xTRACT Overview

Anastasiya Hardison
1/25/2019

electronic Research Administration (eRA)
OER, OD, National Institutes of Health
The Extramural Trainee Reporting And Career Tracking (xTRACT) system is a module in the eRA Commons that allows applicants, grantees, and assistants to create Research Training Data (RTD) tables for NIH progress reports and institutional training grant applications.

Because xTRACT is integrated with eRA Commons, some training data will be prepopulated in the system, including trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards.

In addition, xTRACT allows institutions to create profiles for participating faculty that do not require access to eRA Commons, create institutional programs, and non-NIH funding sources; which can be retrieved for future use.
Beginning with RPPRs due on or after October 1, 2019 and applications submitted for due dates on or after January 25, 2020, NIH and AHRQ anticipate that they will mandate that required training data tables submitted with T32, TL1, T90/R90, and T15 applications and progress reports be created via the xTRACT system. System validations in Grants.gov and the RPPR module will check to ensure that tables were created via xTRACT, and applications and RPPRs that are not in compliance will be rejected.
xTract pre-populates data when available either from Personal Profile, eRA Systems, and xTrain itself.

Certain data created within xTRACT is available to all users, for example, user profiles, and related data such as degrees. To find a profile someone created, search for the person’s name, and make sure to search for people not affiliated with your organization.

If a profile has been set up with the person’s support and degrees, this information will be available when they are added to an RTD.

xTRACT does not update personal profiles of users, any changes made in xTRACT stay in xTRACT.

If an individual has an eRA Commons account, please use it in RTDs, rather than create a profile for them in xTRACT, as a profile will not pre-populate the individual's data that exists on their eRA Commons account.
xTRACT allows users to upload specific data via a CSV file. Please note, when uploading data regarding individuals, Commons IDs are required.

Users can upload:

- Funding Sources for the organization
- Faculty Members Data for an RTD
- Participating Student Data for an RTD
- Participating Trainee Data for an RTD
xTRACT delegation is granted when the PD/PI delegates xTrain to an ASST.

- PD/PI accounts may have multiple affiliations. xTRACT will display grants based on the user's current default institution.

Click on the Institution hyperlink to change the “Default Institution” if there are multiple affiliations.

- xTRACT delegation is granted when the PD/PI delegates xTrain to an ASST.
Welcome to xTRACT!

xTRACT is available on a pilot basis for T32, TL1, T90/R90, and T15 training grants, to create data tables for new applications, Research Performance Progress Reports, and most types of renewal applications.

Applicants for renewal T90/R90s and other predoctoral, postdoctoral, and career-level training, education, and career development activities that use training data tables (e.g., T35, R25, K12/KL2 awards) can use xTRACT on a pilot basis, however, they may wish to wait for future editions of the system, which will include features tailored to their specific types of awards.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0002).
Institution Data: Maintain Programs

Institutionally-defined, interdepartmental programs.

Programs names are used in a variety of places including, Census Tables and in Applicants, Entrants, and Characteristics: Pre-doc Table.

Edit will allow you to modify the Program Name, and enter a Description.
Institution Data: Maintain Funding Sources

Non-NIH Funding Sources are entered and maintained by the Institution.

Search for funding source, if one does not exist, you will have the option to create a new one.

You may also upload funding sources using tab-delimited file.
Institution Data: Maintain Funding Sources Cont.

User may modify a funding source.

Type of Funding Source and Project Title are required; user may also provide:
- Organization
- Funding Source Number
- Start and End Date
- Description

Types of Funding Sources:
- Fellowship
- Other
- Research Assistantship
- Research Grant
- Scholarship
- Teaching Assistantship
- Training Grant

Organization:
- Foundation
- National Science Foundation
- Non-US
- Other
- Other Federal
- University
Persons

Search for an existing person record.

If the person does not have an eRA Commons account or an xTRACT Profile, you may create an xTRACT Profile.

To locate a user with only an xTRACT Profile that does not have an eRA Commons account, uncheck “Search for persons who have a Commons affiliations with my institution”.

Search for an existing person record.

If the person does not have an eRA Commons account or an xTRACT Profile, you may create an xTRACT Profile.
Persons: Edit Person Profile

Edit Person Profile will pull data from Personal Profile (PPF) in eRA Commons.

If employment, or degree information is missing, you may add it in xTRACT.

Data entered in xTRACT will NOT be updated in PPF.

Sources of support are updated in the context of an RTD.

If data was added in xTRACT, you may delete it.

Data pulled from PPF may only be deleted from PPF. You may make changes to the data, these changes will not reflect in the user’s PPF.
From the Training Grants tab, search for the grant that needs an RTD generated.

To perform a wildcard search use the “%” character.

PD/PI, ASST, or SO may prepare or continue an RTD for a Revision, Renewal or RPPR.
If you have previously created RTDs for this grant, xTRACT will prompt you to copy the previous RTD data.

The RPPR RTD requires the following data:

• Participating Trainees.
• Program Statistics.
Modify RTD: Participating Trainees

Available for Revisions and Renewal and RPPR RTDs only.

The initial list of trainees will populated from xTrain.

You may also upload Participating Trainees using a tab-delimited file.

Edit will allow you to update:
- In-Training Data
- Faculty Members
- Degrees
- Subsequent Grants
- Support During Training
- Post Training Positions
- Publications
Edit Participating Trainee

You may update:

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

Data populated from PPF or from other systems cannot be deleted in xTRACT; only modified. If the data is modified, the delete option will only delete those changes made in xTract, not the data populated from other modules.
Program Statistics section is available for those RTDs that have pre-doctoral trainees.

User must provide:

- If program statistics are applicable for this reporting period.
- Percentage of Trainees Entering Graduate School
- Average Time for Ph.D.
Upload RTD to RPPR

RPPR question B4 now has an additional PDF upload for K12, KL2, R90, RL9, T15, T32, T34, T35, T37, T90, TL1, KM1 activity codes.

Grantees should provide training tables to the second upload as applicable.

All other information should be provided to the first upload.
New Applications

To create an RTD for a new application, use the New Application tab.

If an RTD has already been started, you may use the search function to locate it.

To perform a wildcard search, use the “%” character.

Only PD/PI or ASST may create a new RTD.
New Application RTD

An RTD for a New Application requires the following information:

- Participating Departments/Programs
- Training Support & Summary
- Participating Faculty
- Participating Students
- Applicants and Entrants

The PD/PI that initiated the RTD will be marked as Contact PI.
An RTD For a Revision or Renewal you will need to complete the following:

- Participating Departments/Programs
- Training Support & Summary
- Participating Faculty
- Participating Students
- Participating Trainees
- Program Statistics
- Applicants and Entrants
- Appointments
If the program does not exist, you may create a new one from this screen.

Type ahead, xTRACT will bring up suggestions for existing Departments or Programs for your organization. Departments will specify their school when hovered over.

Modify RTD: Departments

Utilize for New, Renewal or Revision RTDs.

User may create a Program for the institution in xTRACT.

xTRACT will pull Departments based on those in existence for the organization.
**Modify RTD: Training Support**

Utilize for New, Renewal or Revision RTDs.

Calculates and displays summary data entered for Faculty Research Support and Institutional Training Grants.

Census Totals display for Predocs and Postdocs across participating departments and programs.

- **Add Institutional Training Support** that will include overlapping faculty.

- **Enter total and participating faculty manually; as some faculty may participate in multiple programs or departments.**

### Training Support & Summary

#### Summary Statistics

#### Institutional Training Support Detail

<table>
<thead>
<tr>
<th>NIH and Other Agency Sources of Support on Record</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Title</strong></td>
</tr>
<tr>
<td>Research Project</td>
</tr>
</tbody>
</table>

### Census Totals

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Participating</td>
<td></td>
</tr>
</tbody>
</table>
Modify RTD: Training Support

Edit chosen Institution Training Support will allow you to:

- Enter the number of trainee positions under this Training Support
- Identify Overlapping Faculty

xTRACT allow you to select from the faculty that you have added to the RTD.
You may also upload Participating Faculty using tab-delimited file.

**Modify RTD: Participating Faculty**

Utilize for New, Renewal or Revision RTDs.

To add a Faculty member, they must have an eRA Commons ID, or an xTRACT Profile.

If the faculty member does not have an xTRACT Profile, you will have the option to create one after you’ve performed a search.

Add Faculty opens up the Search for Faculty screen.

Edit will allow you to update:
- Faculty Member Data
- Faculty Degree
- Other Sources of Support
- Mentoring Record
System will populate Degree Data from PPF, and NIH Research Support data.
Modify RTD: Participating Students

Utilize for:

- New Applications
- Predoctoral Renewal/Revision Applications requesting an expansion to postdoctoral support
- Postdoctoral Renewal/Revision Applications requesting an expansion to predoctoral support

Add Student button will open the Search for Student screen. If the Student does not have an xTRACT Profile, you will have the option to create one after you’ve performed a search.

You may also upload Participating Students using a tab-delimited file.

Edit will open the Participating Student Screen.
Modify RTD: Participating Students cont.

You may update:

- In Training Data
- Faculty Members
- Degrees
- Post-Training Positions
- Subsequent Grants
- Publications

Degrees will populate from the PPF when available.

Subsequent Grants and Post-Training Data will pre-populate when available.
Select the Applicant and Entrant category to provide counts and characteristics.

Modify RTD: Applicants and Entrants

Utilize for New, Renewal or Revision RTDs.

Entering Start year of the most recently completed academic year sets up the last 5 academic years.

You will be given the option to enter data for Pre-Docs and Post-Docs.
Modify RTD: Appointments

Utilize for Renewal or Revision RTDs.

Awarded Positions displayed as read-only from eRA database.

User enters Appointed Positions.

Training Positions Awarded

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Budget Year 21</th>
<th>Budget Year 22</th>
<th>Budget Year 23</th>
<th>Budget Year 24</th>
<th>Sum of Budget Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predoctoral Awarded</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>Postdoctoral Awarded</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Short-Term Awarded</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Training Positions Appointed

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Budget Year 21</th>
<th>Budget Year 22</th>
<th>Budget Year 23</th>
<th>Budget Year 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predoctoral Appointed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predoc Dual-Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predoc Diverse Backgrounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Appointed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoc MD or Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoc PhD or Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoc DDS, DVM, Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoc Dual Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoc Diverse Backgrounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-Term Appointed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-Term Diverse Backgrounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Only the PD/PI or ASST may finalize the RTD.
Review the PDF for accuracy by utilizing the Preview PDF Feature.
After an RTD is finalized, it is ready for submission.

PD/PI or ASST may utilize the “Unfinalize New Application” button in the New RTD Search to enable editing. You will have to finalize the RTD again to generate the PDF.
xTRACT Resource Links

- xTRACT Online Help
- xTRACT Training Table Population
- xTRACT User Guide
- Training Tables
- Instructional videos