



# xTrain Terminations



April 2010

# xTrain

## General Information

The following section provides general information on the xTrain module

- xTrain is part of eRA Commons, an online interface where grantees and federal staff access and share administrative grant information.
- xTrain allows users to electronically prepare and submit Appointment forms and *Termination Notices* for Ruth L. Kirschstein-National Research Service Awards (NRSA) and other institutional research training, career development, and research education awards.
- For new postdoctoral trainees, pre-populated payback forms are provided, but must be submitted on paper.
- xTrain is also used by Agency grants management staff to process appointments and terminations made electronically.



# Termination Notices

- The *Termination Notice* is used to document the termination of appointments to:
  - Kirschstein-NRSA research training grants (other than the T34),
  - Non-NRSA institutional research training programs (e.g., T15),
  - *Some* research education awards (e.g., R25), and
  - *Some* institutional career development awards (e.g., K12)
- Termination Notices are not required for T34 awards—instead, these are automatically terminated by the system
- For non-NRSA recipients, PD/PIs should refer to specific guidance on documenting the termination of appointments in the Funding Opportunity Announcement and in terms and conditions of the Notice of Award.

## Who can Create a Termination Notice?

xTrain users with the following eRA Commons roles can create a *Termination Notice*:

- Program Director/Principal Investigator (PD/PI)
- Assistant (ASST) with a PD/PI xTrain delegated role
- Business Official (BO)



*Termination Notices* are typically initiated by the PD/PI (or the ASST, on behalf of the PD/PI)

[http://era.nih.gov/files/eRA\\_Commons\\_Roles.pdf](http://era.nih.gov/files/eRA_Commons_Roles.pdf)



# Termination Process Flow for Research Training Appointments



**Program Director/  
Principal  
Investigator (PD/PI)**

PD/PI reviews TN and routes it to BO



**Business Official (BO)**

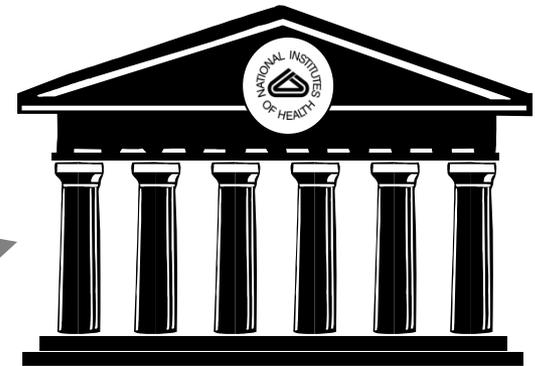
PD/PI locates Trainee on Roster, initiates a Termination Notice (TN), inputs additional info and routes TN to Trainee

Trainee fills out required information and routes the TN back to PD/PI

BO approves and routes TN to Agency



**Trainee**



**Agency**

**Quick Reference:** [http://era.nih.gov/files/xTrain\\_Initiate\\_Termination.pdf](http://era.nih.gov/files/xTrain_Initiate_Termination.pdf)

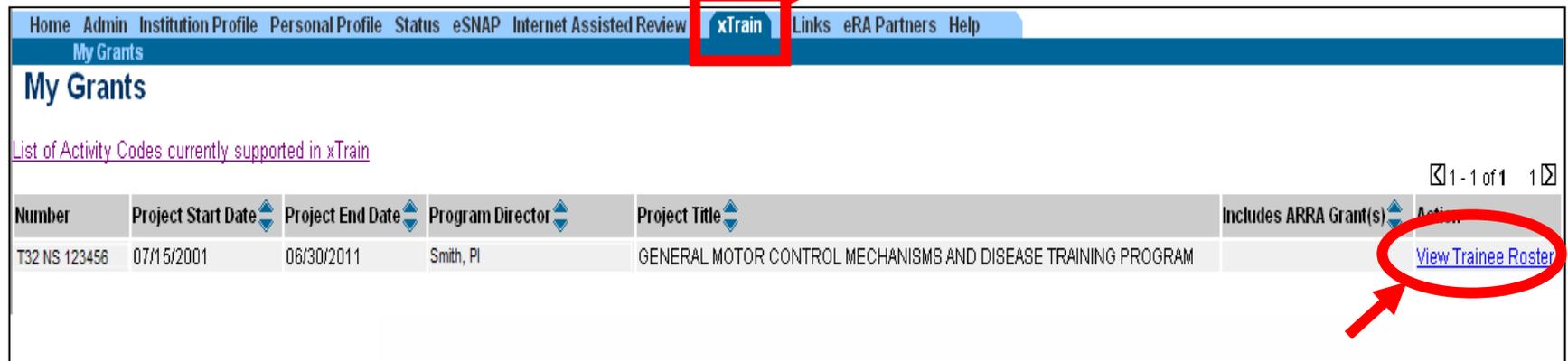
## Who can Submit a Termination Notice?

- Only the Business Official can submit a *Termination Notice* to the Agency on behalf of the Institution for Appointments to Research Training grants (e.g, T32, T15).
- Only the PD/PI can submit a *Termination Notice* for K12, KL2, R25, R90, and KM1 Appointments. The flow shown on the previous slide refers only to Research Training grants.

# The Role of Each User in the Termination Process

## To Initiate a Termination Notice:

1. The PD/PI logs into eRA Commons and selects the **xTrain** tab that displays the *My Grants* screen. The PD/PI is presented with a list of his/her grants.
2. The PD/PI chooses a grant and clicks the **View Trainee Roster** link.



Home Admin Institution Profile Personal Profile Status eSNAP Internet Assisted Review **xTrain** Links eRA Partners Help

My Grants

[List of Activity Codes currently supported in xTrain](#)

☑ 1 - 1 of 1 1 ☑

Number	Project Start Date	Project End Date	Program Director	Project Title	Includes ARRA Grant(s)	Action
T32 NS 123456	07/15/2001	06/30/2011	Smith, PI	GENERAL MOTOR CONTROL MECHANISMS AND DISEASE TRAINING PROGRAM		<a href="#">View Trainee Roster</a>

3. The PD/PI locates the Trainee on the *Trainee Roster* screen and clicks the **Initiate TN** link.

Home Admin Institution Profile Personal Profile Status eSNAP Internet Assisted Review **xTrain** Links eRA Partners Help

**Trainee Roster**

Notes and Tips:

- Termination notices should not be used for K12, KL2, R90 and R25s unless specifically instructed to do so by the NIH awarding IC. If an appointment ends early, the PD/PI should document the new end date by submitting an amended appointment form.

Project: T32 NS 123456  
 Project Title: GENERAL MOTOR CONTROL MECHANISMS AND DISEASE TRAINING PROGRAM  
 Project Start/End Dates: 07/15/2001 - 06/30/2011

Latest and Previous Awarded Support Years

1 - 7 of 7 1

Application	Appointment	FY	Appointment		Termination	End Date	Degree	Appointment	Appointment	Termination	Termination	Current	View	Action
Trainee Name	Type		Start Date	End Date	Date	Past?	Level	Status	Source	Status	Source	Reviewer		
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) <a href="#">Create New Appointment</a>														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	<a href="#">Amend 2271</a> <a href="#">Initiate TN</a> <a href="#">2271 Form</a>
Trainee, Linda	New	2009	07/01/2009	06/30/2010		No	POST-DOC	Accepted	Electronic			2271: AGENCY	<a href="#">View 2271</a> <a href="#">View Payback</a>	



PD/PI

# Termination Notice Pre-Populated

- The *Termination Notice* is opened and some fields are pre-populated with information from the Trainee's profile in the eRA Commons.

Termination Date and Business Official submitting the Termination Notice to NIH

Termination Date: 06/30/2010  Business Official:

Total Kirschstein - NRSA Support Under This Award

Support Year	Start Date	End Date	Amount of Stipend-Salary	Standard Stipend Amount	AFSA	Number of Months	Days
Year 9	07/01/2009	06/30/2010	45504.00	45,504.00		12	0
Totals:			45504.00				

Training Received

Provide a summary of training received and research undertaken during trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. If training appointment is being terminated early, state reason. (2000 characters maximum)

- OR -

Upload PDF File

Post Award Information

Activity:  Further Education/Training  Teaching  Research  Administration  Clinical Practice  Unknown  Other

Organization:  Academic  Industry  Government  Hospital  Non-profit  Unknown  Other

Type of Position:  Student  Resident/Clinical Fellow  Postdoctoral Researcher  Research Scientist (non faculty)  Faculty, Tenure-Track  Faculty, Other  Clinical Staff/Private Practice  Unknown  Other

If known, enter position title, organization, and related information

Position Title:   
Field:   
Name of Organization:   
City:   
State:    
Phone No:

Mailing Address after Termination of this Kirschstein-NRSA Support

Street:   
City:   
State:    
ZIP:   
Phone No:   
Email:

Other NIH Service Obligations:

\* National Health Service Corps Scholarship: No. of Months:

\* Kirschstein-NRSA: No. of Months:

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

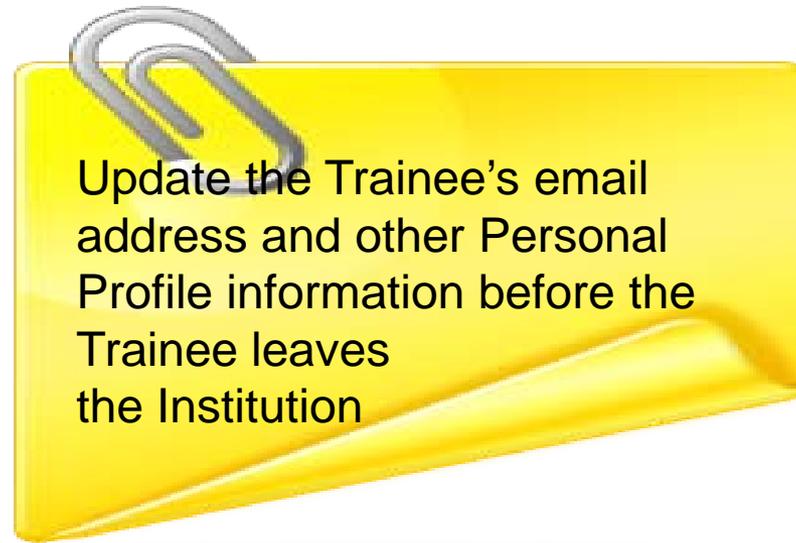
Grant Number	From	To	AFSA
5T32CA009565-15	06/01/2004	04/00/2005	
5T32CA009565-15	06/01/2004	05/31/2005	
5T32OM007863-28	08/01/2008	06/03/2009	

Is the trainee currently participating in NIH Loan Repayment Program?  
 Yes  No



**Note:**

Before training appointments are terminated, the PD/PI should make every effort to have Trainees update their *Personal Profiles* and contact information within eRA Commons:



If a trainee has left the institution, the PD/PI should enter a forwarding email address for the Trainee within the *Termination Notice*.

- For training grants, the PD/PI selects a Business Official from the drop-down list.

Termination Date and Business Official submitting the Termination Notice to NIH

Termination Date: 06/30/2010

\* Business Official :  

Select BO

- Smith, One
- Smith, Two
- Smith, Three
- Smith, Four
- Smith, Five
- Smith, Six

Total Kirschstein - NRSA Support Under This Award

Support Year	Start Date	End Date	* Amount of Stipend/Salary	ARRA	Number of	
					Months	Days
Year 9	07/01/2009	06/30/2010	45504.0		12	0
<b>Totals:</b>			45504.00			

Training Received

Provide a summary of training received and research undertaken during training period. If any, resulting from the research during this period. List grants and career awards pending and received. *If training appointment is being terminated early, state reason.* (2000 characters maximum)

- OR -

Upload PDF File

- The PD/PI fills out additional required (\*) information and checks the appropriate response for whether the Trainee currently participates in any NIH loan repayment programs, and then clicks **Save**.

*Termination Notice (Form 416-7) – Bottom Portion*

Other PHS Service Obligation Support

\* National Health Service Corps Scholarship: No. of Months:

\* Kirschstein-NRSA: No. of Months:

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

Grant Number	From	To	ARRA
--------------	------	----	------

Is the trainee currently participating in NIH Loan Repayment Program?  
 Yes  No



The Status of the *Termination Notice* is changed to *In Progress PI*

7. The PD/PI scrolls down to the bottom of the form, and clicks **Save and Route to Trainee** to send the form to the Trainee.

Other PHS Service Obligation Support

\* National Health Service Corps Scholarship: No. of Months:

\* Kirschstein-NRSA: No. of Months:

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

Grant Number	From	To	ARRA
5T32CA009565-15	06/01/2004	04/30/2005	
5T32CA009565-15	06/01/2004	05/31/2005	
5T32GM007863-29	08/01/2008	06/03/2009	

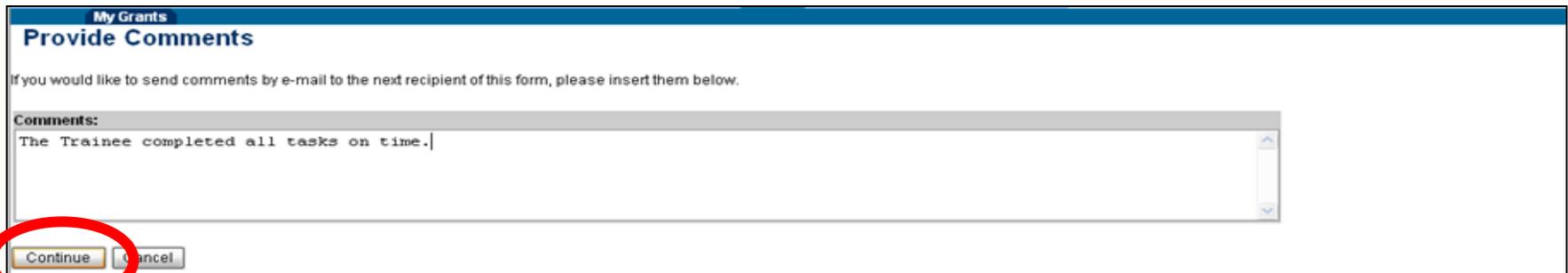
Is the trainee currently participating in NIH Loan Repayment Program?  
 Yes  No

Save Cancel Reset **Save & Route to Trainee** Save & Route to BO Delete View PDF

*Termination Notice (Form 416-7) – Bottom Portion*

If time does not permit, or if all required (\*) information is not readily available, the PD/PI can click **Save** at any time and complete the form later.

- The PD/PI is given an opportunity to provide comments (up to 2000 characters) to be included in the email message that will be sent to the Trainee, before clicking **Continue**.



The screenshot shows a web interface titled "My Grants" with a sub-header "Provide Comments". Below the header, there is a message: "If you would like to send comments by e-mail to the next recipient of this form, please insert them below." A text area labeled "Comments:" contains the text "The Trainee completed all tasks on time." At the bottom of the form, there are two buttons: "Continue" and "Cancel". The "Continue" button is circled in red.

- When the *Termination Notice Confirmation* screen appears, click **Done**.



The screenshot shows a web interface titled "My Grants" with a sub-header "Termination Notice Confirmation". Below the header, there is a message: "The Termination Notice was successfully routed and Email about this action was sent to Trainee". At the bottom of the screen, there is a "Done" button, which is circled in red.



10. At this point, the status of the *Termination Notice* is changed to *In Progress Trainee*.

Application Trainee Name	Appointment Type	FY	Appointment		Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	Current Reviewer	View	Action
			Start Date	End Date										
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) <a href="#">Create New Appointment</a>														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	<a href="#">Terminated</a>	Electronic	<a href="#">Accepted</a>	Electronic	2271: AGENCY TN: AGENCY	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	<a href="#">Accepted</a>	Electronic	<a href="#">In Progress Trainee</a>	Electronic	2271: AGENCY TN: Trainee,Linda	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	<a href="#">- Amend 2271</a> <a href="#">- 2271 Form</a> <a href="#">- Term Notice</a>



The Trainee will receive an email to process the *Termination Notice*.

**Note:**

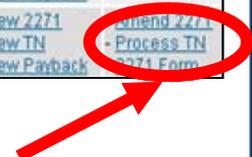
If the Trainee does not route the *Termination Notice* to the PD/PI within 14 days, the system will automatically route the *Termination Notice* to back to the PD/PI.





- If the Trainee has an eRA Commons account, the Trainee will access the *Termination Notice* from the *My Appointments and Termination* screen.
  - The Trainee clicks **Process TN**

Application	Appointment	FY	Appointment		Termination	End Date	Degree	Appointment	Appointment	Termination	Termination	Current Reviewer	View	Action
Trainee Name	Type		Start Date	End Date	Date	Past?	Level	Status	Source	Status	Source			
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) <a href="#">Create New Appointment</a>														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	<a href="#">Terminated</a>	Electronic	<a href="#">Accepted</a>	Electronic	2271: AGENCY TN: AGENCY	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	<a href="#">Accepted</a>	Electronic	<a href="#">In Progress PI</a>	Electronic	2271: AGENCY TN: Smith, Joe	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	<a href="#">Extend 2271 - Process TN</a>



See information under *Additional Features* at the end for processing *Termination Notices* for Trainees without eRA Commons accounts.





- The *Termination Notice* is opened and pre-populated with some information pulled from the Trainee profile and previously entered data.
- The Trainee provides a summary of the training received or uploads a PDF file with this information.
- The Trainee also provides Post Award information.

\* Provide a summary of training received and research undertaken during trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. *If training appointment is being terminated early, state reason.* (2000 characters maximum)

Please note that I am uploading information from a PDF file.

- OR -

Upload PDF File

**Post Award Information**

* Activity	* Organization	* Type of Position
<input type="radio"/> Further Education/Training	<input type="radio"/> Academic	<input type="radio"/> Student
<input type="radio"/> Teaching	<input type="radio"/> Industry	<input type="radio"/> Resident/Clinical Fellow
<input type="radio"/> Research	<input type="radio"/> Government	<input type="radio"/> Postdoctoral Researcher
<input checked="" type="radio"/> Administration	<input checked="" type="radio"/> Hospital	<input checked="" type="radio"/> Research Scientist (non faculty)
<input type="radio"/> Clinical Practice	<input type="radio"/> Non-profit	<input type="radio"/> Faculty: Tenure-Track
<input type="radio"/> Unknown	<input type="radio"/> Unknown	<input type="radio"/> Faculty: Other
<input type="radio"/> Other <input type="text"/>	<input type="radio"/> Other <input type="text"/>	<input type="radio"/> Clinical Staff/Private Practice
		<input type="radio"/> Unknown
		<input type="radio"/> Other <input type="text"/>



- The Trainee reviews all information and clicks **Save & Route to PI**

If known, enter position title, organization, and related information:

Position Title:   
Field:   
Name of Organization:   
City:   
State:   
Phone No:

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Mailing Address: **Enter Termination of this Kirschstein-NRSA Support**

\* Street:   
\* City:   
\* State:   
\* ZIP:   
\* Phone No:   
\* Email:

---

Other PHS Service Obligation Support

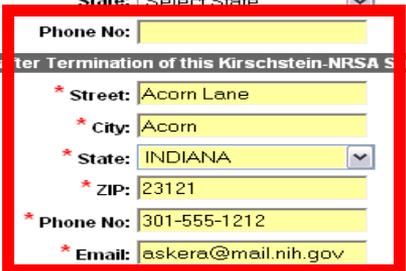
\* National Health Service Corps Scholarship: No. of Months:   
\* Kirschstein-NRSA: No. of Months:

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

Grant Number	From	To
--------------	------	----

\* Is the trainee currently participating in NIH Loan Repayment Program?  Yes  No

Save | Cancel | Reset | **Save & Route to PI** | View PDF



The Trainee should provide contact information where he or she can be reached after the Termination.

The Trainee should review all information and then click the "Save & Route to PI" button.





**My Grants**

### Provide Comments

If you would like to send comments by e-mail to the next recipient of this form, please insert them below.

Comments:  
The Trainee completed all tasks on time.

**Continue** **Cancel**

Optional Comments (up to 2000 characters) may be included in an email message sent to the PD/PI, before clicking "Continue" to proceed.

**My Grants**

### Termination Notice Certification

I certify that to the best of my knowledge all the above information is correct.

**I Certify** **Cancel**

The Trainee clicks "I Certify" to record his or her Electronic Signature.

**My Grants**

### Termination Notice Confirmation

The Termination Notice was successfully routed and Email about this action was sent to PI

**Done**

The Trainee clicks "Done" to complete the routing.





- The status is changed to *In Progress PI*.
- The PD/PI receives an email to process the *Termination Notice*. If the PD/PI does not route the *Termination Notice* to the Business Official within 14 days, the system automatically does so.

*Trainee Appointments and Terminations screen*

Application	Appointment	FY	Appointment		Termination	End Date	Degree	Appointment	Appointment	Termination	Termination	Current Reviewer	View	Action
Trainee Name	Type		Start Date	End Date	Date	Past?	Level	Status	Source	Status	Source			
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) <a href="#">Create New Appointment</a>														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	Terminated	Electronic	Accepted	Electronic	2271: AGENCY TN: AGENCY	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	Accepted	Electronic	In Progress PI	Electronic	2271: AGENCY TN: Smith, PI	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	- Amend 2271 - Process TN - 2271 Form





11. From the *Trainee Roster* screen, the PD/PI clicks the **Process TN** link to open the form.

Application	Appointment	FY	Appointment		Termination	End Date	Degree	Appointment	Appointment	Termination	Termination	Current Reviewer	View	Action
Trainee Name	Type		Start Date	End Date	Date	Past?	Level	Status	Source	Status	Source			
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) <a href="#">Create New Appointment</a>														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	<a href="#">Terminated</a>	Electronic	<a href="#">Accepted</a>	Electronic	2271: AGENCY TN: AGENCY	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	<a href="#">Amend 2271 - Process TN 2271 Form</a>
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	<a href="#">Accepted</a>	Electronic	<a href="#">In Progress PI</a>	Electronic	2271: AGENCY TN: Smith, PI	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	

- The PD/PI reviews the form and if everything is satisfactory, clicks the **Save & Route to BO** button to send the form to the Business Official.

Other PHS Service Obligation Support

\* National Health Service Corps Scholarship: No. of Months:

\* Kirschstein-NRSA: No. of Months:

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

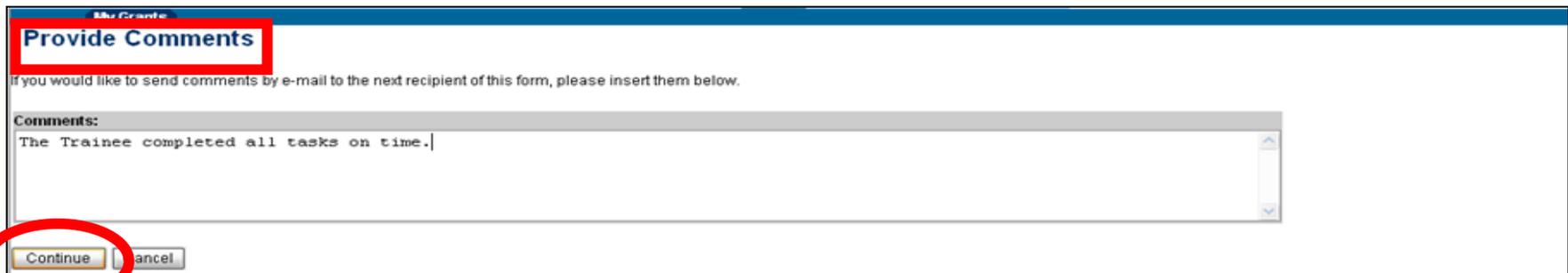
Grant Number	From	To	ARRA
5T32CA009565-15	06/01/2004	04/30/2005	
5T32CA009565-15	06/01/2004	05/31/2005	
5T32GM007863-29	08/01/2008	06/03/2009	

Is the trainee currently participating in NIH Loan Repayment Program?  
 Yes  No

Save Cancel Reset **Save & Route to BO** Delete View PDF



13. The PD/PI is provided an opportunity to enter comments (up to 2000 characters) to be included in an accompanying email message. If desired, enter comments and click **Continue**.

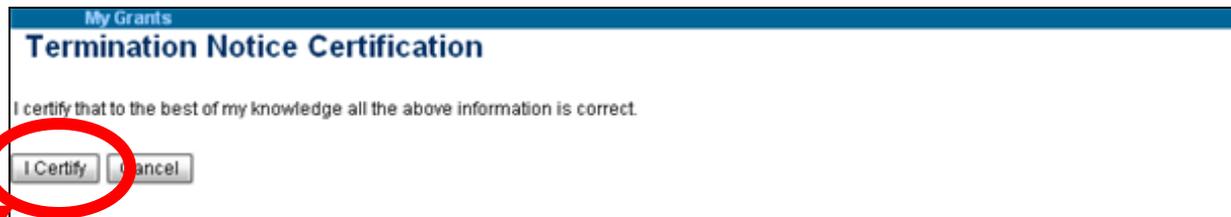


**Provide Comments**

If you would like to send comments by e-mail to the next recipient of this form, please insert them below.

Comments:  
The Trainee completed all tasks on time.

14. Click **I Certify**. This will record your electronic signature.



15. Click **Done**.





The Status of *Termination Notice* is changed to *In Progress BO*.

Application	Appointment	FY	Appointment		Termination Date	End Date Past?	Degree Level	Appointment Status	Appointment Source	Termination Status	Termination Source	Current Reviewer	View	Action
Trainee Name	Type		Start Date	End Date										
5T32NS041234-09 (Budget Period: 07/01/2009-06/30/2010) <a href="#">Create New Appointment</a>														
Trainee, Joe	New	2009	07/01/2009	04/02/2010	04/02/2010	No	POST-DOC	<a href="#">Terminated</a>	Electronic	<a href="#">Accepted</a>	Electronic	2271: AGENCY TN: AGENCY	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	
Trainee, Linda	New	2009	07/01/2009	06/30/2010	06/30/2010	No	POST-DOC	<a href="#">Accepted</a>	Electronic	<a href="#">In Progress BO</a>	Electronic	2271: AGENCY TN: Smith, One	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a>	<a href="#">Amend 2271</a> <a href="#">2271 Form</a> <a href="#">Term Notice</a>





- The Business Official receives an email to approve and submit the *Termination Notice*.
- xTrain users with the Business Official role are brought to a *Grant Search* screen when the xTrain tab is selected.

Home Admin Institution Profile Personal Profile eSNAP **xTrain** Links eRA Partners Help

**Search for Grants**

List of Grants

Activity Code	IC	Serial Number	PD Last Name	Project Start Date	Project End Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Surmeier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Provide search criteria and click **Search**

BO List of Grants screen

List of Grants

Activity Code	IC	Serial Number	PD Last Name	Project Start Date	Project End Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Surmeier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☑ 1 - 2 of 2 1 ☑

Number	Project Start Date	Project End Date	Program Director	Project Title	Action
<a href="#">T32 MH 123456</a>	07/01/2003	06/30/2008	Surmeier	XTRAIN DEMO TRAINING GRANT	<a href="#">View Trainee Roster</a>
<a href="#">T32 DK 123456</a>	07/01/2004	06/30/2009	Surmeier	RESEARCH TRAINING IN PEDIATRIC NEPHROLOGY	<a href="#">View Trainee Roster</a>

Select the **View Trainee Roster** link





- The Business Official has access to xTrain Actions from the *Trainee Roster*.

1T32MH312008-01A1 (Budget Period: 07/01/2003-06/30/2004)													
Trainee, Linda		2003	07/01/2003	03/31/2004	03/15/2004	Yes	POST-DOC	<a href="#">Accepted</a>	Paper	<a href="#">In Progress BO</a>	Electronic	TN: Trainee, Linda	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View Payback</a> <a href="#">- Process TN</a>

Select the **Process TN** link

Bottom of the *Termination Notice* form

**Other PHS Service Obligation Support**

\* **National Health Service Corps Scholarship:** No. of Months:

\* **Kirschstein-NRSA:** No. of Months:

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

Grant Number	From	To
--------------	------	----

Is the trainee currently participating in NIH Loan Repayment Program?  Yes  No

[Save](#) [Cancel](#) [Reset](#) [Save & Route to Trainee](#) [Save & Route to PI](#) [Save & Submit to Agency](#) [Delete](#) [View PDF](#)

After review, the Business Official clicks **Save & Submit to Agency** to complete the process.





### Provide Comments

you would like to send comments by e-mail to the next recipient of this form, please insert them below.

**Comments:**

This Termination Notice for Linda Trainee reflects the new March 15 termination date. Let me know if you have questions.

Smith, Joe

**Comments (up to 2000 characters) can be included in email message sent to Agency**

Click **Continue**

### Termination Notice Certification

I certify that the information provided for "Dates of Support Under This Award", and "Total Stipend Received & Number of Months Supported under this Award" is correct according to institutional records.

**Electronic Signature recorded**

Click **I Certify**



## Termination Notice Confirmation

The Termination Notice was successfully submitted to the Agency, and the Agency's grant specialists will be notified. For predoctoral trainees, no further action is required. To terminate postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Termination Notice, and the appointment will not be terminated until the Agency receives the signed form.



Click **Done**

BO Trainee Roster screen

Trainee, Linda	2003	07/01/2003	03/31/2004	03/15/2004	Yes	POST-DOC	<a href="#">Accepted</a>	Paper	<a href="#">Pending Agency Review</a>	Electronic	TN: AGENCY	<a href="#">View 2271</a> <a href="#">View TN</a> <a href="#">View</a> <a href="#">Payback</a>	<a href="#">Term Notice</a>
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The Termination Status is changed to **Pending Agency Review**

# Additional Termination Features

In addition to the primary Termination functions, xTrain has additional features that users should be aware of:

- Accommodates Trainees without eRA Commons Accounts
- Provides the ability to manage an Early Termination via the *Termination Notice*
- Allows the PD/PI and Trainee to recall the *Termination Notice*, if necessary

These features will be addressed in the next slides.

## When the PD/PI Initiates a Termination Notice

- If the Trainee does not have an eRA Commons account, the system will prompt the PD/PI to Invite the Trainee to Register.

**Invite Trainee to Register**

Please select the "Invite Trainee Now" button. An email invitation to register for a Commons User ID will be sent to the Trainee and you will return to the Termination Notice.

If you decide to "Invite Trainee Later", the "Invite Trainee" button will appear at the bottom of the Termination Notice for future use.

**Note: The Termination Notice cannot be routed to the Trainee until you receive an email with the Trainee's User ID or the "Trainee Registered" event appears in the Termination Notice Routing History.**

Invite Trainee Now    Invite Trainee Later

- The Trainee must be registered before any action can be routed to them.
- When the Trainee does not have an eRA Commons account, it is likely that previous Appointments were submitted via paper.
- When the Trainee receives an email about creating an eRA Commons account, they should proceed according to the directions for setting up accounts.

- If a Trainee is ending the Appointment earlier than originally planned, instead of submitting an Amendment, the PD/PI can modify the end date of the Appointment by pressing **Modify Termination Date**.

Termination Date and Business Official submitting the Termination Notice to NIH							
Termination Date:		07/31/2009		*Business Official :		Select BO	
		<input type="button" value="Modify Termination Date"/>					
Total Kirschstein - NRSA Support Under This Award							
Support Year	Start Date	End Date	* Amount of Stipend/Salary	Standard Stipend Amount	ARRA	Number of	
						Months	Days
Year 8	08/01/2008	07/31/2009	20772.0	20,772.00		12	0
<b>Totals:</b>			20772.00				

- The next screen allows the PD/PI to modify the **Termination Date**. The system will automatically amend the Appointment End Date and will recalculate the stipend.

### Modify Termination Date

You are requesting to modify the Termination Date. Note that you can only change this Date to shorten the last Trainee Appointment period. Upon acceptance of the Termination Notice form by Agency, the system will automatically amend the last appointment end date and re-calculate the stipend amount for the last appointment. The system will pre-populate a recalculated stipend amount into the enterable field on the Termination Notice Form (you will see it as soon as you click Continue on this screen), and you can further modify the stipend amount right on that screen

\* Termination Date



Continue

Cancel

- The *Termination Notice Recall* feature is available to the PD/PI after routing the *Termination Notice* to either the Trainee or to the Business Official, and it is available to the Trainee after routing it to the PD/PI.

The next few slides will show the PD/PI's view after the *Termination Notice* has been submitted to the Trainee.



- After routing the *Termination Notice*, the PD/PI will see the **Cancel**, **View PDF**, and **Recall** buttons on the bottom of the form when viewing the form.
- The PD/PI can click Recall to have the *Termination Notice* returned for any reason.

Other PHS Service Obligation Support

\* National Health Service Corps Scholarship: No. of Months:

\* Kirschstein-NRSA: No. of Months:

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

Grant Number	From	To	ARRA
5T32CA009565-15	06/01/2004	04/30/2005	
5T32CA009565-15	06/01/2004	05/31/2005	
5T32GM007863-29	08/01/2008	06/03/2009	

Is the trainee currently participating in NIH Loan Repayment Program?  
 Yes  No

Cancel View PDF Recall



My Grants

### Termination Notice Recall Confirmation

You are requesting to recall this Termination Notice from the Current reviewer.  
E-mail notification will be sent to the current reviewer.  
Are you sure you want to proceed?

- The *Termination Recall Confirmation* screen will appear asking the PD/PI to click **Yes** or **No** to proceed.
- If **Yes** is selected, comments must be provided in the *Comments* text box.

Home Admin Institution Profile Personal Profile Status eSNAP Internet Assisted Review **xTrain** Links eRA Partners Help

My Grants

### Provide Comments

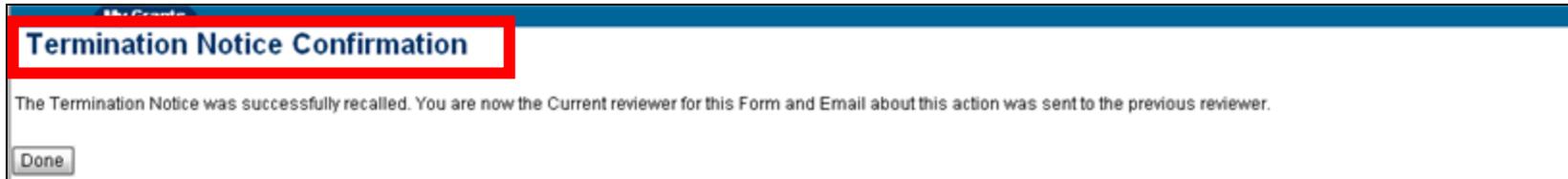
If you would like to send comments by e-mail to the next recipient of this form, please insert them below.

\* Comments:

Some information was not entered properly.

**Comments (up to 2000 characters) must be added and will be included in an email message sent to the Trainee or Business Official. Click “Continue” to proceed.**

- The *Termination Notice Confirmation* screen will appear letting the PD/PI know the *Termination Notice* was successfully recalled.



## Links of Interest

- eRA Commons  
<https://commons.era.nih.gov/commons/>
- eRA Web site  
<http://era.nih.gov/>
- xTrain Web Page: application guide, quick reference sheets, FAQs, training materials  
[http://era.nih.gov/services\\_for\\_applicants/other/xTrain.cfm](http://era.nih.gov/services_for_applicants/other/xTrain.cfm)
- Ruth L. Kirschstein National Research Service Award page: policy information, stipend levels, FAQs  
<http://grants.nih.gov/training/nrsa.htm>
- NIH Forms & Application  
<http://grants.nih.gov/grants/forms.htm>