, one institution per degree. Start typing in part of the institution's name and a drop-down menu displays with related institution names. Select the institution name from that menu. If the desired institution name does not appear, a link is provided at the bottom of the drop-down menu that will accept the name of the institution as typed in.
3. Select the **Save** button to save the new degree.
 4. Repeat for any additional degrees.
 5. To edit a degree, click the hyperlinked degree name.
 6. To delete a degree, click the  **Remove Degree** button for the degree. Degrees with *Commons Profile* as a **Source** cannot be deleted.

Post-Training Positions

1. Click the  **Expand** button for the Post-Training Positions panel to display post-training position information.

Post-Training Positions					
Filter Table		1 Results		  < 1 of 1 >	
Position (Type) ^	Institution	Department	Start Date - End Date	Principal Activity	Source
Principal Research Scientist Primary Current Position	 University Of Paris Faculty Of Medicine		05/2015 -	Primarily Research	xTRACT
+ Add Position					

The **Source** of positions is displayed as *xTRACT* (meaning the position was added or updated for the person in xTRACT) or as *Commons Profile* (meaning the position is from the Commons Personal Profile of the person).

To add a position:

1. Click the **Add Position** button.
2. Provide the following information:
 - **Workforce Sector:** Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
 - **Principal Activity:** Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
 - **Position:** Type the title of the position.
 - **Start Date:** Type the month/year the position started.
 - **End Date:** Type the month/year the position ended, or leave blank if employed to present time.
 - **Primary Employment Indicator:** Select **Yes** if this is the main employment; otherwise, select **No**.
 - **Full Time Employment Indicator:** Select **Full-Time** or **Part-Time**
 - **Current/Initial Employment Indicator:** Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
 - **Institution:** Enter the institution or start typing to see matches to your typed text.
 - **Primary Department of Position:** Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.
3. Select the **Save** button to save the changes.
4. Repeat to add additional positions.
5. To edit a position, click the hyperlinked position name.
6. To delete a position, click the  **Delete this employment** button for the position. Positions with *Commons Profile* as a **Source** cannot be deleted.

Subsequent Grants

1. Click the  **Expand** button for the Subsequent Grants panel to display subsequent fellowship, career development, or research grant support obtained from any source after the individual completed training.

Subsequent Grants

You may include up to 5 sources of support in RTD. Subsequent support can only be reported for PD/PI, Staff Scientist, Faculty or Co-Investigator roles.

Filter Table 2 Results

Type of Support ^	Source of Support ^	Project Number ^	Project Title ^	Project Role ^	Year of Support ^	Source ^	Include in RTD
Research Grant	NIH	R01ES123456	Long-Term Effects of Radium Exposure on Nearby Inhabitants	Co-Investigator	06/2015 to 05/2025	XTRACT	☐
Research Grant	National Science Foundation	IIS-1234567	X-Ray Crystallography and the Molecular Structure of DNA	Co-Investigator	05/2020 to 04/2025	XTRACT	☐

+ Add Other Source of Support + Add Source of Support

Sources of support submitted on the RTD should list the trainee/student in a role such as PD/PI, co-investigator, faculty collaborator, or staff scientist.

NOTE: xTRACT prepopulates NIH subsequent grant support from xTrain trainee data when available. You cannot delete prepopulated support records from the Subsequent Grants table.

Under *NIH and Other Agency Sources of Support on Record*, indicate up to five subsequent sources of support to include in the RTD. Each button lets you add a different type of support:

Add Source of Support button: Add grant support received from NIH and other Agency sources that are on record. If you do not know the specific grant, you can indicate support by entering only the activity code and IC.

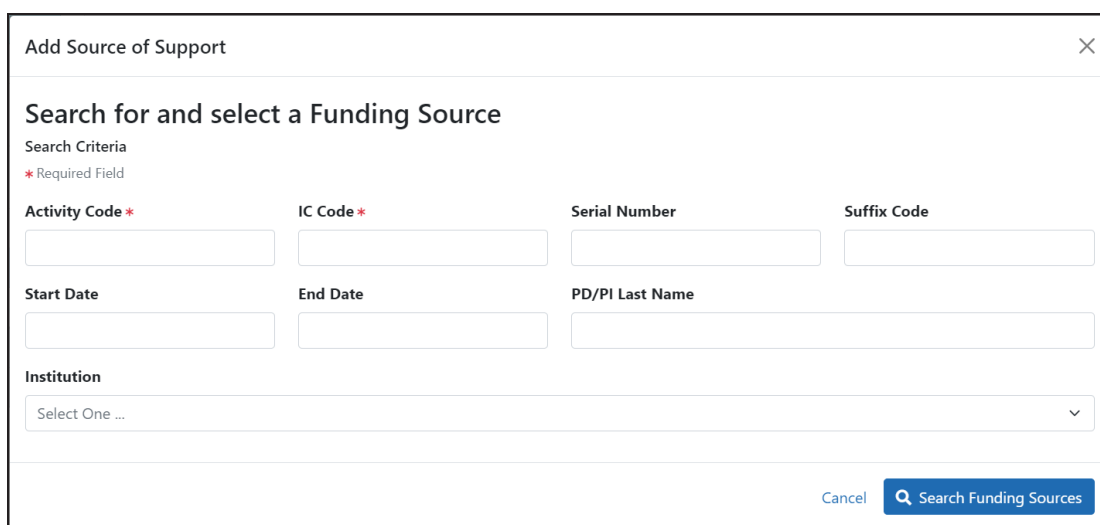
Add Other Source of Support button: Add sources of grant support received from non-NIH/Agency sources.

- To edit a source of support, click the hyperlinked grant name to edit it.
- To delete a source of support, click the  **Remove Source of Support** button.
- Mark up to five **Include in RTD** checkboxes to specify which sources of support will be included in the RTD, which allows only five sources. Once you mark five checkboxes, you cannot mark a sixth.

Sources of support that you include on the RTD must list the trainee/student in a project role such as PD/PI, co-investigator, faculty collaborator, or staff scientist. If you mark the checkbox of a record with a non-supported project role, an error will occur when you mark the checkbox, which states: "Subsequent support may only be reported if the individual had the following role: PD/PI, Staff Scientist, Faculty, or Co-Investigator."

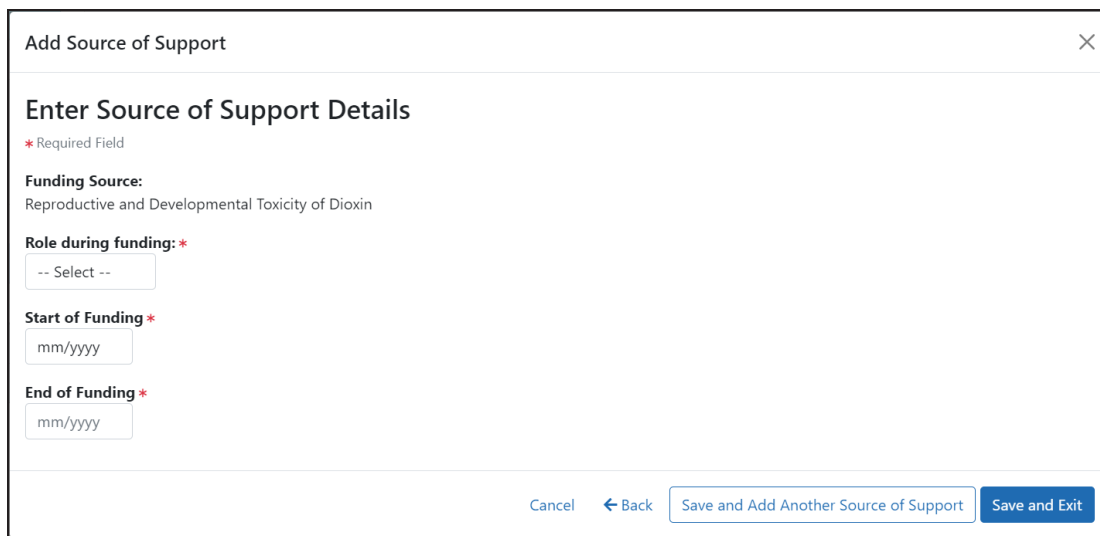
To add an NIH or Agency grant as a support source:

1. In the *Subsequent Grants* pane, click the **Add Source of Support** button. The *Add Source of Support* popup appears.



The screenshot shows a modal window titled "Add Source of Support" with a close button (X) in the top right corner. Below the title bar is a section labeled "Search for and select a Funding Source". Under this section, there is a "Search Criteria" label and a red asterisk indicating a required field. The form contains several input fields: "Activity Code *" (required), "IC Code *" (required), "Serial Number", "Suffix Code", "Start Date", "End Date", and "PD/PI Last Name". Below these fields is a dropdown menu labeled "Institution" with the text "Select One ..." and a downward arrow. At the bottom right of the form, there are two buttons: a "Cancel" button and a "Search Funding Sources" button with a magnifying glass icon.

2. Enter search criteria to search for existing NIH/Agency grants that provided funding. Red asterisks denote required fields.
3. Click the **Search Funding Sources** button.
4. In the search results, click the  **Select this funding source** button for the funding source you want to add.
5. The popup then displays the **Step 2: Enter Source of Support Details** section. In this popup, choose the role and enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.

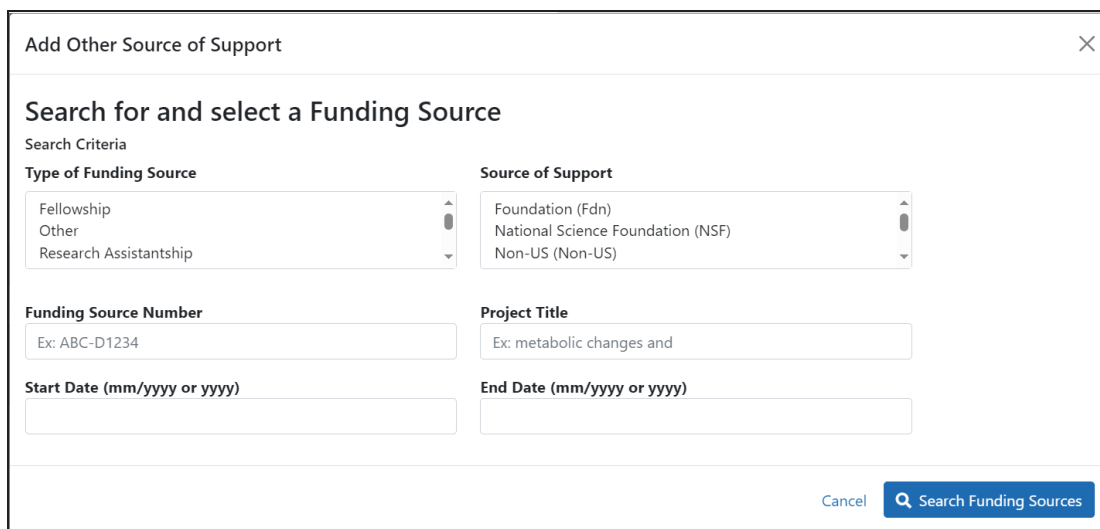


The screenshot shows a web form titled "Add Source of Support" with a close button (X) in the top right corner. The form is titled "Enter Source of Support Details" and includes a red asterisk indicating required fields. The "Funding Source:" field contains the text "Reproductive and Developmental Toxicity of Dioxin". The "Role during funding: *" field is a dropdown menu with "-- Select --" selected. The "Start of Funding *" and "End of Funding *" fields are date pickers with the placeholder "mm/yyyy". At the bottom, there are four buttons: "Cancel", "← Back", "Save and Add Another Source of Support", and "Save and Exit".

6. Click the **Save and Exit** button. Alternatively, if you want to add another funding source, click the **Save and Add Another Source of Support** button to be returned to the funding search popup.

To add support from non-NIH/Agency sources of support:

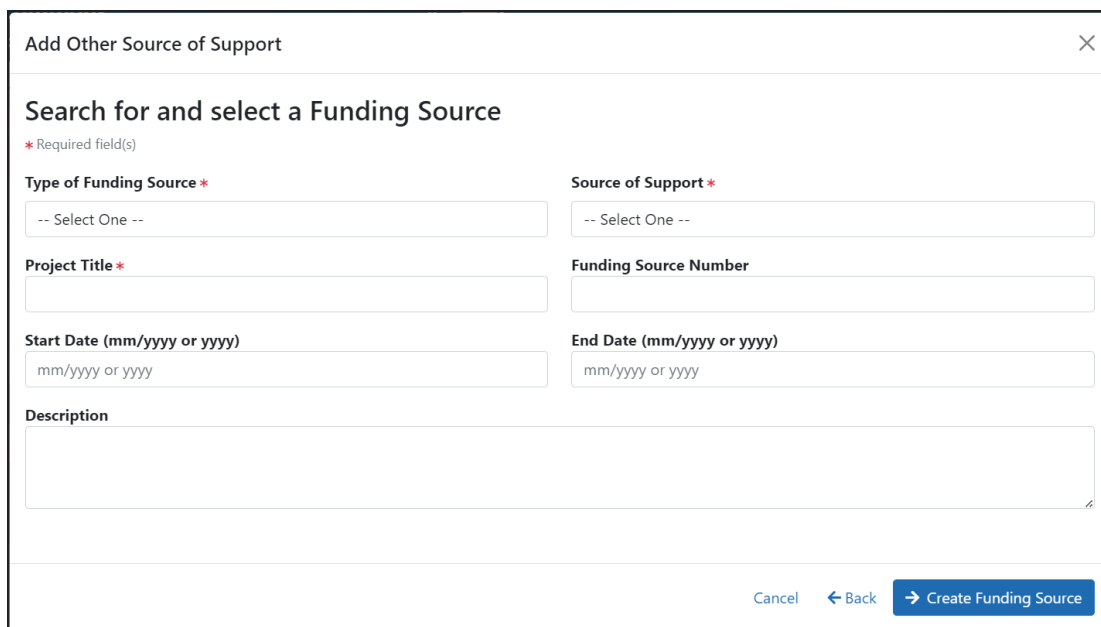
1. In the *Subsequent Grants* pane, click the **Add Other Source of Support** button to open the *Add Other Source of Support* popup.



The screenshot shows a web form titled "Add Other Source of Support" with a close button (X) in the top right corner. The form is titled "Search for and select a Funding Source" and includes a "Search Criteria" section. The "Type of Funding Source" field is a dropdown menu with options: Fellowship, Other, and Research Assistantship. The "Source of Support" field is a dropdown menu with options: Foundation (Fdn), National Science Foundation (NSF), and Non-US (Non-US). The "Funding Source Number" field contains the text "Ex: ABC-D1234". The "Project Title" field contains the text "Ex: metabolic changes and". The "Start Date (mm/yyyy or yyyy)" and "End Date (mm/yyyy or yyyy)" fields are date pickers. At the bottom, there are two buttons: "Cancel" and "Search Funding Sources".

5. Search for support by entering search criteria.

6. Click the **Search Funding Sources** button.
7. In the search results, click the  **Select this funding source** button for the funding source you want to add.
8. If the funding source you are looking for does not appear, click the link to **create a new funding source here**.



The screenshot shows a web form titled "Add Other Source of Support" with a close button (X) in the top right corner. Below the title is a section header "Search for and select a Funding Source" followed by a red asterisk and the text "Required field(s)". The form contains several input fields: "Type of Funding Source *" and "Source of Support *" are dropdown menus with "-- Select One --" as the placeholder; "Project Title *" is a text input field; "Funding Source Number" is a text input field; "Start Date (mm/yyyy or yyyy)" and "End Date (mm/yyyy or yyyy)" are text input fields with placeholder text "mm/yyyy or yyyy"; and "Description" is a large text area. At the bottom right of the form are three buttons: "Cancel", "← Back", and "→ Create Funding Source".

- a. Manually enter the funding source that you would like to cite. Provide information about the funding source you are creating. Red asterisk fields are required.
- b. When finished, click the **Create Funding Source** button.

Add Other Source of Support

Enter Source of Support Details

* Required Field

Funding Source:
Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

Role during funding: *
-- Select --

Start of Funding *
mm/yyyy

End of Funding *
mm/yyyy

Cancel

← Back

Save and Add Another Source of Support

Save and Exit

- c. Select an option from the **Role during funding** dropdown.
- d. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
- e. Click the **Save and Exit** button.

Publications

Click the  **Expand** button for the Publications panel to display peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals.

Publications

Note: For any past participant who exited the program more than 10 years ago, that person's publication information will not appear in table 5 of the RTD.

You cannot add a publication if its supervising Faculty member is not listed.

Existing Faculty Added to the RTD:

- Curie, Marie
- Skłodowska, Salomea
- Curie, Pierre

If the supervising Faculty member is not listed, [add the Faculty Member](#) first, then add a publication.

☐ There are no publications for this student.

+ Add Publication Manually + Add PubMed Publication

Filter Table 1 Results

Authors	Title	PMID	Faculty Member
Curie, M, Skłodowska, S, and Curie, P	Long-Term Effects of Radium Exposure on Nearby Inhabitants	27804982	Curie, Marie

For students/trainees, list all publications resulting from their period of training in the participating faculty member's laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled *Check this box if there are no publications for this trainee*. **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *No Publications* popup appears.

2. Select the **Faculty Member** and **Reason for No Publications**, and click **Save**.
3. If you change your mind and want to add a publication, clear the checkbox and the **Add Publication** button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the **Add Publication** button.

NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

Add PubMed Publication for Curie, Pierre

Search Publication on PubMed

PubMed ID/PubMed Central ID

e.g. 123456789,PMC1234567

Enter one or more IDs, separated by commas.

Author First Name

e.g. Jane

Author Last Name

e.g. Doe

Title

Enter a keyword

Cancel Search PubMed

2. Enter search criteria using one of the methods below.
 - a. **Pub Med ID/PubMed Central ID:** Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed or PubMed Central. Precede PubMed Central IDs with "PMC" as shown below.
Examples:
 - Enter **PMC7679077** to search for a PubMed Central article (PMCID)
 - Enter **32226987** to search for a PubMed article (PMID)
 - Enter **PMC7679077, 32226987** to search for both articles at once
 - b. **First Name.** Enter all or a portion of the first name; articles with the text you enter here are found.
 - c. **Last Name.** Enter the *exact last name*; only exact matching last names are found.
 - d. **Title.** For publication title, enter one or more keywords; only those publications whose titles that contain all keywords are found.

3. Click the **Search** button. The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.
4. To add a publication from search results:
 1. Select its **Include in RTD** checkbox
 2. Choose from the **Faculty Member** dropdown. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
 3. Choose the current trainee/student that you are editing from the **Author** dropdown. The list of authors is pulled from PubMed/PubMed Central.
 4. Click the **Save** button.

If you indicate a **Faculty Member**, an **Author**, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: *No publications were selected to report on the RTD*. This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.

To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can manually enter all the necessary information to create a citation.

1. In the Publications section, click the **Add Publication Manually** button.

NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.
2. The *Manually Add Publication* popup appears.
3.
 - a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.
 - b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author's name in the **Authors** text box and click the **Add Author** button:

Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls to re-order the list.

Select the student's name and click the **Highlight This Student** button.

- c. When finished entering the citation information, click the **Review** button, which gives you the opportunity to review the citation you entered.

4. Click the **Add** button to add the manual citation.

The publications you added appear in a table in the Publications section.

Click the  three-dot ellipsis button and select **Edit Publication** or **Delete Publication** to update or remove a publication.

Participating Trainees (Revision)

Displays the participating trainees added to the RTD - or a message indicating that none has been added, when appropriate. From this screen, you can add, edit, and remove participating trainees.

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Trainees ?

Filter Table

63 Results




< 1 of 3 >

Person Name ^	Commons User ID	Person ID	Trainee Type	Start Date	End Date
Ulam, Joseph	ULAMJOSEPH		Post-doc	2021-10-01	2023-09-01
Curie, Pierre	CURIEPIERRE		Post-doc	2008-06-01	2010-06-01
Skłodowska, Salomea	SKŁODOWSKA, SALOMEA		Post-doc	2014-09-01	2016-09-01

[Copy Trainee Info](#)
[Upload Participating Trainees](#)
[+ Add Trainee](#)

Figure 85: Participating Trainees

Participating trainee(s) are listed in a table at the bottom of the screen along with the following information:

- **Person Name**
- **Commons User ID** (if available)
- **Person ID**
- **Trainee Type:** Pre-doc; Post-doc; Short Term
- **Start Date**
- **End Date**
- The hyperlinked trainee name opens the *Participating Trainee Detail* for the selected trainee. Refer to the topic titled Refer to *Participating Trainee Detail (RPPR)*.
- The  **Remove Trainee** button removes the person from the RTD.

The **Add Trainee** feature allows you to search for and add existing trainees or create new xTRACT persons to add to the RTD.

Add Trainee(s)

To add an individual trainee:

1. Select the **Add Trainee** button.
2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by removing the checkmark from the box titled **Search for persons who have a Commons affiliation with my institution**.

NOTE: You must enter a **Commons ID**, **Person ID**, -or- **Last Name** to perform a search.

3. All matching records display in the **Person(s)** table. Click the **Add Trainee as** drop-down in the **Add to RTD** and select the appropriate option to add the person.

NOTE: After you perform a search, the **Create xTRACT Person** button is enabled. Use this button to create an xTRACT Person record. Refer to the topic titled Refer to *Create xTRACT Person*

4. Click the **Add Person(s)** button to add them to the RTD.

To add multiple trainees via Bulk Upload:

1. Click the **Upload Participating Trainees** link below the *Participating Trainees* table.
2. The top part of the Upload Participating Trainees section of the page will list the guidelines for the upload file. Click the **Show More** link to view them.
3. A link is displayed below the guidelines to download a template showing the file format.
4. Click the **Browse** button at the bottom of the section to go to the file location for an existing upload file.
5. When the file is selected, the system will perform a validation to ensure that the file conforms to the correct format and that the data satisfies the conditions described in the guidelines.
 - A pop-up message will display if the format is not valid and that file will not be uploaded. Any data validation errors must be corrected before any changes are accepted and applied.
 - If there are no validation errors then the data will be applied and a success message will appear.

Edit Trainee

From the list of trainees, click a hyperlinked trainee name to edit the trainee detail for the selected trainee.

Refer to the topic titled *Refer to Participating Trainee Detail (Revision)*.

Remove

Select the  **Remove Trainee** button to remove the trainee from the RTD. At the confirmation, select **Delete**.

Participating Trainee Detail (Revision)

While preparing an RTD for a Revision, you can open the *Participating Trainee Detail* for a trainee by clicking the trainee's hyperlinked name. The *Participating Trainee Data* for the selected person is grouped into panels. Use the  **Expand** button and **Edit** buttons and links to display and edit the information as detailed below.

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Participating Trainee Details ?

Curie, Marie Post-Doc

To finalize the RTD, it is required to set the trainee's training years with "start date," and if the trainee is no longer in training, then "end date" is also needed to set training years.

Commons User ID

MARIECURIE

Email

eratest@nih.gov

In Training?

No

Start Date into Postdoctoral Research

None

End Date

None

Research Topic

None

Edit

Open All Sections

Support During Training

Faculty Members

Degrees

Post-Training Positions

Subsequent Grants

Publications

↑

Figure 86: Participating Trainee Detail (Revision)

IMPORTANT: The information displayed in the trainee detail is comprised of information pulled from the trainee's eRA Commons Personal Profile, where available. However, updates made to the xTRACT trainee detail will not update that trainee's Personal Profile in Commons.

Prepare RTD for Revision

218

October 16, 2023

Trainee Data

Use the **View** link in the **Trainee Data** panel of the *Participating Trainee Detail* to display the following read-only information, as applicable:

- Person ID or Commons ID
- Email

In Training Data

Use the **View** link in the **In Training Data** panel of the *Participating Trainee Detail* to display in training data as described below. Use the **Edit** button to open the fields in a pop-up for editing.

- In Training
- Type
- Research Topic
- Start Date
 - Current Degree-Granting Program for a Predoctoral trainee
 - Postdoctoral Research for Postdoctoral trainee
- End Date (when Trainee Left Program)

NOTE: In order to finalize the RTD for an RPPR, all trainees must have a start date in the **In Training Data** section. Additionally, trainees with *No* selected for **In Training** status must have an end date.

Faculty Members

Displays the participating faculty added to the RTD.

To add faculty, select the **Add Faculty Member** button.

NOTE: Up to two faculty members may be associated with a student. If there already two faculty members listed, then the **Add Faculty Member** button does not display. To change a faculty member, delete the appropriate one first and then add the new one.

1. Use the parameters on the *Search for Person(s)* window to find the faculty member.
2. In the *Search for Faculty* screen, uncheck the box titled **Search for persons who have a Commons affiliation with my institution** to search for persons outside of your institution.

NOTE: You must enter a Commons ID, Person ID, or Last Name to perform a search.

Search for Faculty

Search Criteria

* Either Commons User ID or Person ID or Last Name is required to perform person search.

* Commons User ID * Person ID

First Name Middle Name * Last Name Shorts%

☒ Search for persons who have a Commons affiliation with my institution

You can perform a wildcard search on Commons ID or Last Name, by using the "%" character.
For example: abcd% or %abcd% or ab%cd%.

Search Persons Clear

Close

Figure 87: Search for Faculty

3. Select the **Search Persons** button. All matching records display in the **Person(s)** table.
4. In the *Persons* table, select the **Add to RTD** check box for the person to add to the RTD.
5. Click the **Add Person(s)** button.
6. (Optional) Repeat the steps above to search for and add other faculty as necessary.

NOTE: Once two faculty members are added, the ability to add more is disabled. You must remove a faculty member before you can add a different one.

To remove a faculty member from the RTD, select the **Delete** link in the **Action** column.

Support During Training

NOTE: This section applies to pre-doc and and post-doc trainees only.

Sources of support, both within and outside of NIH, can be maintained in this section. Click on the collapsed panel to display the information.

After a start date has been added for the trainee in *In Training Data*, the **Training Years (TYs)** will be displayed as read-only with corresponding abbreviations for funding sources in **Support During Training**.

This NIH Training Grant

Includes the NIH Grant number , Project Title, Period of Support.

Click the **Add This NIH Source of Support** to add support from **This NIH Training Grant**. Enter the **Start of Funding** and **End of Funding**. To remove support from **This NIH Training Grant**, select **Delete All from This NIH Funding Source of Support**.

NIH Sources of Support

NIH & Other Agency Sources of Support include the Grant number, Project Title, Project Role, Period of Support, and Source.

IMPORTANT: You cannot delete training grant appointments that are reported from xTrain.

The screenshot shows a web interface titled "This NIH Training Grant". It contains a table with columns: NIH Grant, Project Title, Support, and Source. Below the table is a button labeled "Add This NIH Source of Support".

NIH Grant	Project Title	Support	Source
T32AB6543	Infectious Diseases Training Program	07/2005 to 06/2004	
T32ZX9873	Infectious Diseases Training Program	07/2005 to 06/2006	
145	Infectious Diseases Training Program	06/2009 to 07/2010	

Callouts from the screenshot:

- Sources reported from xTRAIN cannot be deleted**: Points to the first two rows of the table.
- Select to add support for this NIH**: Points to the "Add This NIH Source of Support" button.
- Edit or Delete only available for sources reported from xTRACT**: Points to the third row of the table.

To add additional NIH or Other Agency support:

1. Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
2. Click the **Save and Exit** button.
3. Click the  three-dot ellipsis button and select **Edit** to modify the source of support.
4. (Optional) To remove the source of support, click the  three-dot ellipsis button and select **Delete**.

Other Sources of Support

Other non-NIH sources of support include Funding Source, Support Type, Project Number, Project Role, and Period of Support.

Support from This NIH Training Grant 1

NIH & Other Agency Sources of Support 1

Other Non-NIH Sources of Support 1

Leave of Absence 0

+ Add Other Source of Support

Filter Table1 Results





<

1 of 1

>

Funding Source ^	Support Type ▾	Project Number ▾	Project Role ▾	Period of Support ▾
Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants ...	Fellowship		Fellow	05/2022 to 04/2023

To add a source of support:

1. Click the **Add Other Source of Support** button to open the *Add Other Source of Support* pop-up.
 - a. To search:
 - Enter search criteria in the fields and click the **Search Funding Sources** button.
 - Click the  **Select this Funding Source** button for the correct project. The Enter Source of Support Details screen is displayed.
 - Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.

- Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
 - Click the **Save and Exit** button.
- b. To create a new source of support:
- Perform a search, which displays the information box.
 - In the *Information* box (at the top or bottom of the list), click the **create a new funding source here** link.
 - Complete the fields and then click **Create Funding Source** button.
 - Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.
 - Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
 - Click the **Save and Exit** button.

Leave of Absence

You can specify a Leave of Absence in this section to account for periods when the trainee remains on the grant but does not receive support from the grant.

Support from This NIH Training Grant 1 NIH & Other Agency Sources of Support 1 Other Non-NIH Sources of Support 1

Leave of Absence 1

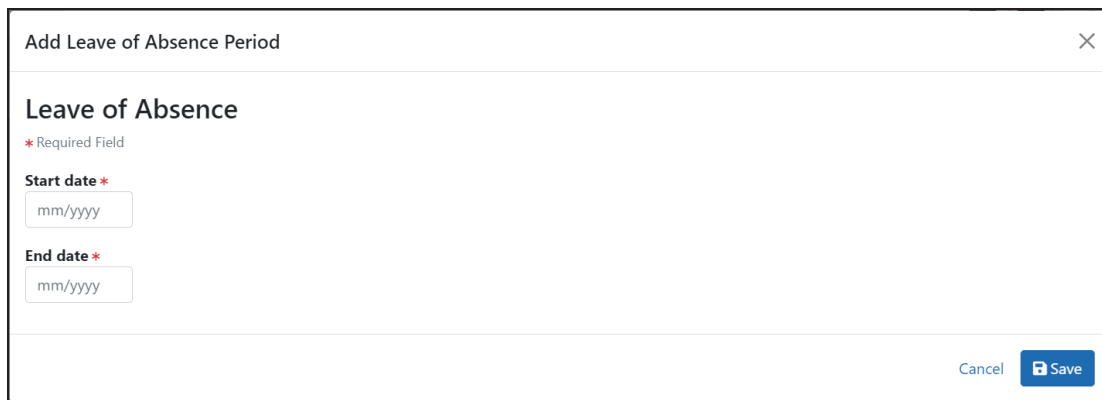
+ Add Leave of Absence

Filter Table 1 Results Download Table 1 of 1

Support Type ^	Period of Support ±
Leave of Absence	04/2023 to 06/2023

To add a Leave of Absence:

1. Click the **Add Leave of Absence** button.



Add Leave of Absence Period

Leave of Absence

* Required Field

Start date *

mm/yyyy

End date *

mm/yyyy

Cancel Save

2. In the *Add Leave of Absence Period* window that appears, enter the start month/year and end month/year for the leave of absence.
3. Click **Save**.

Degrees

xTRACT displays a list of completed degrees and associated data in reverse chronological order, with incomplete degrees following.

To add a degree:

1. Select the **Add Degree** button.
2. Update the fields in the *Create a New Degree* pop-up:
 - **Degree:** Select from the list
 - **Other Degree Text:** Enter the name of the degree if an *OTH* type of degree was selected.
 - **Degree Date:** Enter in MM/YYYY format
 - **Terminal Degree:** Select the **Yes** or **No** as appropriate. When **Yes** is selected, the terminal degree indicator (This is your terminal degree.) displays next to the degree details in the view. A person can only have one terminal degree.
 - **Degree Status:** Select Completed or In Progress, as appropriate
 - **Received in Training:** Select Yes or No. Up to three degrees can be set as Received in Training.

- **Degree Institution:** Enter the institution name, one institution per degree. You can search for an institution by selecting the magnifying glass search icon.
3. Select the **Save** button to save your changes.
 4. Repeat for any additional degrees.
 5. Select the **Close** button when finished.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the degree(s) as necessary. Degrees *Commons Profile* as the **Source** cannot be deleted.

Post-Training Positions

Displays post-training positions employment information.

To add employment:

1. Click the **Add Employment** button.
2. Provide the following information:
 - **Workforce Sector:** Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
 - **Principal Activity:** Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
 - **Position:** Type the title of the position.
 - **Start Date:** Type the month/year the position started.
 - **End Date:** Type the month/year the position ended, or leave blank if employed to present time.
 - **Primary Employment Indicator:** Select **Yes** if this is the main employment; otherwise, select **No**.
 - **Full Time Employment Indicator:** Select **Full-Time** or **Part-Time**
 - **Current/Initial Employment Indicator:** Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
 - **Institution:** Enter the institution or start typing to see matches to your typed text.

- **Primary Department of Position:** Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.

3. Click the **Save** button to save your changes.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the position(s) as necessary. Positions with *Commons Profile* as the **Source** cannot be deleted.

Subsequent Grants

If applicable, list subsequent fellowship, career development, or research grant support obtained from any source after the individual completed training. Sources of support submitted on the RTD should list the trainee/student in a role such as PD/PI, co-investigator, faculty collaborator, or staff scientist.

NOTE: xTRACT prepopulates NIH subsequent grant support from xTrain trainee data when available. You cannot delete prepopulated support records from the Subsequent Grants table.

Under *NIH and Other Agency Sources of Support on Record*, indicate up to five subsequent sources of support to include in the RTD. Each button lets you add a different type of support:

Add Source of Support button: Add grant support received from NIH and other Agency sources that are on record. If you do not know the specific grant, you can indicate support by entering only the activity code and IC.

Add Other Source of Support button: Add sources of grant support received from non-NIH/Agency sources.

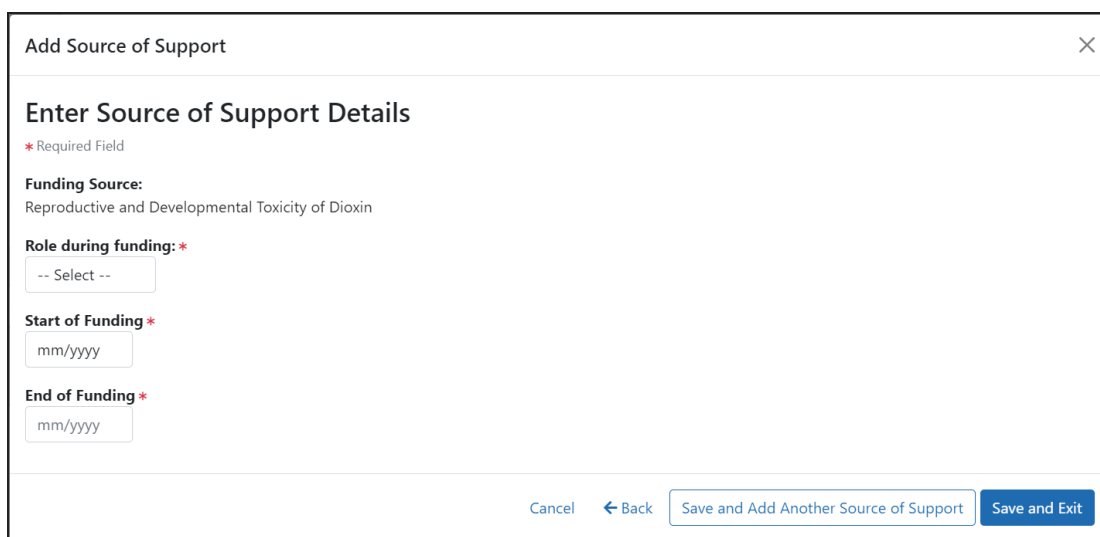
On the Subsequent Grants pane, use the **Edit** and **Remove** buttons in the **Action** column to update or remove the funding source as necessary. Mark up to five **Include in RTD** checkboxes to specify which sources of support will be included in the RTD, which allows only five sources. Once you mark five checkboxes, you cannot mark a sixth.

Sources of support that you include on the RTD must list the trainee/student in a project role such as PD/PI, co-investigator, faculty collaborator, or staff scientist. If you mark the

checkbox of a record with a non-supported project role, an error will occur when you mark the checkbox, which states: *"Subsequent support may only be reported if the individual had the following role: PD/PI, Staff Scientist, Faculty, or Co-Investigator."*

To add an NIH or Agency grant as a support source:

1. Enter search criteria to search for existing NIH/Agency grants that provided funding, and then click the **Search Funding Sources** button.
Red asterisks denote required fields.
2. In the search results, click the  **Select this Funding Source** button for the funding source you want to add.
3. Select the **Role During Funding** and enter the **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.



Add Source of Support

Enter Source of Support Details

* Required Field

Funding Source:
Reproductive and Developmental Toxicity of Dioxin

Role during funding: *
-- Select --

Start of Funding *
mm/yyyy

End of Funding *
mm/yyyy

Cancel ← Back Save and Add Another Source of Support Save and Exit

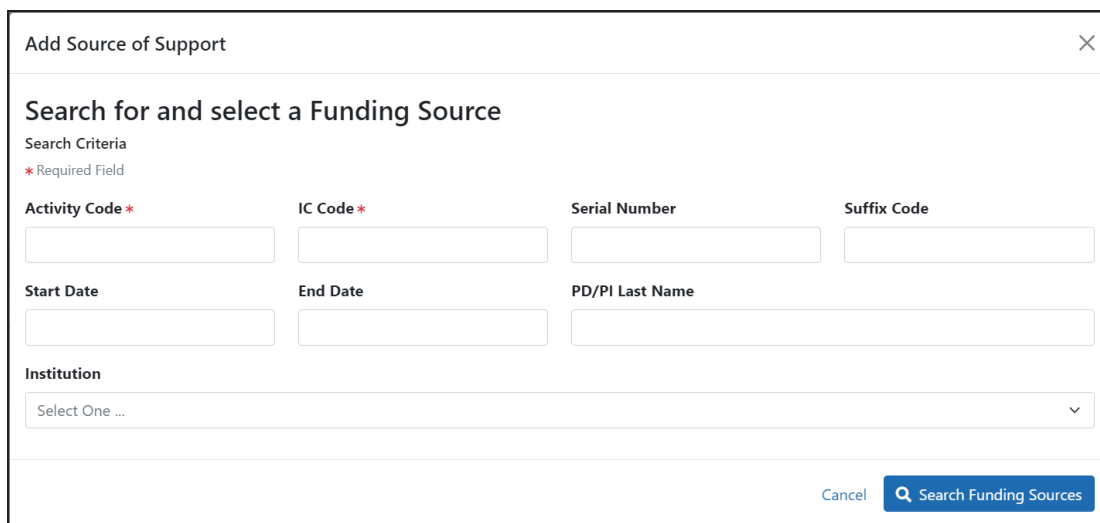
4. Click **Save and Exit**. Alternatively, if you want to add another funding source, click **Save and Add Another Source of Support** to be returned to the funding search popup.

To add NIH or Agency support by indicating a generic activity code/IC:

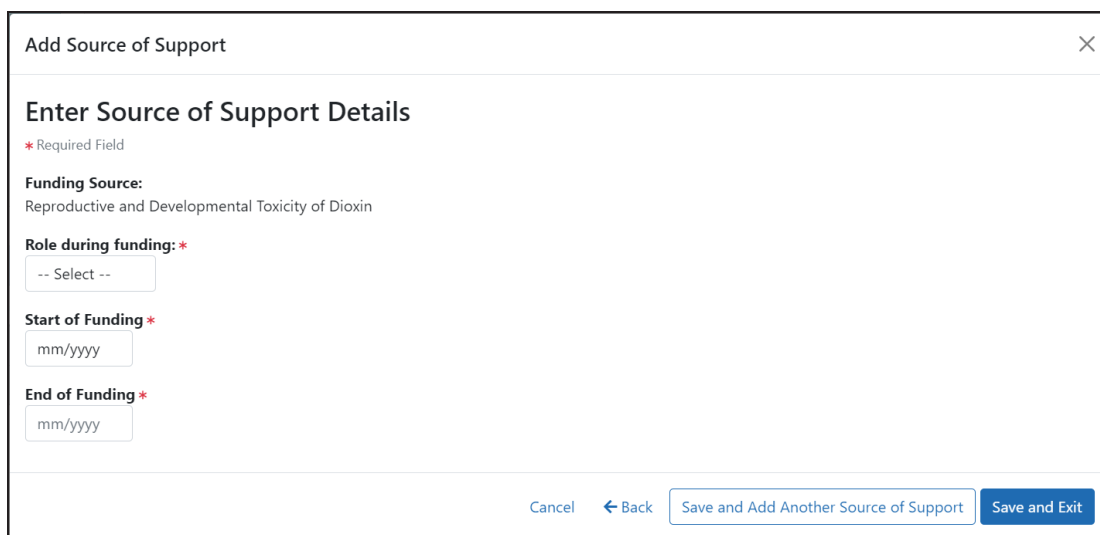
If you were supported by an NIH or Agency grant, but do not know the specific grant number, you can instead generically report the trainee's support by activity code and IC

only. For example, if you enter *T32* for the activity code and *CA* for the IC, then *T32CA* will appear on the training table form as the source of support.

1. In the *Subsequent Grants* pane, click the **Add Source of Support** button. The *Add Source of Support* popup appears.



2. In the search criteria, enter an activity code and IC ONLY, and then click the **report activity code and IC directly** link.
3. Select the **Role during funding** and enter **Start of Funding** and **End of Funding** in mm/yyyy format to indicate the dates of the individual's involvement.



4. Click **Save and Exit**. Alternatively, if you want to add another funding source, click **Save and Add Another Source of Support** to be returned to the funding search popup.

To add support from non-NIH/Agency sources of support:

1. In the *Subsequent Grants* pane, click the **Add Other Source of Support** button to open the *Add Other Source of Support* popup.

The screenshot shows a modal window titled "Add Other Source of Support" with a close button (X) in the top right corner. The form is titled "Search for and select a Funding Source" and contains the following sections:

- Search Criteria**
 - Type of Funding Source**: A dropdown menu with options: Fellowship, Other, and Research Assistantship.
 - Source of Support**: A dropdown menu with options: Foundation (Fdn), National Science Foundation (NSF), and Non-US (Non-US).
- Funding Source Number**: A text input field with the example "Ex: ABC-D1234".
- Project Title**: A text input field with the example "Ex: metabolic changes and".
- Start Date (mm/yyyy or yyyy)**: A text input field.
- End Date (mm/yyyy or yyyy)**: A text input field.

At the bottom right of the form, there are two buttons: a "Cancel" button and a "Search Funding Sources" button with a magnifying glass icon.

Search for support or create new funding source:

- a. Search for support by entering search criteria and then clicking the **Search Funding Sources** button.
- b. In the search results, click the  **Select this Funding Source** button for the funding source you want to add.
- c. If the funding source you are looking for does not appear, find and click the link to **create a new funding source here**, then manually enter the funding source that you would like to cite. Provide information about the funding source you are creating. Red asterisk fields are required. When finished, click the **Create Funding Source and Continue** button.

Add Other Source of Support [Close]

Search for and select a Funding Source

* Required field(s)

Type of Funding Source * [-- Select One --] **Source of Support *** [-- Select One --]

Project Title * [Text Field] **Funding Source Number** [Text Field]

Start Date (mm/yyyy or yyyy) [mm/yyyy or yyyy] **End Date (mm/yyyy or yyyy)** [mm/yyyy or yyyy]

Description [Text Area]

[Cancel] [← Back] [→ Create Funding Source]

2. In the next step, *Enter Source of Support Details*, select an option from the **Role during funding** dropdown.
3. Enter **Start of Funding** and **End of Funding** in mm/yyyy format.
4. Click **Save**.

Publications

List peer-reviewed publications and manuscripts accepted for publication in peer-reviewed journals. For students/trainees, list all publications resulting from their period of training in the participating faculty member's laboratory or in association with the current training program, through completion of their degree. Do not list publications resulting from work done prior to entering the training program or arising from research initiated after the completion of the program.

Prior to adding publications, add the faculty to which the publications will be associated, using the Participating Faculty section. If faculty are not added prior, you cannot add publications and you get the following message "There are no Faculty Members added to the RTD, you must add the Faculty Member to the RTD in the Participating Faculty section, in order to add publications."

To indicate the trainee/student has no publications:

1. In the Publications section, click the checkbox titled *Check this box if there are no publications for this trainee*. **NOTE:** This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *No Publications* popup appears.

2. Select the **Faculty Member** and **Reason for No Publications**, and click **Save**.
3. If you change your mind and want to add a publication, clear the checkbox and the **Add Publication** button reappears.

To add a publication by searching PubMed/PubMed Central:

1. In the Publications section, click the **Add PubMed Publication** button.

NOTE: This button does not appear until you add faculty to the RTD using the Participating Faculty section.

The *Add Publication* popup appears, where you search for the publications to add or manually enter an article citation.

Add PubMed Publication for Curie, Pierre

Search Publication on PubMed

PubMed ID/PubMed Central ID

e.g. 123456789,PMC1234567

Enter one or more IDs, separated by commas.

Author First Name

e.g. Jane

Author Last Name

e.g. Doe

Title

Enter a keyword

Cancel Search PubMed

2. Enter search criteria using one of the methods below and click its **Search** button.
 - **PubMed ID/PubMed Central ID:** Enter IDs for articles listed in PubMed or PubMed Central. To search for multiple articles at once, enter a comma separated list of IDs, which can be from either PubMed or PubMed Central. Precede PubMed Central IDs with "PMC" as shown below.
Examples:
 - a) Enter **PMC7679077** to search for a PubMed Central article (PMCID)
 - b) Enter **32226987** to search for a PubMed article (PMID)

- c) Enter **PMC7679077, 32226987** to search for both articles at once
- **Author First Name.** Enter all or a portion of the first name; articles with the text you enter here are found.
 - **Author Last Name.** Enter the *exact last name*; only exact matching last names are found.
 - **Title.** For publication title, enter one or more keywords; only those publications whose titles that contain all keywords are found.

The Publication Search Results appear, where you can add any number of publications by marking their checkboxes.

3. To add a publication from search results:
 1. Mark its **Include in RTD** checkbox.
 2. Choose from the **Faculty Member** drop-down. The faculty members listed are those in the Participating Faculty section of this RTD in XTRACT.
 3. Choose the current trainee/student that you are editing from the **Author** dropdown. The list of authors is pulled from PubMed/PubMed Central.
 4. Click **Add Publication(s)**.
 5. To search again without saving, click the **Back to Search** button, enter new search criteria, and click the **Search** button again.

If you indicate a **Faculty Member**, an **Author**, or mark the checkbox of a publication, but omit the rest of the fields, then you will receive the warning on saving: *No publications were selected to report on the RTD*. This means that the publication won't be added due to insufficient information for the publication. Before saving, be sure to fill out all required fields for a publication record that you want to add.

To add a publication by manually citing it:

Instead of searching for PubMed/PubMed Central publications, you can click the **Manual Edit Publication** button and manually enter all the necessary information to create a citation.

1. In the Publications section, click the **Add Publication Manually** button.
- NOTE:** This button does not appear until you add faculty to the RTD using the

Participating Faculty section.

2. The *Manually Add Publication* popup appears.
3. In the Add Publication popup:
 - a. The information needed to define a citation is shown on the screen -- Title, Journal, Faculty Member, Volume, Inclusive Pages, Year, and Authors. Enter information for all fields that apply, being sure to enter information for the required fields that have a red asterisk.
 - b. You can enter multiple authors to compile a list of all authors of the publication. To add an author, enter the author's name in the **Authors** text box and click the **Add New Author** button.

Repeat to add more authors. As authors are entered, the list of authors is displayed as shown below. Use the controls, which are described onscreen, to re-order the list. Select an author and click the **Highlight This Trainee** button to indicate which author is the trainee/student for whom this publication is cited:
 - c. When finished entering the citation information, click the **Review** button, which gives you the opportunity to review the citation you entered.
4. Click **Add** to add the manual citation.

The publications you added appear in a table in the Publications section.

▼ Publications

Note: For any past participant who exited the program more than 10 years ago, that person's publication information will not appear in table 5 of the RTD.

You cannot add a publication if its supervising Faculty member is not listed.
Existing Faculty Added to the RTD:

- Curie, Marie

If the supervising Faculty member is not listed, [add the Faculty Member](#) first, then add a publication.

☐ There are no publications for this trainee.

[+ Add Publication Manually](#) [+ Add PubMed Publication](#)

Filter Table  2 Results   1 of 1 < >

Authors ^	Title ^	PMID ^	Faculty Member ^
Curie Marie and Curie Pierre ...	Long-Term Effects of Radium Exposure on Nearby Inhabitants		Curie, Marie

Click the  three-dot ellipsis button and select **Edit Publication** or **Delete Publication** to update or remove a publication.

Program Statistics (Revision)

Prepare Research Training Dataset (RTD) for Revision

RTD 5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants	PD/PI Curie, Marie (Contact)
---	---------------------------------

Program Statistics ?

* Required Fields

Are program statistics applicable for this reporting period?

☒ Applicable
☐ Not Applicable

Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D. *

%

Average Time to Ph.D. for Trainees in the Last 10 Years *

Year(s)

[Clear](#) [Save](#)

Figure 88: Program Statistics (Revision)

The **Program Statistics** section is only available for training grants that have Pre-doctorate Trainees.

1. Enter the program statistics as follows:
 - Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D.
 - Average Time to Ph.D. for Trainees in the Last 10 Years (not including leaves of absence)
2. Select the **Save Program Statistics** button.

Use the checkbox to indicate that **Program Statistics are not applicable for this reporting period**.

Applicants and Entrants (Revision)

To enter Pre-doc and Post-doc applicants and entrants, first enter the start year of the most recently completed academic year and click the **Submit** button.

Select the **Edit Pre-Doc Applicants and Entrants** and **Edit Post-Doc Applicants and Entrants** buttons to display and enter data for the specific academic year(s).

Prepare Research Training Dataset (RTD) for Revision

RTD
5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

Applicants and Entrants ?

Start year of the most recently completed academic year *

2023

Submit

The Pre-doc and Post-doc data may be edited via the links below, once the Start of the most recently completed academic year has been provided.

Edit Pre-Doc Applicants and Entrants

Edit Post-Doc Applicants and Entrants

Figure 89: Applicants and Entrants

To change the most recently-completed academic year, change the year entered and select **Submit**. When changing **Academic** years, any data entered for **Applicant and Entrant Counts and Characteristics** are retained and associated with the shifted year based on order of years (rather than previously specified year).

For example, assume the first academic year is 2000-2001 and there is applicant/entrant data entered for that year. If the first academic year is changed to 2001-2002 by changing the most recently-completed academic year from 2001 to 2002, the same applicant/entrant data display for that first year.

Predoctoral Applicant and Entrant Counts and Characteristics (Revision)

Edit the Counts and Characteristics

For each Academic Year, update the *Applicant and Entrant Counts and Characteristics* appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it. Or select **Cancel** to exit editing without saving the changes.

Prepare Research Training Dataset (RTD) for Revision

RTD
5T32ES123456-25 Long-Term Effects of Radium
Exposure on Nearby Inhabitants

PD/PI
Curie, Marie (Contact)

2023 - 2024 2022 - 2023 2021 - 2022 2020 - 2021 2019 - 2020 Summary

Predoctoral Applicant and Entrant Counts and Characteristics ?

[Open All Sections](#)

- > Counts: Department or Program
- > [Characteristics: GPA](#)
- > [Characteristics: Research Experience](#)
- > [Characteristics: Prior Institutions](#)
- > [Characteristics: Underrepresented Groups](#)

Figure 90: Predoctoral Applicant and Entrants Counts and Characteristics

Counts table

For Predoctoral Applicants and Entrants, Counts are entered by Participating Departments or Program. If a Department or Program is missing, refer to the topic titled Refer to *Participating Departments and Programs (Renewal)*. The following fields are provided for data entry on each department or program:

- Department or Program (read only)
- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Characteristics

The following tables exist for Characteristics:

GPA

Enter the Mean GPA, Lowest GPA, and Highest GPA for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Research Experience

Enter the mean, lowest, and highest number of months of prior, full-time research experience for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

Prior Institutions

Use the **Characteristics: Research Experience** section to search and select an institution. Start typing in the Institution field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a

numeric value in the **New Entrants to the Program** and/or **New Entrants Eligible for Support** fields. Select the **Add Prior Institution** link in the **Action** column.

Use the **Edit** and **Remove** links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

See [Notice of NIH's Interest in Diversity](#).

Summary of Counts and Characteristics

Select the **Summary** tab to display a summary for predoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

To edit this information, refer to the above section of this topic.

Postdoctoral Applicant and Entrant Counts and Characteristics (Revision)

For each Academic Year, update the *Applicant and Entrant Counts and Characteristics* appropriately. Use the **Edit** buttons provided at the bottom of each table to enter your data. These buttons open up the fields on each table. Enter the data and select the **Save** buttons to save it. Or select **Cancel** to exit editing without saving the changes.

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

2023 - 2024

2022 - 2023

2021 - 2022

2020 - 2021

2019 - 2020

Summary

Postdoctoral Applicant and Entrant Counts and Characteristics ?

Open All Sections

> Counts: Degree Types

> Characteristics: Publications

> Characteristics: Prior Institutions

> Characteristics: Underrepresented Groups

Figure 91: Postdoctoral Applicant and Entrants Counts and Characteristics

Counts table

For PhDs, MDs, dual-degree holders, and other degree holders, update the following information:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Characteristics

The following tables exist for Characteristics:

Publications

Enter the mean, lowest, and highest number of publications as well as the mean, lowest, and highest number of first-author publications for the following:

- Total Applicant Pool
- Applicants Eligible for Support
- New Entrants to the Program
- New Entrants Eligible for Support

Prior Institutions

Start typing in the **Institution** field. Select the appropriate institution from the drop-down list. Once the institution is selected and displayed on the table, enter a numeric value in the **New Entrants to the Program** and/or **New Entrants Eligible for Support** fields. Select the **Add Prior Institution** link in the **Action** column.

Use the **Edit** and **Remove** links to modify or remove this data.

- New Entrants to the Program
- New Entrants Eligible for Support

Underrepresented Groups

Enter the percent of entrants from underrepresented groups for the following:

- New Entrants to the Program
- New Entrants Eligible for Support

See [Notice of NIH's Interest in Diversity](#).

Summary of Counts and Characteristics

Select the **Summary** tab to display a summary for postdoctoral applicants and entrants. The summary displays the means across all years for the counts and characteristics.

To edit this information, refer to the above section of this topic.

Appointments (Revision)

Displays the training positions awarded and appointed, separately within two tables.

Prepare Research Training Dataset (RTD) for Revision

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Appointments ?

Training Positions Awarded

	Budget Year 21	Budget Year 22	Budget Year 23	Budget Year 24	Sum of Budget Years
Predoctoral Awarded	0	0	0	0	0
Postdoctoral Awarded	7	8	8	8	31
Short-Term Awarded	0	0	0	0	0

Training Positions Appointed

	Budget Year 21	Budget Year 22	Budget Year 23	Budget Year 24	Sum of Budget Years
Predoctoral Appointed	0	0	0	0	0
Pre-doc Dual Degree	0	0	0	0	0
Pre-doc Underrepresented Groups	0	0	0	0	0
Postdoctoral Appointed	7	8	7	0	22
Post-doc MD or Equivalent	0	0	0	0	0
Post-doc PhD or Equivalent	7	8	7	0	22
Post-doc DDS, DVM, Other	0	0	0	0	0
Post-doc Dual Degree	0	0	0	0	0
Post-doc Underrepresented Groups	0	0	0	0	0
Short-Term Appointed	0	0	0	0	0
Short-Term Underrepresented Groups	0	0	0	0	0

Edit Appointments

Refresh Appointments

Figure 92: Appointments

Training Positions Awarded

The **Training Positions Awarded** table shows the number of awarded Predoctoral, Postdoctoral, and Short-Term appointments for each budget year. The last column of the table shows the sum of each appointment over all budget years.

This information is read-only.

Training Positions Appointed

The **Training Positions Appointed** table shows the number of appointed training positions for each budget year. The last column of the table shows the sum of each appointment over all budget years. Training positions include:

- Predoctoral Appointed
- Predoc Dual Degree
- Predoc Underrepresented Groups
- Postdoctoral Appointed
- Postdoc MD or Equivalent
- Postdoc PhD or Equivalent
- Postdoc DDS, DVM, Other
- Postdoc Dual Degree
- Postdoc Underrepresented Groups
- Short-Term Appointed
- Short-Term Underrepresented Groups

Use the **Edit Appointments** button to open the table fields for editing. After updating the fields, select the **Save Appointments** button to save the information.

Preview PDF (Revision)

Select the **Preview PDF** link in the RTD pane on the left side of the screen to open save, and/or print the training tables. An *In Progress* watermark will be printed on the *Training Table* PDF until the RTD is finalized.

A copy of the RTD is downloaded to the browser's default location.

Finalize RTD (Revision)

Certain users have the ability to finalize the RTD for a training grant. Finalized RTDs are marked as *Final* and cannot be edited.

To finalize an RTD:

1. Select the **Finalize RTD** link from the **RTD** links on the left side of the screen.

A confirmation message warns: Are you sure you want to finalized this RTD? Once finalized, the RTD cannot be edited?

IMPORTANT: Once you finalize, the RTD cannot be edited. Select the **No** button if you do not wish to finalize.

2. Select the **Yes** button to finalize the RTD. A confirmation screen is displayed when the RTD has successfully finalized.

xTRACT generates a PDF version of the training tables without the *In Progress* watermark, updates the status of the RTD to *Final*, and locks the RTD for editing.

You will have the option to view the finalized PDF at any time on the *Search New RTDs* screen and unfinalize the RTD if needed.

Search Research Training Data Sets for New Applications ?

New Data Set Identifier

New Data Set Project Title
abcd% or %abcd% or ab%cd%
Use '%' as a wildcard character.

PD/PI Last Name
abcd% or %abcd% or ab%cd%
Use '%' as a wildcard character.

[Clear Search Criteria](#) [Search New RTDs](#)

RTDs of New Applications

Filter Table 4 Results

RTD ID ^	Status	Project Title	PD/PI Name
12498	Finalized	Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	Curie, Marie

Click the hyperlinked RTD ID to view the PDF.

Click the **Unfinalize New Application** button to edit the RTD.

If data are needed to finalize the RPPR RTD, the appropriate error message(s) display as follows:

- *Missing Required Data: Start Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*

- *Missing Required Data: End Date in the In Training Data section is required to finalize the RTD. Please enter the missing data and try again.*

All trainees must have a start date in the **In Training Data** section. Additionally, trainees with **No** selected for **In Training** status must have an end date.

Search for Persons

Use the *Persons* screen to search for and access trainee information to maintain profiles or prepare research training data sets for revisions, renewals, or progress reports.

Figure 93: Search for Person(s)

Figure 94: Search for Person(s) and Results

1. Select the **Persons** tab to access the *Search for Person(s)* screen.
2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by clearing the **Search for persons who have a Commons affiliation with my institution** box.

NOTE: You must enter a **Commons ID, Person ID, -or- Last Name** to perform a search.

All records matching the entered search criteria display in the **Person(s)** section of the screen. If no programs meet the entered criteria, the following message displays: Nothing found to display.

The matching records are presented in a table and include the following related information:

- **Person Name**
- **Commons User ID**
- **Person ID**
- **Commons Institution**
- **Email**

Click the hyperlinked person's name to view their profile.

NOTE: After searching for persons, the **create a new xTRACT person record here** link becomes available. Select this button to access the *Create xTRACT Person* screen. Refer to the topic titled *Refer to Create xTRACT Person* more information.

xTRACT Person Profile

Accessing the Person Profile

1. Select the **Persons** tab to access the *Search for Person(s)* screen.
2. Enter parameters and select the **Search Persons** button. By default the search will be conducted within your institution, but you can expand this search to look outside of your institution by clearing the **Search for persons who have a Commons affiliation with my institution** box.

NOTE: You must enter a **Commons ID, Person ID, -or- Last Name** to perform a search.

All records matching the entered search criteria display in the **Person(s)** section of the screen. If no programs meet the entered criteria, the following message displays: Nothing found to display.

The matching records are presented in a table and include the following related information:

- **Person Name**
- **Commons User ID**
- **Person ID**
- **Commons Institution**
- **Email**

NOTE: After searching for persons, the **create a new xTRACT person record here** link becomes available. Select this button to access the *Create xTRACT Person* screen. Refer to the topic titled *Refer to Create xTRACT Person* more information.

3. Select the **Edit** link for the specific person profile being modified.

The *xTRACT Person Profile* screens displays for the selected person. Person Data, Sources of Support, Degrees, and Employment can all be maintained in this profile.

The screenshot shows the 'Person Profile' page for 'Boop, Betty'. At the top right is a link '[+ Open All Sections]'. Below this is a section titled 'Person Data' with a minus icon. It contains a table with the following information:

Full Name	Boop, Betty
Commons User ID	BETTYBOOP_EDI
Email	eRAStage@mail.nih.gov
Primary Institution Affiliation in Commons	DAN'S INSTITUTION

Below the table is an 'Edit' button. Underneath the 'Person Data' section are three expandable sections: 'Sources of Support', 'Degrees', and 'Employment', each with a plus icon and a gear icon.

Figure 95: Sample xTRACT Person Profile

Person Data

Use the **View** link in the **Person Data** panel of the *xTRACT Person Profile* to display the following information:

- **Full Name**
- **Commons User ID**
- **Email**
- **Primary Institution Affiliation in Commons**

Use the **Edit** links to open the fields for editing. Commons User ID cannot be edited.

Sources of Support

NOTE: This section applies to pre-doc and and post-doc trainees only.

Sources of support, both within and outside of NIH, can be maintained in this section. Use the View button on the collapsed panel to display the information.

IMPORTANT: You must first select the **Edit** button to open the fields for editing.

NIH Sources of Support

NIH & Other Agency Sources of Support include the Grant number, Project Title, Project Role, Period of Support, and Source.

This NIH Training Grant

NIH Grant	Project Title	Period of Support	Source
T32AB6543 94	Infectious Diseases Training Program	07/2003 to 06/2004	
T32ZX9873 145	Infectious Diseases Training Program	07/2005 to 06/2006	
T32ZX9873 12	Infectious Diseases Training Program	06/2009 to 07/2010	

Select to add support for this NIH

Sources reported from xTRAIN cannot be deleted

Edit or Delete only available for sources reported from xTRACT

To add additional NIH or Other Agency support:

1. Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
2. Click the **Save and Exit** button.
3. Click the  three-dot ellipsis button and select **Edit** to modify the source of support.
4. (Optional) To remove the source of support, click the  three-dot ellipsis button and select **Delete**.

Other Sources of Support

Other non-NIH sources of support include Funding Source, Support Type, Project Number, Project Role, and Period of Support.

Support from This NIH Training Grant **1**

NIH & Other Agency Sources of Support **1**

Other Non-NIH Sources of Support **1**

Leave of Absence **0**

Filter Table

1 Results




1 of 1

<

>

Funding Source ^	Support Type ^	Project Number ^	Project Role ^	Period of Support ^
Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants 	Fellowship		Fellow	05/2022 to 04/2023

+ Add Other Source of Support

To add a source of support:

1.
 - a. To search:
 - Enter search criteria in the fields and click the **Search Funding Sources** button.
 - Click the  **Select this Funding Source** button for the correct project. The Enter Source of Support Details screen is displayed.
 - Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.
 - Enter **Start of Funding** and **End of Funding** to indicate the dates of

this person's involvement.

- Click the **Save and Exit** button.
- b. To create a new source of support:
 - Perform a search, which displays the information box.
 - In the *Information* box (at the top or bottom of the list), click the **create a new funding source here** link.
 - Complete the fields and then click **Create Funding Source** button.
 - Select the trainee's role from the **Role during funding** drop-down. If you select **Other**, enter a description in the **Other role description** field.
 - Enter **Start of Funding** and **End of Funding** to indicate the dates of this person's involvement.
 - Click the **Save and Exit** button.

Leave of Absence

You can specify a Leave of Absence in this section to account for periods when the trainee remains on the grant but does not receive support from the grant.

Support from This NIH Training Grant 1 NIH & Other Agency Sources of Support 1 Other Non-NIH Sources of Support 1

Leave of Absence 1

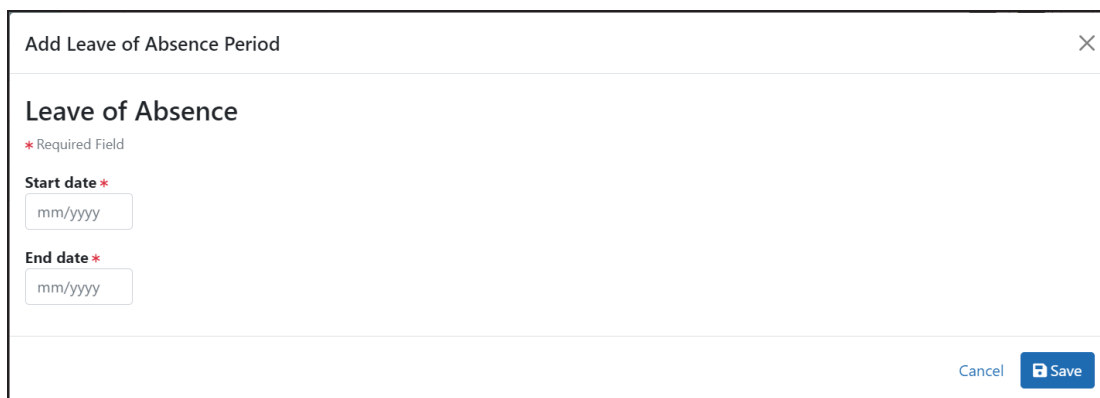
+ Add Leave of Absence

Filter Table 1 Results

Support Type ^	Period of Support
Leave of Absence	04/2023 to 06/2023

To add a Leave of Absence:

1. Click the **Add Leave of Absence** button.



Add Leave of Absence Period

Leave of Absence

* Required Field

Start date *

mm/yyyy

End date *

mm/yyyy

Cancel Save

2. In the *Add Leave of Absence Period* window that appears, enter the start month/year and end month/year for the leave of absence.
3. Click **Save**.

Degrees

Click on the collapsed panel to display degree details. xTRACT displays a list of completed degrees and associated data in reverse chronological order, with incomplete degrees following.

The **Source** of degrees is displayed as read-only as *xTRACT* (meaning that the degree was added to the person in xTRACT) or as *Commons Profile* (meaning that the degree is from the Commons Personal Profile of the person).

Select the **Edit** button to open the fields for editing.

To add a degree:

1. Select the **Add Another Degree** button.
2. Update the fields:
 - **Degree**: Select from the list. See Refer to *Degree Key*.
 - **Other Degree Text**
 - **Degree Date**: Enter in MM/YYYY format

- **Terminal Degree:** Select the **Yes** or **No** radio button as appropriate. When the **Yes** button is selected, the terminal degree indicator (This is your terminal degree.) displays next to the degree details in the view.
 - **Degree Status:** Select Completed or In Progress, as appropriate
 - **Degree Institution:** Enter the institution name, one institution per degree. You search for an institution by selecting the magnifying glass search icon.
3. Select the **Save This Degree** button to save your changes.
 4. Repeat for any additional degrees.

Use the **Edit** and **Delete** links in the **Action** column to update or remove degree information as necessary. Degrees with *Commons Profile* as a **Source** cannot be deleted.

Employment

Click on the collapsed panel to display information about post-training employment positions. The employment positions are categorized as follows:

- Primary Position
- Current Positions
- Past Positions

The **Source** of positions is displayed as read-only as *xTRACT* (meaning the position was added or updated for the person in xTRACT) or as *Commons Profile* (meaning the position is from the Commons Personal Profile of the person).

Select the **Edit** button for the appropriate position type to open the fields for editing.

To add employment:

1. Select the **Add Employment** button.
2. Provide the following information:
 - **Workforce Sector:** Choose the area of employment: Academia, Government, For-Profit, Nonprofit, Other.
 - **Principal Activity:** Primarily Research, Primarily Teaching, Primarily Clinical, Research-Related, Further Training, or Unrelated to Research.
 - **Position:** Type the title of the position.
 - **Start Date:** Type the month/year the position started.

- **End Date:** Type the month/year the position ended, or leave blank if employed to present time.
- **Primary Employment Indicator:** Select **Yes** if this is the main employment; otherwise, select **No**.
- **Full Time Employment Indicator:** Select **Full-Time** or **Part-Time**
- **Current/Initial Employment Indicator:** Select **Primary Initial** if this is the initial employment for the trainee, or select **Primary Current** if it is the current employment.
- **Institution:** Enter the institution or start typing to see matches to your typed text.
- **Primary Department of Position:** Enter the department or start typing to see matches to your typed text. Matches for the selected Institution are shown.

3. Click the **Save** button to save your changes.

Use the **Edit** and **Delete** links in the **Action** column to update or remove the funding source as necessary. Positions with a **Source** of *Commons Profile* cannot be deleted.

Create xTRACT Person

In order to create an xTRACT person, you must [first perform a search](#) to verify that the person record does not already exist. Verify that the results of the search – displayed in the **Person(s)** table – do not include the person you are creating.

To continue creating the xTRACT person, follow the steps below.

1. Enter the person data in the designated fields.
 - **Prefix:** Select an option from the list.
 - **Suffix:** Select an option from the list.
 - **First Name** (required)
 - **Middle Name**
 - **Last Name** (required)
 - **Email Address** (required)
2. Select the **Save** button to save the changes. A confirmation screen is displayed.
3. Click the **Confirm** button. The person profile is created and displayed onscreen.

You can cancel the action at any time without saving changes by selecting the **Cancel** button.

Create xTRACT Person [Close]

* Required Fields

Prefix -- Select --	Suffix -- Select --
First Name * Ex.: Jane	Middle Name Ex.: Emily
Last Name * Ex.: Doe	Email Address Ex.: jane.doe@example.com

Cancel [Save]

Figure 96: Create xTRACT Person

After saving, the screen updates to show the addition in the **Person(s)** table.

Use the **Edit** link to edit the *xTRACT Person Profile*. Refer to the topic titled *Refer to xTRACT Person Profile* for more information.

Degree Key

AB	BACHELOR OF ARTS
BA	BACHELOR OF ARTS
BOTH	OTHER BACCALAUREATE
BS	BACHELOR OF SCIENCE
BSN	BACHELOR OF SCIENCE IN NURSING
DC	DOCTOR OF CHIROPRACTIC

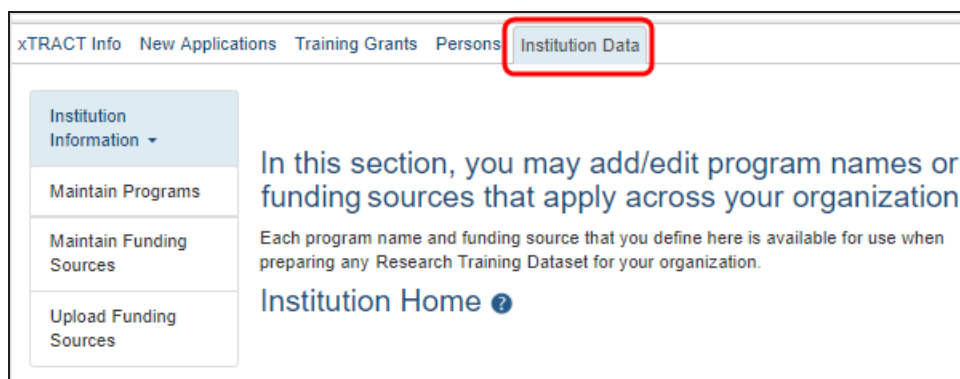
DDOT	OTHER DOCTOR OF MEDICAL DENTISTRY
DDS	DOCTOR OF DENTAL SURGERY
DMD	DOCTOR OF MEDICAL DENTISTRY
DNSC	DOCTOR OF NURSING SCIENCE
DO	DOCTOR OF OSTEOPATHY
DOTH	OTHER DOCTORATE
DPH	DOCTOR OF PUBLIC HEALTH
DPM	DOCTOR OF PODIATRIC MEDICINE
DRPH	DOCTOR OF PUBLIC HEALTH
DSC	DOCTOR OF SCIENCE
DSW	DOCTOR OF SOCIAL WORK
DVM	DOCTOR OF VETERINARY MEDICINE
EDD	DOCTOR OF EDUCATION
ENGD	FOREIGN - DOCTOR OF ENGINEERING
FAAN	FELLOW OF THE AMERICAN ACADEMY OF NURSING
JD	DOCTOR OF JURIS PRUDENCE
MA	MASTER OF ARTS
MB	FOREIGN - BACHELOR OF MEDICINE
MBA	MASTER OF BUSINESS ADMINISTRATION

MBBS	FOREIGN - BACHELOR OF MEDICINE AND SURGERY
MD	DOCTOR OF MEDICINE
MDOT	OTHER DOCTOR OF MEDICINE
MLS	MASTER OF LIBRARY SCIENCE
MOTH	OTHER MASTERS
MPA	MASTER OF PUBLIC ADMINISTRATION
MPH	MASTER OF PUBLIC HEALTH
MS	MASTER OF SCIENCE
MSN	MASTER OF SCIENCE IN NURSING
ND	DOCTOR OF NATUROPATHY
OD	DOCTOR OF OPTOMETRY
OTH	OTHER
PHD	DOCTOR OF PHILOSOPHY
PHMD	DOCTOR OF PHARMACY
PSYD	DOCTOR OF PSYCHOLOGY
RN	REGISTERED NURSE
SCD	DOCTOR OF SCIENCE
VDOT	OTHER DOCTOR OF VETERINARY MEDICINE
VMD	DOCTOR OF VETERINARY MEDICINE

Institution Data

Select the [Institution Data](#) tab to display options for maintaining Institution Information. Refer to the related topic for more information on the following:

- Departments and Programs
- Maintain Funding Sources
- Upload Funding Sources



Search for Departments and Programs at the Institution

Departments are maintained by eRA in the Institution Profile. Please have a Signing Official (SO) contact the Service Desk to correct any errors or omissions with regard to Departments.

Programs are maintained within xTRACT by users affiliated with the institution for use within RTDs submitted for grants affiliated with the institution. If you can't find a Program that you're looking for, you can create one.

To search for a program:

1. Select the **Departments and Programs** link on the left side of the screen. The *Departments and Programs* screen is displayed.

If there are no programs at your institution, the *Programs* screen displays with the following message: There are no programs defined yet for your organization. Use the Create Program to start defining programs.

If there are programs at your institution, the *Programs* screen displays the programs in a table and include the following related information:

- **Department/Program Name**
- **Type**
- **Program Description**

The *Departments and Programs* screen also displays the following message: If you can't find a Program that you're looking for, you can **create one**.

Departments and Programs		
Departments are maintained by eRA in the Institution Profile. Please have a Signing Official (SO) contact the Service Desk to correct any errors or omissions with regard to Departments. Programs are maintained within xTRACT by users affiliated with the institution for use within RTDs submitted for grants affiliated with the institution. If you can't find a Program that you're looking for, you can create one.		
Filter Table	500 Results	< 1 of 20 >
Department/Program Name ^	Type ^	Program Description ^
ADMINISTRATION	Department	
ADULT AND GERIATRIC HEALTH	Department	
ANTHROPOLOGY	Department	
Applied Physical Sciences	Program	
AREA HEALTH EDUCATION CENTERS	Department	

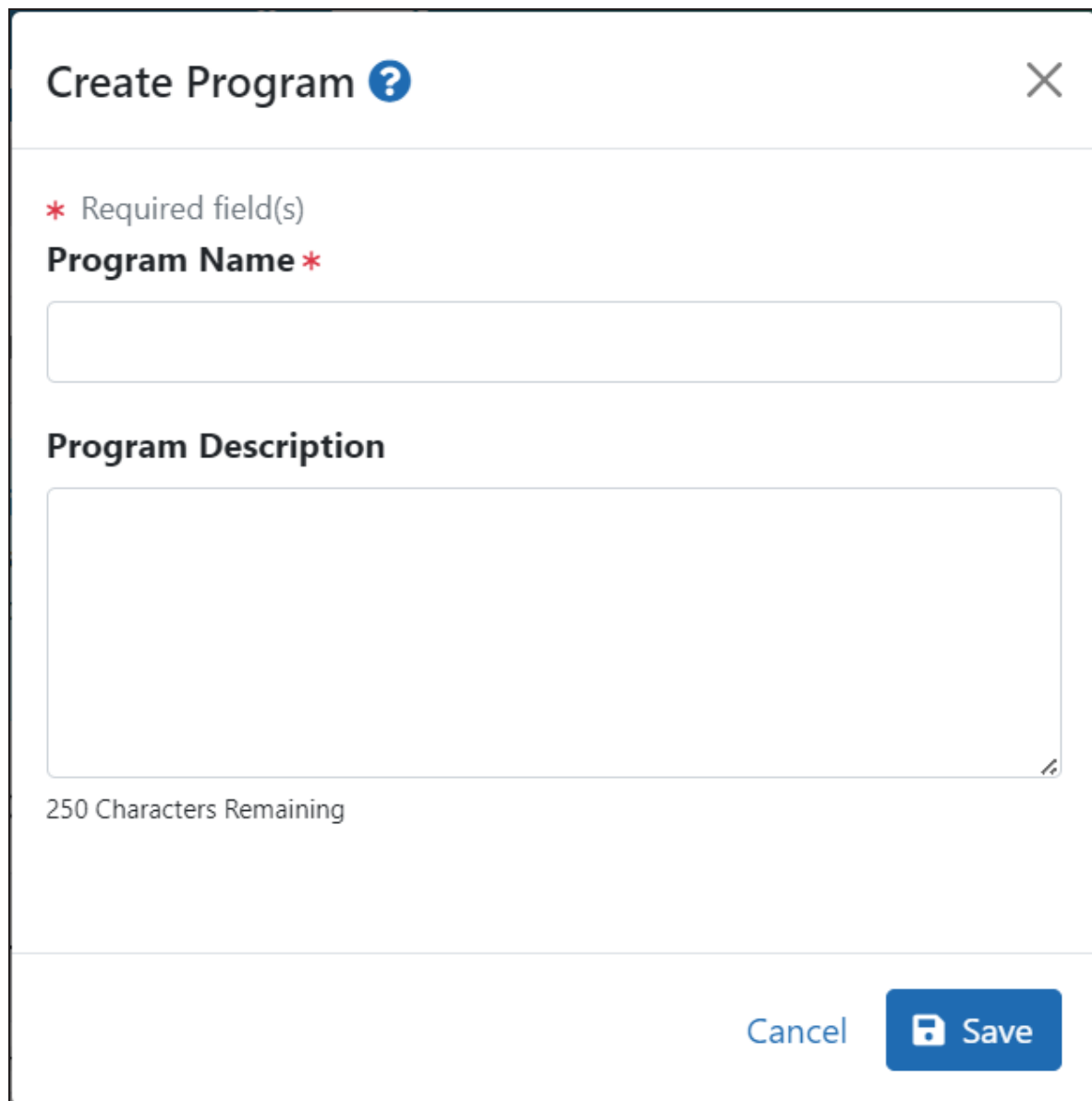
Figure 97: Departments and Programs at an Institution

NOTE: The *Departments and Programs* screen also displays, the **create one** link. Select this link to access the *Create Program* screen fields. Refer to the topic titled *Refer to Create a Program at Institution* more information.

Use the **Edit Program** button for a specific program to modify that program.

Create a Program at Institution

Access the *Create Program* screen by selecting the **create one** link on the *Departments and Programs* screen.



The image shows a 'Create Program' modal window. At the top left is the title 'Create Program' with a blue question mark icon. At the top right is a close button (X). Below the title bar, there is a red asterisk followed by the text 'Required field(s)'. The first field is 'Program Name', which is bolded and followed by a red asterisk. Below it is a single-line text input field. The second field is 'Program Description', which is bolded. Below it is a large multi-line text input area. At the bottom left of this area, it says '250 Characters Remaining'. At the bottom right of the modal, there are two buttons: 'Cancel' and a blue 'Save' button with a white floppy disk icon.

Figure 98: Create Program Screen

1. Enter the **Program Name**. This field is required and has a limit of 60 characters.
2. *Optional:* Enter a description of the program in the **Program Description** field. This is an optional field and can be left blank. This field has a limit of 250 characters.

3. Select the **Save** button to save the changes.

*You can cancel the action at any time without saving changes by selecting the **Cancel** button.*

Update Programs

Use the Update Programs screen to edit a program's name and description. To access this screen, select the  **Edit Program** button after successfully [searching for the program](#).

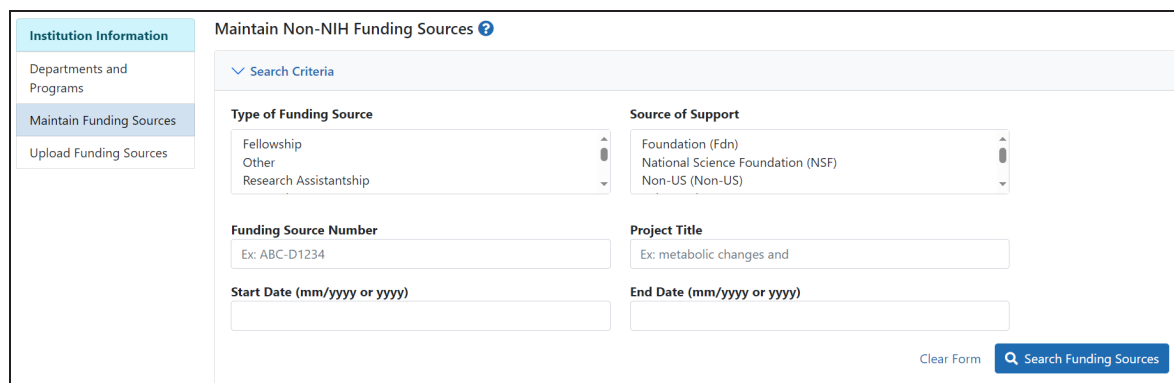
1. Update the name of the program in the **Program Name** field and/or the description of the program in the **Program Description** field as necessary.
2. Select the **Save** button to save the changes.

*You can cancel the action at any time without saving changes by selecting the **Cancel** button.*

After submitting, the *Update Program* screen shows the following message: Your program (name) was saved successfully. Click here to edit it.

Maintain Funding Sources

Select the **Maintain Funding Sources** link on the left side of the screen to view the *Maintain Non-NIH Finding Sources* screen.



To search for a funding source:

1. Enter and/or select the appropriate search criteria in the *Maintain Funding Sources* fields:
 - **Type of Funding Source**
 - **Source of Support**
 - **Funding Source Number**
 - **Project Title**
 - **Start Date**
 - **End Date**
2. Select the **Search Funding Sources** button.

You can use the **Clear** button to remove the entered search criteria and start over.

Matching records display beneath the search fields. The information includes **Project Title; Type; Number; Source of support; and Project Dates** (if available).

Click the hyperlinked project title to modify a specific funding source or click the **create a new funding source here** link. See [Edit Funding Source](#) or [Create Funding Source](#) topic respectively.

Create Funding Source

Access the *Create Non-NIH Funding Source* screen by selecting the **create a new funding source here** link on the *Maintain Non-NIH Funding Sources* screen.

Create Non-NIH Funding Source for Organization

✕

* Required field(s)

Type of Funding Source * -- Select One --	Source of Support * -- Select One --
Project Title * 	Funding Source Number
Start Date (mm/yyyy or yyyy) mm/yyyy or yyyy	End Date (mm/yyyy or yyyy) mm/yyyy or yyyy
Description 200 Characters Remaining	

Cancel
Save

To add the funding source:

- Enter the following fields as appropriate, taking note of the required fields marked with an asterisk (*).
 - Type of Funding Source** (required): Select the appropriate type of funding source from the list: Fellowship; Other; Research Assistantship; Research Grant; Scholarship; Teaching Assistantship; Training Grant
 - Source of Support**: Select the appropriate choice from the list: NIH; Foundation; National Science Foundation (NSF); Non-US ; Other; Other Federal; University
 - Project Title** (required): Enter the project title for the funding source.
 - Funding Source Number**: Enter a funding source number as needed.
 - Start Date (mm/yyyy or yyyy)**: Enter as MM/YYYY or YYYY
 - End Date (mm/yyyy or yyyy)**: Enter as MM/YYYY or YYYY

- **Description:** Enter a description of the source as needed. This field has a maximum limit of 200 characters.
2. Select the **Save** button to save the information.

Edit Funding Source

xTRACT users with the proper privileges can maintain an institution's funding sources for use in research training data sets for progress reports, revisions, or renewals on existing training grants or for new applications.

The *Edit Funding Source* screen is used to maintain the funding source data.

To access this screen, click a hyperlinked project title after successfully [searching for the funding source](#).

Edit Non-NIH Funding Source

* Required field(s)

Type of Funding Source *

Research Grant

Source of Support *

National Science Foundation (NSF)

Project Title *

Long-Term Effects of Radium Exposure on Nearby

Funding Source Number

Start Date (mm/yyyy or yyyy)

End Date (mm/yyyy or yyyy)

Description

200 Characters Remaining

Cancel

Save

To maintain a funding source:

1. Complete the fields in the **Edit Funding Source** section.
 - **Type of Funding Source** (required): Select the appropriate type of funding source from the list: Fellowship; Other; Research Assistantship; Research Grant; Scholarship; Teaching Assistantship; Training Grant
 - **Source of Support**: Select the appropriate choice from the list: NIH; Foundation; National Science Foundation (NSF); Non-US ; Other; Other Federal; University
 - **Project Title** (required): Enter the project title for the funding source.
 - **Funding Source Number**: Enter a funding source number as needed.
 - **Start Date (mm/yyyy or yyyy)**: Enter as MM/YYYY or YYYY
 - **End Date (mm/yyyy or yyyy)**: Enter as MM/YYYY or YYYY
 - **Description**: Enter a description of the source as needed. This field has a maximum limit of 200 characters.
2. Select the **Save** button to save the information.

Upload Funding Sources

Access the Upload Funding Sources screen by clicking the **Institution Data** tab, then clicking **Upload Funding Sources** on the left side of the screen.

The [Upload Funding Sources](#) screen displays with notes regarding uploading your funding source data.

xTRACT Info New Applications Training Grants Persons Institution Data

Institution Information ▾

Maintain Programs

Maintain Funding Sources

Upload Funding Sources

Upload Funding Sources

Please note the following when uploading your funding source data:

- The file format must match the tab-delimited format in the template that is available for download. [Click here](#) for instructions on how to convert an Excel File to the Correct Upload Format
- Including the column headers is optional. However, they must match those in the template.
- The tab-delimited template format includes the following required columns: Funding Source Project Title, Type of Funding Source, Funding Source Number, Funding Source Organization, Funding Source Start Date, Funding Source End Date, Funding Source Description
- The Funding Source Project Title and Type of Funding Source are required for each uploaded funding source. The other columns are optional.
- The Funding Source Project Title must be 200 characters or less.
- The Type of Funding Source must be one of "F" for Fellowship, "OTH" for Other, "RA" for Research Assistantship, "RG" for Research Grant, "S" for Scholarship, "TA" for Teaching Assistantship, or "TG" for Training Grant.
- If it is provided, the Funding Source Number must be 20 characters or less.
- If it is provided, the Funding Source Organization must be one of "NIH" for NIH, "FDN" for Foundation, "NSF" for National Science Foundation, "NUS" for Non-US, "OTH" for Other, "OTHF" for Other Federal, or "UNIV" for University.
- If the Funding Source Start Date and/or Funding Source End Date are provided, each must be in the form of mm/yyyy or yyyy.
- If the Funding Source Description is provided, it must be 200 characters or less.
- The data will be validated upon upload of the file and the results will be presented on the screen.
- If a file upload fails for any reason such as incorrect data or incorrect format, none of the records will be saved in IMPACII. You will need to make the corrections and re-upload the file.
- Data is committed to the database only after all rows in the upload file pass validation.

Don't have an input file, but would like to download a template that illustrates the file format? [You can download a template here.](#)

[Browse](#)

Figure 99: Upload Funding Sources

1. The notes section contains information on how to perform a bulk upload. Click the **Show More** link for instructions on creating and formatting a tab-delimited file, as well as a link to download a tab-separated (TSV) text template file (.txt). Use these tools to create the upload file.
2. Once the upload file has been prepared, use the **browse** link to select and upload the file.
3. If there are any errors in the upload file, a message will appear above the filename with a link to details of the errors. These errors will need to be corrected before the upload will succeed.

4. If the upload is accepted, a confirmation message will display. The name of the upload file will display in the field above the **Browse** button.

How Are Training Tables Populated?

This help section contains information to assist with understanding how the fields in each of the Training Tables are populated from the input entered into the various *Research Training Dataset* (RTD) screens in the xTRACT module of Commons. An RTD is part of the reporting requirements of a grant.

xTRACT has various data input screens for trainee data. When you input the required data, xTRACT populates a required form in PDF format behind the scenes.

Click [here to see a sample](#) of a completed RTD in PDF format. This is the final product of the data that you enter into a subset of xTRACT screens.

This section of the help correlates the data that is entered in xTRACT to where that same data ends up on the RTD PDF.

Table 1: Census of Participating Departments and Interdepartmental Programs

This section explains what parts of the xTRACT module fill Table 1 of the resulting PDF-formatted training tables that are in the research training dataset (RTD), which is part of required reporting.

For detailed instructions on every field in the training tables, see <https://grants.nih.gov/grants/forms-f/data-tables.htm>.

The following table will be located in the PDF of the final RTD after entering xTRACT data.

Sample Table 1. Census of Participating Departments and Interdepartmental Programs**Part I. Predoctorates**

Participating Department or Program	Total Faculty	Participating Faculty	Total Predoctorates	Total Pre-doctorates Supported by any HHS Training Award	Total Pre-doctorates with Participating Faculty	Eligible Predoctorates with Participating Faculty	TGE Predoctorates Supported by this Training Grant (Renewals/Revisions)	Predoctorates Supported by this Training Grant (R90 Only Renewals/Revisions)
Department of Biochemistry	45	14	38	15	12	6	2	0
Neuroscience Program	32	20	31	20	14	7	4	1
Department of Pharmacology	25	5	30	10	5	3	3	0
Total	102	39	99	45	31	16	9	1

Part II. Postdoctorates

Participating Department or Program	Total Faculty	Participating Faculty	Total Post-doctorates	Total Postdoctorates Supported by any HHS Training Award	Total Postdoctorates with Participating Faculty	Eligible Postdoctorates with Participating Faculty	TGE Postdoctorates Supported by this Training Grant (Renewals/Revisions)	Postdoctorates Supported by this Training Grant (R90 Only Renewals/Revisions)
Department of Biochemistry	45	14	24	10	9	5	2	0
Neuroscience Program	32	20	27	20	12	5	3	1
Department of Pharmacology	25	5	15	8	5	3	2	0
Total	102	39	66	38	26	13	7	1

The content of **Table 1** is populated with data pulled from the *Participating Department/Programs* component (in left sidebar of xTRACT) of the **RTD** section. Depending on the type of application, this table may or may not be used, or only part of the table may be used. Refer to the [Introduction to Data Tables](#) document for specific information.

When working on an RTD, click on *Participating Departments/Programs* from the left menu.

The screenshot shows the xTRACT web application interface. At the top, there is a navigation bar with links: Home, Admin, Institution Profile, Personal Profile, Status, ASSIST, Prior Approval, RPPR, xTrain, xTRACT, and Admin Supp. Below this is a secondary navigation bar with links: eRA Partners, Non-Research, xTRACT Info, New Applications, Training Grants, Persons, and Institution Data. The main content area is divided into two sections. On the left is a sidebar menu with a 'Training Grants' button and a dropdown menu for 'RTD'. The 'RTD' dropdown is expanded, showing options: Basic Information, Participating Departments / Programs (highlighted with a red box), Training Support & Summary, Participating Faculty, Participating Trainees, Program Statistics, Applicants and Entrants, Appointments, and Preview PDF. The main content area on the right has a header 'Prepare Research Training Dataset (RTD) for Renewal' and displays 'RTD 4T32AA123456-15 Interdisciplinary Alcohol Research Training Program' and 'PD/PI Nightingale, Florence'. Below this is a 'Basic Information' section with a question mark icon and a link 'Back to Training Grant Search Results'.

The Participating Departments and Programs screen will show the table of the current departments and programs. This table is the source of the names of the departments or programs in the first column of **Table 1**. If you need to add another department or program, select the **Add Participating Departments or Programs** button above the table.

Once the departments and programs are populated into the table, click the  three-dot ellipsis button and select **Edit Census** to add or change participant totals.

Due to instances where some faculty may serve in more than one department or program, the *Total* for the "*Total Faculty*" and the "*Participating Faculty*" columns may not be the sum of the individual department and program breakdown. This applies to both the *Predotorates* and *Postdoctorates* tables. These figures are not calculated by the system, and must be entered in the *Training Support & Summary* section as outlined below.

Select **Training Support & Summary** from the left menu, and, in the *Census Totals* pane, select the **Edit** button.

RTD

Application Details

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Students

Applicants and Entrants

Preview PDF

→ Finalize RTD

[< Back to search results](#)

Prepare Research Training Dataset (RTD) for New Application

New RTD

12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

PD/PI

Curie, Marie

Institution

UNIVERSITY OF PARIS

Training Support & Summary ?

> Summary Statistics

> Institutional Training Support Detail

▼ Census Totals

Faculty

Total

0

Participating

0

Please provide numbers for unique faculty members across the participating departments and interdepartmental programs.

Edit

Pre-doc

Total

0

Supported by any HHS Training Award

0

Total Predoctorates with Participating Faculty

0

Eligible Students with Participating Faculty

0

TGE Predocs Supported by this Training Grant

0

Post-doc

Total

0

Supported by any HHS Training Award

0

Total Postdoctorates with Participating Faculty

0

Eligible Postdocs with Participating Faculty

0

TGE Postdocs Supported by this Training Grant

0

The *Faculty Census Totals* pop-up window will open. In this window, enter the number of *unique* individuals for the *Total* and *Participating* faculty. Click the **Save** button to update the table.

Institution Data

270

October 16, 2023

Faculty Census Totals

Total

0

Participating

0

Cancel

Save

These totals will update to the **Total** field for the first two columns (*Total Faculty, Participating Faculty*) for **Part I** and **Part II** of **Table 1**.

Table 2: Participating Faculty Members

This section explains what parts of the xTRACT module fill Table 2 of the training tables.

For detailed instructions on every field in the training tables, see <https://grants.nih.gov/grants/forms-f/data-tables.htm>.

Table 2. Participating Faculty Members

Name	Degree(s)	Rank	Primary Dept or Program	Research Interest	Training Role	Mentoring Record					
						Predoctorates			Postdoctorates		
						In Training	Graduated	Continued in Research or Related Careers	In Training	Completed Training	Continued in Research or Related Careers
van Pelt, Lucy	PHD	Assoc. Prof.	Psychiatry	Development of borderline personality disorder	Preceptor	1	1	1	3	2	2
van Beethoven, Schroeder	MS, MD	Asst. Prof.	Emergency Medicine	Using communication technology platforms to improve patient	Preceptor	15	13	5	6	6	6
Brown, Charlie	PHD	Prof.	Pharmaceutical Sciences	Neurobehavioral antecedents and consequences of substance ab	Preceptor	0	1	1	0	1	1
Gray, Violet	PHD, MS	Prof.	Epidemiology	Maternal nutritional status and birth outcomes	Preceptor	2	4	4	0	2	2

The content in *Table 2* is populated with data from the *Participating Faculty* selection under RTD. This selection will open up to *Participating Faculty Members* and will display a hitlist of members.

RTD

Application Details

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Students

Applicants and Entrants

Preview PDF

→ Finalize RTD

[< Back to search results](#)

Prepare Research Training Dataset (RTD) for New Application

New RTD

12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants

PD/PI

Curie, Marie

Institution

UNIVERSITY OF PARIS

Participating Faculty Members ?

Filter Table

2 Results

Download

Grid

<

1 of 1

>

Person Name ^	Commons User ID ^	Person ID ^	Email ^
Skłodowska, Salomea	1234567	SKLODOWSKS	eRATest@mail.nih.gov
Curie, Pierre	1234568	CURIEPIERRE	eRATest@mail.nih.gov

Upload Participating Faculty

+ Add Faculty

The **Name** column in *Table 2* is populated with the names in the **Person Name** column of this hitlist of participating faculty members.

The remaining information for *Table 2* is populated with data from the *Participating Faculty Detail* screen which is displayed when you click a faculty member's hyperlinked name.

Prepare Research Training Dataset (RTD) for New Application		
New RTD 12498 - Exploring the Effects of Long-Term Radiation Exposure in Nearby Inhabitants	PD/PI Curie, Marie	Institution UNIVERSITY OF PARIS
Participating Faculty Details ?		
Sklodowska, Salomea Commons User ID SKLODOWSKAS Primary Department or Program None	Email eRAtest@mail.nih.gov Research Interest None	Rank None Training Role(s) None
		 Edit
Open All Sections		
> Faculty Degree		
> Research Support		
> Mentoring Record		

The **Degree(s)** column of Table 2 pulls information from the *Faculty Degree* section. The degrees that are checked in the *Include in RTD* column will be included in Table 2.

The **Rank**, **Primary Department or Program**, **Research Interest**, and **Training Role** information of Table 2 is pulled from the *Faculty Member Data* section.

All of the **Mentoring Record** numbers are pulled from the *Mentoring Record* section.

Table 3: Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members

This section explains what parts of the xTRACT module fill Table 3 of the training tables.

For detailed instructions on every field in the training tables, see <https://grants.nih.gov/grants/forms-f/data-tables.htm>.

Grant Title	Award Number	Project Period	PD/PI	Number of Positions			Number of Participating Faculty (Number Overlapping)	Names of Overlapping Faculty
				Predoctoral	Postdoctoral	Shortterm		
Predoctoral Training in Basic Neuroscience	T32NS123456-19	07/1998 - 06/2018	Pevensie, Lucy; Pole, Jill	8	6	2	76(1)	Lewis
Medical Scientist Training Program	T32GS123456-28	07/1987 - 06/2017	Scrubb, Eustace; Digory, Kirke	20	13	4	125(1)	Lewis
Training Program in the Neurobiology of Substance Use and Abuse	T32DA123456-05	07/2011 - 06/2017	Plummer, Polly; Mouse, Reepicheep	4	3		53(3)	Hinny White Faun
Total				32	22	6		

The information in Table 3 is extracted from information in the *Training Support & Summary* section found in the xTRACT module in Commons. Select *Training Support and Summary* from the left menu.

[Home](#)
[Admin](#)
[Institution Profile](#)
[Personal Profile](#)
[Status](#)
[ASSIST](#)
[Prior Approval](#)
[RPPR](#)
[xTrain](#)
[xTRACT](#)
[Admin Supp](#)

[eRA Partners](#)
[Non-Research](#)

[xTRACT Info](#)
[New Applications](#)
[Training Grants](#)
[Persons](#)
[Institution Data](#)

Training Grants

RTD▼

Basic Information

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Trainees

Program Statistics

Applicants and Entrants

Appointments

Preview PDF

Prepare Research Training Dataset (RTD) for Renewal

RTD

4T32AA123456-15 Interdisciplinary Alcohol Research Training Program

PD/PI

Nightingale, Florence

Basic Information ?

[Back to Training Grant Search Results](#)

The corresponding screen will open. It contains the *Summary Statistics*, *Institutional Training Support Detail*, as well as the *Census* section. The first two sections are used for Table 3.

The information in the first four columns of Table 3 are populated with information from the *Institutional Training Support Detail* section.

The *Number of Positions Totals* in Table 3 are pulled from the *Summary Statistics* totals.

These totals are derived from the individual grant records listed in the *Institutional Training Support Detail*.

NOTE: If not all training support is listed on the *Training Support & Summary* screen, click on the **Add Institutional Training Support** button to add more. Refer to the related help information here; [Institutional Training Support](#).

The information for each source of support can be edited by clicking the hyperlinked grant title.

Clicking the **Edit** button for a grant in that list will open up the detail screen for that grant.

In the *Detail* screen, select **Edit** in the *Number of Trainee Positions* section to make updates to the trainee position information including *Number of Participating Faculty*.

The number of trainee positions and overlapping faculty, for this grant, are then displayed in the **Number of Positions** and the **Number of Participating Faculty (Number Overlapping)** columns in Table 3 for that grant.

The last column of Table 3 is populated with the information in the *Overlapping Faculty* section of the individual grant's *Institutional Training Support Detail*. Only the last name of any overlapping faculty is listed. If any listed faculty should *not* be categorized as overlapping, use the  **Remove** button to take them off of this list.

If there are additional faculty who are participating and are also on the Institutional Training Grant, select the **Add Overlapping Faculty** button from this section to add those individuals.

The last names of the overlapping faculty will appear in the last column of Table 3 and the number of overlapping faculty will appear in parentheses after the total number of participating faculty in the preceding column.

Table 4. Research Support of Participating Faculty Members

This section explains what parts of the xTRACT module fill Table 4 of the training tables.

For detailed instructions on every field in the training tables, see <https://grants.nih.gov/grants/forms-f/data-tables.htm>.

Table 4. Research Support of Participating Faculty Members <i>[represents the last of several pages]</i>						
Faculty Member	Funding Source	Grant Number	Role on Project	Grant Title	Project Period	Current Year Direct Costs
Lewis, Clive S.	NIH	1R01AA123456-01A1	PI	Effective Alcohol Text Message Intervention	09/2016-05/2021	\$209,839
Tolkien, John	NUS			Implicit Alcohol Cognitions and	07/2013-06/2016	\$69,296
Dyson, Hugo	NIH	5R01DA123456-02		Alterations of Cortical Connectivity and	08/2008-02/2020	\$48,750
Average Grant Support per Participating Faculty Member						\$591,031

The content in Table 4 comes from the *Participating Faculty Members* data which is accessed from the **RTD** menu in Commons. ([click to view](#))

The screenshot shows the xTRACT web interface. The top navigation bar includes links like Home, Admin, Institution Profile, Personal Profile, Status, ASSIST, Prior Approval, RPPR, xTrain, xTRACT, and Admin Supp. Below this, there are tabs for xTRACT Info, New Applications, Training Grants, Persons, and Institution Data. The left sidebar contains a menu with options like Training Grants, RTD (selected), Basic Information, Participating Departments / Programs, Training Support & Summary, **Participating Faculty** (highlighted with a red box), Participating Trainees, Program Statistics, Applicants and Entrants, Appointments, and Preview PDF. The main content area is titled 'Prepare Research Training Dataset (RTD) for Renewal' and shows details for 'RTD 4T32AA123456-15 Interdisciplinary Alcohol Research Training Program'. A section titled 'Participating Faculty Members' (highlighted with a blue box) includes an 'Add Faculty' button, a filter input, and a table showing 29-32 of total 32 records. The table has columns for Person Name, Commons User ID, Person ID, Email, and Action (Edit, Remove). The data rows are: Lewis, Clive S. (LEWIS_CS, 1122334, eRATest@mail.nih.gov), Tolkien, John (TOLKIEN_JR, 3333333, eRATest@mail.nih.gov), Dyson, Hugo (DYSON_H, 4444444, eRATest@mail.nih.gov), and Nesbit, Edith (NESBIT_E, 5555555, eRATest@mail.nih.gov). An 'Upload Participating Faculty' button is at the bottom of the table.

Person Name	Commons User ID	Person ID	Email	Action
Lewis, Clive S.	LEWIS_CS	1122334	eRATest@mail.nih.gov	Edit Remove
Tolkien, John	TOLKIEN_JR	3333333	eRATest@mail.nih.gov	Edit Remove
Dyson, Hugo	DYSON_H	4444444	eRATest@mail.nih.gov	Edit Remove
Nesbit, Edith	NESBIT_E	5555555	eRATest@mail.nih.gov	Edit Remove

The **Faculty Member** column in Table 4 is populated from the **Person Name** information in the initial table of results on the *Participating Faculty Members* screen.

The information for the additional columns in Table 4 can be viewed by clicking a faculty member's hyperlinked name. This opens up the *Participating Faculty Detail* for that person.

Expand the **Research Support** section to see the relevant data. The funding may be *NIH and Other Agency Sources of Support on Record* or *Other Sources of Support*.

This is the mapping for *NIH and Other Agency Sources of Support on Record* which is the first table in the **Research Support** section:

NIH & Other Agency...	to	Table 4
Grant	>>	Grant Number
Role on Project or Subproject	>>	Role on Project
Project Title	>>	Grant Title
Project Period	>>	Project Period
Current Year Direct Costs	>>	Current Year Direct Costs

This is the mapping for *Other Sources of Support* which is the second table in the **Research Support** section:

Other Sources	to	Table 4
Funding Source	>>	Funding Source
Support Type	>>	[not used]
Project number (if supplied)	>>	Grant Number
Project Role	>>	Role on Project
Project Title	>>	Grant Title

Other Sources	to	Table 4
Project Period	>>	Project Period
Current Year Direct Costs	>>	Current Year Direct Costs

Additional faculty may be added to the *Participating Faculty* list by clicking on the **Upload Participating Faculty** button below the existing list. Additionally, any faculty who should *not* be listed can be removed using the **Remove** button.

Other Sources of Support may be added, edited, or removed by using the **Add Other Source of Support** button below the list of results. *NIH or Other Agency Sources* are pulled from NIH records and cannot be changed.

Table 5 (A & B): Publications of Those in Training

This section explains what parts of the xTRACT module fill Table 5 of the training tables.

For detailed instructions on every field in the training tables, see <https://grants.nih.gov/grants/forms-f/data-tables.htm>.

Tables 5A and 5B are used to document the publications of both Pre-doctorate (5A) and Post-doctorate (5B) trainees who are or who have been supported by the grant.

Table 5A. Publications of Those in Training: Predoctoral				
Faculty Member	Trainee Name	Past or Current Trainee	Training Period	Publication (Authors, Year, Title, Journal, Volume, Inclusive Pages)
Prynne, Hester	Chillingworth, Roger	Current	2014 - Present	Dolving P, Workman H, Harvey PJ, Black F, Smalls B, Young N, Shakur T, Idelsohn AZ, Springsteen B, Cohen L, Mellencamp J, Ingram MG, Cave N, Lennon J, Dylan B, Crosby F, Kelly T, Wesley C, Redman M, Zschech D, Ashmead I, Cummings AG, Yates WB, Saucier H, Kabemba M, Bosworth HS, Prynne H , Halls RG, Oakeley HS, Uchiyama K, Chen T, Chapman SC, Maney C, de Shelding EF, Goodenough E, Quarles C, Jeter JB, Rodgers JB, Dowling LH, Timothy L, Little V, La France A, Lombard IK, Davis TL. Genetic Diversity and Protective Efficacy of Malaria Vaccines. N Engl J Med. 2013 June 4;321(05):978-1021. doi 11.2122/NEJMoa1234567. Epub 2014 Jan 14. PubMed PMID: 12345678; PubMed Central PMCID: PMC1234567.
Dimmesdale, Arthur	Hawthorne, Nathaniel	Past	2007 - 2010	Dimmesdale A , Maracle J, Manz F, Kinross J, Kiplinger JH, Chiu TK, Christy WA, and Zabochnik J, 2007, Age of diagnosis of squamous cell subdermal melanoma and early sunburns., Cancer epidemiology, biomarkers & prevention : a publication of the American Association for Cancer Prevention, cosponsored by the American Society of Behavioral

Faculty Member	Trainee Name	Past or Current Trainee	Training Period	Publication (Authors, Year, Title, Journal, Volume, Inclusive Pages)
Woodhull, Vitoria C.	Wilder, Laura I.	Past	2005 - 2007	Wilder LI, Marle JA, Atheno F, Zhudang L, and Lexingworth J, 2006, Epidemiology and pathogenesis of bone cancer., Seminars in radiation oncology, 13:54-72
Woodhull, Vitoria C.	Wilder, Laura I.	Past	2005 - 2007	Kiplinger JH, Chiu TK, and Zábajnick J, subdermal melanoma and early kers & prevention : a publication of the tion, 15:1234-5
Wamer, Daniel S	Miller, F.M.	Current	2015 - Present	g J, and Oakley A, 2007, hageal cancer., Seminars in /, Steele M, Wolowitz HB, and Blanca mmatory Disease., Arthritis a publication of the Institute for Arthritis Prevention and Treatment, 17:451-75

The information that is populated into Tables 5A and 5B is drawn from data in the *Participating Trainees* section accessed from the RTD menu.

Home Admin Institution Profile Personal Profile Status RPPR xTrain xTRACT Admin Supp eRA Partners

xTRACT Info New Applications Training Grants Persons Institution Data

Training Grants

Prepare Research Training Dataset (RTD) for Renewal

RTD 5K12HD123456-14 Center for Molecular & Cellular Studies of Ped Disease

PD/PI Travolta, John

Participating Trainees ?

Showing 1 - 10 of total 18

Filter:

Show 10 per page

Person Name	Commons User ID	Person ID	Trainee Type	Start Date	End Date	Action
Miller, Fortuna	FORTUNA_M	#####	Post-doc	2015-07-01	2017-11-01	Edit Remove
Totsie, Rosalie	TOTSIE_ROSE	#####	Pre-doc	2015-07-01	2017-11-01	Edit Remove
Barbarino, Vincent	BARBARINO_V	#####	Post-doc	2011-07-01	2015-11-01	Edit Remove
Kotter, Gabriel	KOTTER_GABE	#####	Pre-doc	2008-07-01	2014-06-01	Edit Remove
Horshack, Arnold	HORSHACK_A	#####	Post-doc	2010-04-01	2011-11-01	Edit Remove
Washington	WASHINGTON_F	#####	Post-doc	2008-03-01	2009-11-01	Edit

The doctoral designation in the **Trainee Type** column will dictate the table into which the data is populated.

- The data for **Pre-doc** trainees will populate into Table 5A
- The data for **Post-doc** trainees will populate to Table 5B.

Data Mapping from the *Participating Trainees* section to Table 5A/B.

Participating Trainees	to	Table 5A/B
Person Name	> >	Trainee Name
In Training Data (see below)	> >	Past or Current Trainee
Start Date and End Date information defines...	> >	Training Period
Publications in <i>Participating Trainee Detail</i> (see below)	> >	Faculty Member
Publications in <i>Participating Trainee Detail</i> (see below)	> >	Publication...

Past or Current Trainee

- Click on the **Edit** button in the **Action** column of the *Participating Trainees* table for a trainee. This opens up the detail view for the trainee.
- Expand the *In Training Data* area. The first field, "**In Training:**" will indicate if the trainee is currently in training or not. A "Yes" = *Current*, while a "No" = *Past*.

Faculty Member and Publication Information

- In the *Participating Trainees* table, click a trainee's hyperlinked name. This opens up the detail view for the trainee.
- Expand the *Publications* area. The **Faculty Member** and **Publications...** columns of Tables 5A and 5B, are populated with the data residing in the *Publications* area of the Trainee Detail.
- From this section, the *Authors*, *Year*, *Title*, *Journal*, *Volume*, and *Inclusive Pages* information populates the last column of the tables (**Publication...**).
- The faculty member listed for the publication populates the **Faculty Member** column of the tables for the row corresponding to the publication information.
- The trainee's name is typically shown in **bold** in the list of contributing authors. Depending on the source of the information (NCBI or other), the information in this section may vary slightly in format. The entries may be edited to select the name of the trainee to be shown in bold.

If additional publications should be listed, use the **Add Publication** button to perform that function.

If an existing publication should *not* be listed, use the  **Remove** button to remove it.

Refer to information in the [Publications](#) section of the *Trainee Detail* help regarding this process.

Table 6 (A & B): Applicants, Entrants, and their Characteristics for the Past Five Years

Table 6 of the research training dataset (RTD) consists of four sub-tables that detail statistics regarding the number and characteristics of entrants into the training program funded by the grant for the last five years. Use xTRACT to populate the forms and create the final PDF of completed forms.

This section explains what parts of the xTRACT module fill Table 6 of the training tables.

For detailed instructions on every field in the training tables, see <https://grants.nih.gov/grants/forms-f/data-tables.htm>.

Table 6 consists of:

- Table 6A Part I, Predoctoral - Counts
- Table 6A Part II, Predoctoral - Characteristics
- Table 6B Part I, Postdoctoral - Counts
- Table 6B Part II, Postdoctoral - Characteristics

Before Entering Applicant and Entrant Data in xTRACT

Upon clicking Applicants and Entrants in the RTD menu, you may be prompted to enter the most recently completed academic year. Depending on the grant cycle, you can choose to report by academic or grant year, but always begin with the most recently completed year. Enter this and click **Submit**, at which time the [links for Pre-Doc Applicants and Entrants and Post-Doc Applicants and Entrants](#) become enabled.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR Internet Assisted Review xTrain xTRACT Admin Supp

eRA Partners Non-Research

xTRACT Info New Applications Training Grants Persons Institution Data

Training Grants

RTD ▾

Basic Information

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Students

Participating Trainees

Program Statistics

Applicants and Entrants

Appointments

Preview PDF

Finalize RTD

Prepare Research Training Dataset (RTD) for Revision

RTD 4T32AI123456-25 Immunology Training Program

PD/PI Bonemarrow, Olga

✓ Success: Most Recently-completed Academic Year and Previous Academic Years were updated.

Applicants and Entrants ?

Start year of the most recently completed academic year:

2015

Submit

The Pre-doc and Post-doc data may be edited via the links below, once the Start of the most recently completed academic year has been provided.

[Pre-Doc Applicants and Entrants](#)

[Post-Doc Applicants and Entrants](#)

Table 6A: Part I - Counts and Part II - Characteristics

Table 6B: Part I - Counts and Part II - Characteristics

Applicants and Entrants screen showing year selection

Also, make sure there are participating departments or programs entered in the Participating Departments/Programs section of the RTD menu, as these will be associated with the counts that you enter.

For details of the fields shown in this section, see the following topics:

[Predoctoral Applicant and Entrant Counts and Characteristics](#)

[Postdoctoral Applicant and Entrant Counts and Characteristics](#)

Table 6A: Part I. Predoctoral – Counts

To populate [Table 6A Part I - Counts](#) in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.

Sample Table 6A. Applicants, Entrants, and Their Characteristics for the Past Five Years: Predoctoral Part I. Counts

Most Recently Completed Year: 2013-2014	Total Applicant Pool	Applicants Eligible for Support	New Entrants to the Program	New Entrants Eligible for Support	New Appointees to this Grant (Renewal/Revision Applications Only)
Department of Biochemistry	45	30	6	3	2
Department of Molecular & Cell Biology	30	19	5	4	3
Program in Systems Biology	12	9	5	5	4
Total	87	58	16	12	9

Figure 100: Sample Table 6A: Part I

In xTRACT, click the **Edit Pre-Doc Applicants and Entrants** button, then enter data into the **Counts: Department or Program** panel that appears, which subsequently populates the Table 6A - Part I Counts table in the RTD. The totals you enter are used to populate the totals for last five years of the grant and to calculate the mean for those years.

Table 6A: Part II. Predoctoral – Characteristics

To populate [Table 6A Part II - Characteristics](#) in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.

Sample Table 6A. Applicants, Entrants, and Their Characteristics for the Past Five Years: Predoctoral Part II. Characteristics

Most Recent Program Year: 2013-2014	Total Applicant Pool	Applicants Eligible for Support	New Entrants to the Program	New Entrants Eligible for Support	New Appointees to this Grant (Renewal/Revision Applications Only)
Mean Months of Prior, Full-Time Research Experience (range)			7.5 (3-24)	8.0 (3-24)	10.0 (3-24)
Prior Institutions			Cornell Univ. (3) Univ. of Virginia Univ. of Utah (3) Ohio State (5) U. Arkansas (4)	Cornell Univ. (2) Univ. of Virginia Univ. of Utah (2) Ohio State (3) U. Arkansas (4)	Cornell Univ. Univ. of Utah (2) Ohio State (3) U. Arkansas (3)
Percent from Underrepresented Groups			19%	25%	22%
Mean GPA (range)	3.4 (2.9-4.0)	3.5 (3.0-4.0)	3.6 (3.3-4.0)	3.7 (3.3-4.0)	3.7 (3.4-4.0)

Figure 101: Sample Table 6A: Part II

In xTRACT, if prompted to enter the most recently completed academic year, enter it and click Submit. Then click the **Edit Pre-Doc Applicants and Entrants** button, which prompts for data that subsequently populates Table 6A - Part II Counts table in the RTD.

Table 6B: Part I. Postdoctoral – Counts

To populate [Table 6B Part I - Counts](#) in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.

Sample Table 6B. Applicants, Entrants, and Their Characteristics for the Past Five Years: Postdoctoral Part I. Counts

Most Recently Completed Year: 2013-2014	Total Applicant Pool	Applicants Eligible for Support	New Entrants to the Program	New Entrants Eligible for Support	New Appointees to this Grant (Renewal/Revision Applications Only)
PhDs	25	15	6	5	4
MDs	4	1	0	0	0
Dual-Degree Holders	3	3	2	2	2
Other Degree Holders	0	0	0	0	0
Total	32	19	8	7	6

Figure 102: Sample Table 6B: Part I

In xTRACT, if prompted to enter the most recently completed academic year, enter it and click Submit. Then click the **Edit Post-Doc Applicants and Entrants** button, which prompts for data that subsequently populates Table 6B - Part I Counts table in the RTD. The totals you enter are used to populate the totals for last five years of the grant and to calculate the mean for those years.

Table 6B: Part II. Postdoctoral – Characteristics

To populate [Table 6B Part II - Characteristics](#) in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.

Sample Table 6B. Applicants, Entrants, and Their Characteristics for the Past Five Years: Postdoctoral Part II. Characteristics					
Most Recently Completed Year: 2013-2014	Total Applicant Pool	Applicants Eligible for Support	New Entrants to the Program	New Entrants Eligible for Support	New Appointees to this Grant (Renewal/Revision Applications Only)
Mean Number of Publications (range)	3.5 (1-9)	4.0 (1-9)	4.0 (1-9)	4.0 (1-7)	4.0 (3-7)
Mean Number of First-Author Publications (range)	2.0 (1-3)	2.4 (2-3)	2.5 (2-3)	2.5 (2-3)	2.0 (2-3)
Prior Institutions			New York Univ. Boston Univ. (4) Univ. of Iowa (3)	Boston Univ. (4) Univ. of Iowa (3)	Boston Univ. (3) Univ. of Iowa (3)
Percent from Underrepresented Groups			33%	50%	50%

Figure 103: Sample Table 6B: Part II

In xTRACT, if prompted to enter the most recently completed academic year, enter it and click Submit. Then click the **Edit Post-Doc Applicants and Entrants** button, which prompts for data that subsequently populates Table 6B - Part II Characteristics table in the RTD.

Table 7: Appointments to the Training Grant for Each Year of the Current Project Period (renewal/revision applications only)

Table 7 of the research training dataset (RTD) consists of one table that counts trainees appointed. Use xTRACT to populate the forms and create the final PDF of completed

forms. This section explains what parts of the xTRACT module fill Table 8 of the training tables.

Sample Table 7. Appointments to the Training Grant for Each Year of the Current Project Period					
Training Positions	Budget Year 01	Budget Year 02	Budget Year 03	Budget Year 04	Sum of Budget Years
Predoc: Dual-Degree	0	0	1	1	2
Predoc: Underrepresented Groups	0	5	2	2	9
Postdoc: M.D. or Equivalent	0	1	0	1	2
Postdoc: Ph.D. or Equivalent	3	1	3	3	10
Postdoc: D.D.S., D.V.M., Other	1	1	0	0	2
Postdoc: Dual Degree	0	1	1	0	2
Postdoc: Underrepresented Groups	0	0	0	0	0
Short-Term Awarded	8	8	6	7	29
Short-Term Appointed	7	6	6	7	26
Short-Term: Underrepresented Groups	2	2	1	2	7

Figure 104: Sample Table 7 in Training Tables

For detailed instructions on every field in the training tables, see <https://grants.nih.gov/grants/forms-f/data-tables.htm>.

To populate Table 7 in the RTD, navigate to the RTD menu in xTRACT, and go to the Appointments section.

Click the Appointments section, and then enter data into the [Training Position Awarded](#) and [Training Positions Appointed](#) areas that appear. Use the **Edit Appointments** button to change values. The totals you enter are used to populate Table 7.

Prepare Research Training Dataset (RTD) for Renewal

RTD

5T32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Appointments ?

Training Positions Awarded

	Budget Year 21	Budget Year 22	Budget Year 23	Budget Year 24	Sum of Budget Years
Predoctoral Awarded	0	0	0	0	0
Postdoctoral Awarded	7	8	8	8	31
Short-Term Awarded	0	0	0	0	0

Training Positions Appointed

	Budget Year 21	Budget Year 22	Budget Year 23	Budget Year 24	Sum of Budget Years
Predoctoral Appointed	0	0	0	0	0
Pre-doc Dual Degree	0	0	0	0	0
Pre-doc Underrepresented Groups	0	0	0	0	0
Postdoctoral Appointed	7	8	7	0	22
Post-doc MD or Equivalent	0	0	0	0	0
Post-doc PhD or Equivalent	7	8	7	0	22
Post-doc DDS, DVM, Other	0	0	0	0	0
Post-doc Dual Degree	0	0	0	0	0
Post-doc Underrepresented Groups	0	0	0	0	0
Short-Term Appointed	0	0	0	0	0
Short-Term Underrepresented Groups	0	0	0	0	0

Edit Appointments

Refresh Appointments

Appointments Screen

Table 8: Program Outcomes (A-C)

Table 8 consists of three sub-tables detailing the program outcomes for predoctoral and postdoctoral trainees on the grant. This section explains what parts of the xTRACT

module fill Table 8 of the training tables.

For detailed instructions on every field in the training tables, see <https://grants.nih.gov/grants/forms-f/data-tables.htm>.

Table 8 consists of:

- Table 8A - Program Outcomes: Predoctoral
 - Part I. Those Appointed to the Training Grant
 - Part II. Those Clearly Associated with the Training Grant
 - Part III. Recent Graduates
 - Part IV. Program Statistics
- Table 8B. Program Outcomes: Short-Term
- Table 8C. Program Outcomes: Postdoctoral
 - Part I. Those Appointed to the Training Grant
 - Part II. Those Clearly Associated with the Training Grant
 - Part III. Recent Graduates

Table 8A. Program Outcomes: Predoctoral

For new applications, this table provides information on the effectiveness of the proposed training program.

Table 8A. Part I. Those Appointed to the Training Grant

Sample Table 8A. Program Outcomes: Predoctoral Part I. Those Appointed to the Training Grant								
Trainee	Faculty Member	Start Date	Summary of Support During Training	Terminal Degree(s) Received and Year(s)	Topic of Research Project	Initial Position	Current Position	Subsequent Grant(s)/ Role/Year Awarded
Cox, Charles C.	Doe, John Smith, Jerry	09/19 98	TY 1: HL T32 TY 2: HL T32 TY 3: HL F30 TY 4: HL F30 TY 5: HL F30 TY 6: <u>Edn</u> RA	M.D./Ph.D., 2003	The role of Notch in blood vessel maturation	Resident Internal Medicine Emory University Academia Further Training	Assistant Professor Hematology Rutgers University Academia Research-Related	HL K23/PI/2011 HL P01/Co-I/2014
Johnson, Gina R.	Doe, John	09/19 98	TY 1: NSF F TY 2: NSF F TY 3: NSF F TY 4: HL T32 TY 5: HL T32 TY 6: GM R01	Ph.D. 2003	Interactions between circadian rhythms, sleep & metabolism	Postdoctoral Fellow Molecular Biology UC San Francisco Academia Further Training	Research Associate Molecular Biology UC San Francisco Academia Primarily Research	HL F32/PI/2005 GM R01/Staff Scientist/2011
Phelps, Ryan	Vasquez, Richard	09/19 99	TY 1: HL T32 TY 2: HL T32	M.S. 2001	Viral infections	Laboratory Technician Parke-Davis For-profit Primarily Research	Laboratory Manager Pfizer For-profit Primarily Research	

Figure 105: Sample Table 8A. Part I

To populate Table 8A Part I in the RTD, navigate to the RTD menu in xTRACT, and go to the Participating Trainees section.

In xTRACT, on the list of Participating Trainees, click each trainee's hyperlinked name in turn, which allows you to edit the data that subsequently populates Table 8A Part I in the RTD.

Table 8A. Part II. Those Clearly Associated with the Training Grant

To populate Table 8A Part II in the RTD, navigate to the RTD menu in xTRACT, and go to the Student section. The Student section in xTRACT is not always available. See [Students \(Renewal\)](#).

Sample Table 8A. Program Outcomes: Predoctoral								
Part II. Those Clearly Associated with the Training Grant								
Trainee	Faculty Member	Start Date	Summary of Support During Training	Terminal Degree(s) Received and Year(s)	Topic of Research Project	Initial Position	Current Position	Subsequent Grant(s)/ Role/Year Awarded
Robinson, Brian	Smith, Jerry	09/2010	TY 1: Univ S TY 2: CA R01 TY 3: CA R01 TY 4: Fdn F	In Training	Reconstitution of Tumor suppressor function			
O'Leary, Ann L.	Coates, Robert	09/2008	TY 1: GM T32 TY 2: GM T32 TY 3: CA T32 TY 4: CA F31 TY 5: CA F31	Ph.D. 2013	Genetic Cancer Biomarkers	Postdoctoral Fellow Molecular Biology UCLA Academia Further Training		

Figure 106: Sample Table 8A. Part II

In xTRACT, on the list of students, click each trainee's hyperlinked name in turn, which allows you to edit the data that subsequently populates Table 8A Part II in the RTD.

Table 8A. Part III. Recent Graduates

To populate Table 8A Part III in the RTD, navigate to the RTD menu in xTRACT, and go to the Participating Trainees section.

Sample Table 8A. Program Outcomes: Predoctoral								
Part III. Recent Graduates (Only for New Applications and for Postdoctoral Renewal/Revision Applications Requesting an Expansion for Predoctoral support)								
Trainee	Faculty Member	Start Date	Summary of Support During Training	Terminal Degree(s) Received and Year(s)	Topic of Research Project	Initial Position	Current Position	Subsequent Grant(s)/ Role/Year Awarded
Moore, Thomas P.	Trimmer, Sean R.	09/20 07		Ph.D. 2013	Src Kinase and Breast Cancer	Postdoctoral Fellow Medicine Boston University Academia Further Training		
Rosenthal, Julia R.	Coates, Robert	09/20 09		Ph.D. 2014	Modulation of host cellular responses	Medical Student Medicine Northwestern University Academia Further Training		

Figure 107: Sample Table 8A. Part III

In xTRACT, on the list of Participating Trainees, click each trainee's hyperlinked name in turn, which allows you to edit the data that subsequently populates Table 8A Part III in the RTD.

Table 8A. Part IV. Program Statistics

To populate Table 8A Part IV in the RTD, navigate to the RTD menu in xTRACT, and go to the **Program Statistics** section.

Sample Table 8A. Program Outcomes: Predoctoral	
Part IV. Program Statistics	
Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the PhD	Average Time to PhD for Trainees in the Last 10 Years
50.2%	6.5 years

Figure 108: Sample Table 8A. Part IV

The **Program Statistics** area prompts for data that subsequently populates Table 8A Part IV in the RTD.

RTD

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Trainees

Program Statistics

Applicants and Entrants

Appointments

Preview PDF

→ Finalize RTD

[← Back to search results](#)

Prepare Research Training Dataset (RTD) for Renewal

RTD

ST32ES123456-25 Long-Term Effects of Radium Exposure on Nearby Inhabitants

PD/PI

Curie, Marie (Contact)

Program Statistics ?

★ Required Fields

Copy from Prior RTD

Last copied 26-Sep-2023 00:52:55, from ST32AA007573-25 (RPPR)

Are program statistics applicable for this reporting period?

☒ Applicable
☐ Not Applicable

Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D. ★

%

Average Time to Ph.D. for Trainees in the Last 10 Years ★

Year(s)

Clear

Save

Table 8B. Program Outcomes: Short-Term

For renewal applications, this table provides information about the use of short-term training positions.

To populate Table 8B in the RTD, navigate to the RTD menu in xTRACT, and go to the Participating Trainees section.

Trainee	Category of Trainee	Faculty Members	Start Date	Topic of Research Project	Subsequent Training or Related Award/Role/Year
Lin, Mari G.	Medical Student	Doe, John; Smith, Jerry	07/1998	PAI 1 and cardiac fibrosis	NS R25/Participant/2003 HL K23/PI/2006
Holmes, Will M.	Medical Student	Doe, John	07/1999	Study of Nonaccidental Brain Trauma	HD K12/Scholar/2005

Figure 109: Sample Table 8B

In xTRACT, on the list of Participating Trainees, click each trainee's hyperlinked name in turn, which allows you to edit the data that subsequently populates Table 8B in the RTD. Specifically, it populates the category and subsequent training or related award information.

Table 8C. Program Outcomes: Postdoctoral

For new applications, this table provides information on the effectiveness of the proposed training program. For renewal applications, this table provides detailed information about how postdoctoral training positions are used. It also enables evaluation of the effectiveness of the supported training program in achieving the training objectives.

Table 8C. Part I. Those Appointed to the Training Grant

To populate Table 8C Part I in the RTD, navigate to the RTD menu in xTRACT, and go to the Participating Trainee section.

Trainee	Doctoral Degree(s) and Year(s)	Faculty Member	Start Date	Summary of Support During Training	Degree(s) Resulting from Postdoctoral Training and Year(s)	Topic of Research Project	Initial Position	Current Position	Subsequent Grant(s)/Role/Year Awarded
Sanchez, Gregory B.	PhD 2007	Brown, James	07/2007	TY 1: HL T32 TY 2: HL T32 TY 3: CA R01 TY 4: CA R01	None	Uterine cancer and developmental biology	Staff Scientist Radiology MGH Academia Primarily Research	Assistant Professor Radiology University of Arizona Academia Primarily Research	CA K99/PI/2011 CA R00/PI/2013
Cox, Jennifer H.	MD 2003 PhD 2003	Doe, John	08/2008	TY 1: HL T32 TY 2: HL T32	MPH 2009	Molecular and functional dissection of hematopoietic stem cell niche	Instructor Internal Medicine Columbia Academia Primarily Research	Associate Professor Hematology Rutgers Academia Primarily Research	DK K08/PI/2011 DK R01/ Faculty Collaborator/ 2013

Figure 110: Sample Table 8C. Part I

In xTRACT, on the list of Participating Trainees, click each trainee's hyperlinked name in turn, which allows you to edit the data that subsequently populates Table 8C Part I in the RTD.

Table 8C. Part II. Those Clearly Associated with the Training Grant

To populate Table 8C Part II in the RTD, navigate to the RTD menu in xTRACT, and go to the Student section. The Student section in xTRACT is not always available. See [Students \(Renewal\)](#).

Sample Table 8C. Program Outcomes: Postdoctoral									
Part II. Those Clearly Associated with the Training Grant									
Trainee	Doctoral Degree(s) and Year(s)	Faculty Member	Start Date	Summary of Support During Training	Degree(s) Resulting from Postdoctoral Training and Year(s)	Topic of Research Project	Initial Position	Current Position	Subsequent Grant(s)/Role/Year Awarded
McInnes, Julie	MD 2004	Welte, Duncan	07/2009	TY 1: HD K12 TY 2: HD K12	MPH 2011	Maternal Depression related to hospitalization in a Neonatal Intensive Care Unit	Assistant Professor Pediatrics Yale Academia Primarily Research	Associate Professor Pediatrics Yale Academia Primarily Research	HS R01/PI/2013

Figure 111: Sample Table 8C. Part II

In xTRACT, on the list of students, click each trainee's hyperlinked name in turn, which allows you to edit the data that subsequently populates Table 8A Part II in the RTD.

Table 8C. Part III. Recent Graduates (Only For New Applications and Pre-doctoral Renewal/Revision Applications Requesting Postdoctoral Support)

To populate Table 8C Part III in the RTD, navigate to the RTD menu in xTRACT, and go to the Applicants and Entrants section.

Sample Table 8C. Program Outcomes: Postdoctoral									
Part III. Recent Graduates (Only For New Applications and Predoctoral Renewal/Revision Applications Requesting Postdoctoral Support)									
Trainee	Doctoral Degree(s) and Year(s)	Faculty Member	Start Date	Summary of Support During Training	Degree(s) Resulting from Postdoctoral Training and Year(s)	Topic of Research Project	Initial Position	Current Position	Subsequent Grant(s)/Role/Year Awarded
Roosevelt, Albert S.	PhD 2006	McIver, Rosalie	01/2007		None	Estrogen receptors and ovarian cancer	Assistant Professor Biology University of Colorado Academia Primarily Research	Assistant Professor Biology University of Colorado Academia Primarily Research	CA R21/PI/2013
Taylor, Susanna G.	PhD 2005MD 2007	Welte, Duncan	07/2008		None	New inhibitors for cancer imaging	Staff Scientist Radiology Massachusetts General Hospital Academia Primarily Research	Staff Scientist Radiology Massachusetts General Hospital Academia Primarily Research	NSF/PI/2014

Figure 112: Sample Table 8C. Part III

In xTRACT, click the Post-Doc Participating Trainees link, then click each trainee's hyper-linked name in turn, which allows you to edit the data that subsequently populates Table 8C Part III in the RTD.