Contacts Meeting

January 14, 2016
Agenda

• HS SPPO Updates

• NIH Updates & Reminders

• Extramural Trainee Reporting and Career Tracking (xTRACT), w/ Jill Weller
HS SPPO has a NEW Director!!!
Office Closure: Martin Luther King, Jr. Day

- UC San Diego and NIH will be closed in observance of Martin Luther King, Jr. Day on Monday, January 18, 2016.
NOT-OD-16-045: Notice on Salary Limitation on Grants, Cooperative Agreements, and Contracts

• $183,300 → $185,100
  • Increase is only for an NoA released on or after January 10, 2016

Q: If a grant award (competing or non-competing) has already been issued in FY 2016, will an adjustment be made?  
A: No adjustments will be made. However, rebudgeting is allowable.

Q: Can I rebudget grant funds or charge contracts issued in prior years funds to allow for the 2016 salary cap increase?  
A: Yes, provided funds are available and the increase is warranted. Prorated figures should be used for the applicable months, i.e., the $185,100 level is effective beginning January 10, 2016.
PA-15-083 → PA-16-077

- NIH Pathway to Independence Award FOA now includes additional information for physician-scientists applicants.
- The FOA clarifies features of the K99/R00 program suited to physician scientists and provides guidance to applicants with respect to career stage and timing of the application.
- What has been updated:
  - §I. Funding Opportunity Description
  - §III. Eligibility Information
  - §IV. Award Administration Information
New Funding Mechanism: F99/K00

Pilot FOA is the **RFA-CA-16-005**: The NCI Predoctoral to Postdoctoral Fellow Transition Award (F99/K00)

- This FOA is ONLY OPEN to PhD 3rd or 4th year graduate students; MD, PharmD or Dual Degree graduate students are NOT eligible.
- This is a **Limited Submission** → only 1 application per institution. Contact Mara Lopez (gradadmissions@ucsd.edu) in Graduate Division if you have an application. Graduate Division is the appropriate office for submission; applications are DUE February 19, 2016. Info: [http://www.cancer.gov/grants-training/training/funding/f99](http://www.cancer.gov/grants-training/training/funding/f99)

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Years of Support</th>
<th>Support Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>F99</td>
<td>Up to 2 years</td>
<td>Stipends, tuition and fees, and institutional allowance</td>
</tr>
<tr>
<td>K00</td>
<td>Up to 4 years</td>
<td>Salaries and fringe benefits, tuition and fees, research and career development support, and indirect costs</td>
</tr>
</tbody>
</table>
New Admin Supplement on Sex/Gender Differences

PA-16-066: Administrative Supplements for Research on Sex/Gender Differences

- Support research highlighting the impact of sex/gender differences (or similarities) and/or sex and gender factors in human health and illness, including basic, preclinical, clinical and behavioral studies.

- Due Date: Mach 4, 2016; Earliest Start Date: June 2016;

- Maximum total award of $100,000; The parent grant must have at least 18 months of active grant support remaining from the application deadline date.

- The proposed research must address at least one objective from Goals 1 through 3 of the NIH Strategic Plan for Women's Health Research.
NIH Strategic Goals for Women’s Health and Sex Differences Research

1. Increase sex differences research in basic science studies.
2. Incorporate findings of sex/gender differences in the design and application of new technologies, medical devices, and therapeutic drugs.
3. Actualize personalized prevention, diagnostics, and therapeutics for girls and women.
4. Create strategic alliances and partnerships to maximize the domestic and global impact of women’s health research.
5. Develop and implement new communication and social networking technologies to increase understanding and appreciation of women’s health and wellness research.
6. Employ innovative strategies to build a well-trained, diverse, and vigorous health research workforce.

The Status Screen in eRA Commons is now mobile friendly!

- The new mobile login URL allows PIs access their status information in eRA Commons via their mobile device. The login is: https://m.era.nih.gov/cmb
  - Same login and password as eRA Commons
  - Can track and manage grant applications and awards.
  - They can see a table of all their applications.
    - The applications are grouped based on status, going from Received, Awarded, Pending, Withdrawn, to Not Funded.
    - The column headings are Project Number, Status, Project Title and Date.
ASSIST Updates: Option for Most Application Types

ASSIST is now an option for:

• All single and multi-project, competing grant applications;
• Single-project administrative supplements;
• Single-project, post-award successor-in-interest (type 6) requests; and
• Single-project, post-award change of institution (type 7) requests.
ASSIST Updates: Copy Function

- ASSIST has enhanced its “copy” feature to copy attachments and not just form data! **Examples include:**
  - Copy for the same FOA and application form package (this is a straight up copy);
  - Copy for a different funding opportunity (even if the new funding opportunity uses a different activity code; e.g., PA-13-304 to PA-13-302); or
  - Copy the same funding opportunity and a different application form package (this will come in handy when we transition from FORMS-C to FORMS-D).
  - Copy and prepare a boilerplate application that includes your organization’s data and any common attachments as a starting point for other applications.
The planned changes focus on the following areas:

- Rigor and transparency in research
- Vertebrate animals
- Inclusion reporting
- Data safety monitoring
- Research training
- Appendices
- Font requirements
- Biosketch clarifications

- Some of the new policies require additional data collection and updates to our application forms.

- The new upcoming policy and guidance changes will occur in two phases (NOT-OD-16-004):
  
  - **Phase 1**: Implements a subset of the policy changes using existing (FORMS-C) forms and updated instructions and will impact due dates on or after January 25, 2016.
  
  - **Phase 2**: Completes the implementation with the introduction of new (FORMS-D) forms and instructions and will impact due dates on or after May 25, 2016.
Reminder – Implementing Rigor and Transparency

• Application instructions and review language intended to enhance the reproducibility of research findings through increased scientific rigor and transparency will be updated for applications due on or after January 25, 2016.
  • Refer to NOT-OD-16-011 & NOT-OD-16-012 directly for award mechanism exclusions and exceptions to this new policy.

• Rigor and Reproducibility informational resources:
  • http://www.nih.gov/research-training/rigor-reproducibility
  • http://grants.nih.gov/reproducibility/index.htm

• Per NOT-OD-16-034, the implementation for institutional training, institutional career development, and individual fellowship applications has been delayed to early FY 2017.
Mark Your Calendar!!!
The NEXT Contacts’ Meeting is:

February 25, 2016
(Thursday)
Training Grants
NIH xTRACT - Extramural Trainee Reporting and Career Tracking

Jill I. Weller
Project Manager
RSC – Research Service Core
What is xTRACT?

- **Extramural Trainee Reporting and Career Tracking (xTRACT)**
  - A pre-submission tool within eRA Commons used to create research data training tables for RPPR’s and institutional training grant applications

- For T32, TL1, T90/R90, and T15 applications & RPPRs

- T35, R25, K12/KL2 awards can use it on a pilot basis. You may wish to wait for future editions of the system, which will include features tailored to their specific types of awards.

- T34 awards should not use the xTRACT system at all at this time
Features of xTRACT

Able to **pre-populate** some training data for training tables and reports by using **xTrain** appointment and related data.

- This includes trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards

Allows **manual entry** of data, for information not found in Commons or **xTrain**. This manually entered information is **stored** in **xTrain** and can be re-used when preparing future training table submissions.
Benefits of xTRACT

- Will make it simpler for applicants to create data tables required for TG applications and RPPR’s to NIH, as this system will replace the current laborious method of creating the tables in free form in Word format.

- Automation will significantly reduce workload in the long run
Who Can Use xTRACT?

- Signing Officials (SO)
- Principal Investigators (PI)
- Assistants (ASST)
Any Downsides to xTRACT?

• There is NO *submit* feature
  • Once you *finalize* your data tables you will still need to *print*, *attach* and submit with the appropriate RPPR or to your application. This is *NOT* done automatically in the system.

• Upload features for batches of data are planned and are expected to be introduced gradually, beginning in late January 2016. UCSD will be a testing institution.
Implementation of xTRACT

• For RPPRs due prior to December 1, 2015, and new applications submitted for due dates prior to May 25, 2016, applicants are advised to continue to use previously issued training data table formats.

• New training data table formats must be used for RPPRs due December 1, 2015, and after and new applications submitted for due dates on or after May 25, 2016. Applicants may create tables for their applications and RPPRs either by using fillable tables in MS Word or via the xTRACT system.
Data Tables
Background & Related Information

• In conjunction with the development of xTRACT, training data tables have also been revised:
  
  • Reduce the number of tables from 12 to 8
  • Minimize the reporting of individual-level information
  • Table 5 will be combined with Table 2 as summary info
  • Tables 7 and 8 will be combined as summary info
  • Tables 9 and 10 eliminated
  • Extend the tracking of trainee outcomes from 10 to 15 years
How do the new tables relate to the former table numbers?

<table>
<thead>
<tr>
<th>Content</th>
<th>Former Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census of Participating Departments and Interdepartmental Programs</td>
<td>1</td>
</tr>
<tr>
<td>Participating Faculty Members</td>
<td>2 &amp; 5</td>
</tr>
<tr>
<td>NIH Training Grant &amp; Related Support Available</td>
<td>3</td>
</tr>
<tr>
<td>Grant Support of Participating Faculty Members</td>
<td>4</td>
</tr>
<tr>
<td>Publications</td>
<td>6</td>
</tr>
<tr>
<td>Applicants, Entrants &amp; their Characteristics</td>
<td>7 &amp; 8</td>
</tr>
<tr>
<td>Appointments to the Training Grant for Each Year of the Current Project Period (renewal/revision applications only)</td>
<td>11</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>12</td>
</tr>
</tbody>
</table>
NEW Data Table Changes

- List of Data Tables

For New Applications

<table>
<thead>
<tr>
<th>Table #</th>
<th>Title of Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1.</td>
<td>Census of Participating Departments and Interdepartmental Programs</td>
</tr>
<tr>
<td>Table 2.</td>
<td>Participating Faculty Members</td>
</tr>
<tr>
<td>Table 3.</td>
<td>Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members</td>
</tr>
<tr>
<td>Table 4.</td>
<td>Research Support of Participating Faculty Members</td>
</tr>
<tr>
<td>Table 5.</td>
<td>Publications of Those in Training: Predoctoral</td>
</tr>
<tr>
<td>Table 6.</td>
<td>Applicants, Entrants, and their Characteristics for the Past Five Years: Predoctoral</td>
</tr>
<tr>
<td>Table 8.</td>
<td>Program Outcomes: Predoctoral</td>
</tr>
</tbody>
</table>
NEW Data Table Changes

For Renewal or Revision Applications

<table>
<thead>
<tr>
<th>Table #</th>
<th>Title of Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1.</td>
<td>Census of Participating Departments and Interdepartmental Programs</td>
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<td>Applicants, Entrants, and their Characteristics for the Past Five Years: Predoctoral</td>
</tr>
<tr>
<td>Table 7.</td>
<td>Appointments to the Training Grant for Each Year of the Current Project Period</td>
</tr>
<tr>
<td>Table 8.</td>
<td>Program Outcomes: Predoctoral</td>
</tr>
</tbody>
</table>
Data Tables

- **A** Tables = Predoctoral
- **B** Tables = Postdoctoral
- **C/D** Tables = Depends on table - Short-term or Undergraduate
Complete List of All NEW Data Tables

• Table 1. Census of Participating Departments and Interdepartmental Programs
• Table 2. Participating Faculty Members
• Table 3. Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members
• Table 4. Research Support of Participating Faculty Members
• Table 5A. Publications of Those in Training: Predoctoral
• Table 5B. Publications of Those in Training: Postdoctoral
• Table 5C. Publications of Those in Training: Undergraduate
Complete List of All NEW Data Tables (Cont.)

- Table 6A. Applicants, Entrants, and their Characteristics for the Past Five Years: Predoctoral
- Table 6B. Applicants, Entrants, and Their Characteristics for the Past Five Years: Postdoctoral
- Table 7. Appointments to the Training Grant for Each Year of the Current Project Period (renewal/revision applications only)
- Table 8A. Program Outcomes: Predoctoral
- Table 8B. Program Outcomes: Short-Term
- Table 8C. Program Outcomes: Postdoctoral
- Table 8D. Program Outcomes: Undergraduate
# New Data Tables

For RPPRs due on or after December, 1, 2015 and applications using the SF424 (R&R) submitted on or after May 25, 2016, new training table formats must be used. See NOT-OD-16-007 for more information.

Blank Data Tables and Instructions and Sample Data Tables files are available for each of the situations listed below. These are designed to print best in landscape mode. The Blank Data Tables file provides fillable format pages.

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Date Posted</th>
<th>File Link/Format/Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Data Tables - Read this first!</td>
<td>10/09/2015</td>
<td>MS Word (53 KB)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PDF (437 KB)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Tables</th>
<th>Date Posted</th>
<th>Blank Data Tables File Link/Format/Size</th>
<th>Instructions and Sample Data Tables File Link/Format/Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Tables</td>
<td>10/09/2015</td>
<td>MS Word (71 KB)</td>
<td>MS Word (120 KB)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PDF (311 KB)</td>
<td>PDF (311 KB)</td>
</tr>
<tr>
<td>All Training Tables (1-8)</td>
<td>10/09/2015</td>
<td>MS Word (52 KB)</td>
<td>MS Word (68 KB)</td>
</tr>
<tr>
<td>(Undergraduate Programs)</td>
<td></td>
<td>PDF (114 KB)</td>
<td>PDF (114 KB)</td>
</tr>
<tr>
<td>New Applications</td>
<td></td>
<td>MS Word (40 KB)</td>
<td>MS Word (101 KB)</td>
</tr>
</tbody>
</table>

http://grants.nih.gov/grants/funding/424/datatables.htm
How to Login into xTRACT

1. Log in to eRA Commons
2. If you have the appropriate delegation you will see xTRACT on the toolbar, if not you do not have the proper access
Welcome to xTRACT!

xTRACT may be used to prepare data tables for submission with NIH and other Public Health Service agency institutional research training grant applications and progress reports.

For FY 2016, xTRACT is available on a pilot basis for T32, TL1, T90/R90, and T15 training grants, to create data tables for Research Performance Progress Reports due December 1, 2015 or later and applications submitted for the May 25, 2016 due date and after.
xTRACT Training

Focus today on:

• Basic Navigation
• Creating Research Training Datasets (RTD) for New Applications, RPPR’s and Renewals
New Application
Initiate RTD for New Application

1. Select the **New Applications** tab.
2. Select the **Initiate RTD for New Application** link.
3. Enter the fields as displayed on the Prepare New **Research Training Dataset (RTD)** screen.
   1. Project Title (required)
   2. Description
   3. FOA
   4. Institution (read only)
4. Click Save
New Application
Search RTD for New Application

If you have already *initiated* an RTD, you can *search* for the RTD

1. Select **Search RTD for New Applications**
2. **Enter** search parameters to narrow the results
   - New Data Set Identifier (assigned when you initiated the RTD)
   - PD/PI Last Name
   - New Data Set Project Title

*use percent sign (%) as a wildcard in search fields as needed*
New Application
Search RTD for New Application

*Actions:
1. Prepare RTD for New Application
2. View Training Tables
3. Unfinalize (PI and ASST)

*The links available in the Action column will vary depending on the role of the user (whether they have edit or view privileges) and the status of the RTD.
Search for Training Grants

1. Select the **Training Grants** Tab
   - Enter search parameters such as type, **T32 is default Activity Code**, IC Code, Serial Number
   - Or you can just click **Search**

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*
Search for Training Grants

The action column on the right has several options for different 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
- Continue for RPPR
- Prepare for Revision
- Continue for Renewal
- View Tables
- Unfinalize

Search for Training Grants to work on or view Research Training Datasets (RTDs)

You can perform a wildcard search by using the "%" character, for example: abcd% or %abcd% or ab%cd%
New Application
Prepare RTD for a New Application

Maintain sections of the RTD:
- Basic Information
- Participating Departments/Programs
- Training Support & Summary
- Participating Faculty
- Participating Students
- Applicants and Entrants
- Preview PDF
- Finalize RTD
New Application
Basic Information

**Basic Information** section includes:

- New Data Set Identifier (read only)
- Project Title
- PI
- Description
- FOA
- Institution (read only)
New Application
Add an additional PI

Use the *Add PI* button to include any **additional** PIs.
Do not add Mentor’s here, add them under “Participating Faculty”.
New Application
Search for Person

Enter parameters and select the **Search Persons** button. In this module you can also *Set PI as contact* or *remove PI* as needed.
New Application
Add Department (Table 1)

Located under Participating Departments/Programs
New Application
Search for Departments (Table 1)

Remember to use percent sign (%) as a wildcard in search field
New Application
Add Programs (Table 1)

Prepare Research Training Dataset (RTD) for New Application

New RTD: 69314 Pride & Prejudice and the Human Psyche
PD/PI: Austen, Jane (Contact)

Participating Departments and Programs

[Add Departments]

Participating Departments and Programs have not been added to the RTD yet and are needed to prepare the RTD for a new application.
New Application Search for Program (Table 1)

Search for Program(s) at UNIVERSITY OF IMAGINATION

Search for Program(s) at UNIVERSITY OF IMAGINATION

- **Applied Neuroscience** has been added.

- **Program Name**: %neuroscience%
- **Program Description**: 

> You can perform a wildcard search by using the "\%" character, for example: abcd\% or %abcd\% or ab%cd\%

**Program(s)**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Neuroscience</td>
<td>Practical Application of Discoveries in Neuroscience</td>
<td>Added</td>
</tr>
<tr>
<td>Computational Neuroscience</td>
<td>Computational modeling of complex neural networks</td>
<td>Add Program</td>
</tr>
</tbody>
</table>

**Create Program**
Update the Census information as necessary

### Participating Department/Program Detail

**HEALTH MANAGEMENT AND POLICY/ SCHOOL OF PUBLIC HEALTH**

#### Census

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Total</th>
<th>Participating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Predoctorates

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suplicated by any HHS Training Award</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Students with Participating Faculty</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Eligible Students with Participating Faculty</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

#### Postdoctorates

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suplicated by any HHS Training Award</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Postdocs with Participating Faculty</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Eligible Postdocs with Participating Faculty</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
New Application
Training Support & Summary (Table 3 & 4)

Summary (top section) is in read-only format.

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.
New Application
Institutional Training Support Detail (Table 3)

Select *Add Institutional Training Support*
New Application
Adding Funding Sources (Table 3)

- Enter Support criteria such as PI last name and search funding sources
- Under *Actions* hit *select* to add source of support
- Use the edit and remove links to update as necessary
New Application
Training Support and Summary (Table 6)

**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 programs.

**Predoc**
The following read-only information is displayed. This data is maintained on the **Participating Departments/Programs** 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** 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)
1. Select the Edit button.
2. In the *Institution Training Support* pop up, enter the appropriate totals.
3. Click save
New Application
Add Overlapping Faculty (Table 3)

**Number of Participating Faculty (Number Overlapping).** Provide the total number of participating faculty members and, parenthetically, the number of participating faculty members who are also named in this application (overlapping faculty).
New Application
Add Overlapping Faculty (Table 3)

1. Search for faculty
2. Once found, in action column, select add overlapping faculty
3. If no results, add the faculty member as Participating Faculty
New Application
Participating Faculty (Table 2)

1. On the left hand menu select – Participating Faculty
2. To add faculty to the RTD, select the **Add Faculty** button.
New Application
Search for a Faculty Member (Table 2)

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

Select **add faculty** in the search display
**New Application**

**Participating Faculty Detail (Table 2)**

*Edit faculty screen* - Use to update Faculty Member Data, Degrees, Research Support and Mentoring Record

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**Prepare Research Training Dataset (RTD) for New Application**

- New RTD: 69314 Pride & Prejudice and the Human Psyche
- PD/PI: Austen, Jane (Contact)

**Participating Faculty Detail**

- Bingley, Charles

**FACULTY MEMBER DATA**

- Commons User ID: DARCYPAL
- Email: Darcy@email.com
- Rank:
- Training Role(s):

[Edit]

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**FACULTY DEGREE**

**RESEARCH SUPPORT**

**MENTORING RECORD**

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*UC San Diego Health Sciences*
New Application Participating Students (Table 5 & 8)

Use same sequence of steps as faculty module
Remember - You must enter a Commons ID, Person ID, -or- Last Name to perform a search.

Select the Edit link in the Actions column to edit the student detail
New Application
Participating Students (Table 5 & 8)

Prepare Research Training Dataset (RTD) for New Application

New RTD: Pride & Prejudice and the Human Psyche
PD/PI: Austen, Jane (Contact)

Student Detail
LUCAS, CHARLOTTE (Pre-Doc)

<table>
<thead>
<tr>
<th>STUDENT DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons User ID:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

| IN TRAINING DATA |
| FACULTY MEMBERS |
| DEGREES |
| POST-TRAINING POSITIONS |
| SUBSEQUENT GRANTS |
| PUBLICATIONS |
To enter Pre-doc and Post-doc applicants and entrants:
1. Enter the start year of the most recently completed academic year and click Submit

To change the most recently-completed academic, 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 each Academic Year, update the Applicant and Entrant Counts and Characteristics appropriately.

### Prepare Research Training Dataset (RTD) for New Application

**New RTD:** 69314 Pride & Prejudice and the Human Psyche  
**PD/PI:** Austen, Jane (Contact)

<table>
<thead>
<tr>
<th>Year</th>
<th>Applicant Count</th>
<th>Eligible for Support</th>
<th>New Entrants to Program</th>
<th>Eligible for Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2013-2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2012-2013</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2011-2012</td>
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<tr>
<td>2010-2011</td>
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<td>0</td>
</tr>
</tbody>
</table>

**Summary**

### Predoctoral Applicant and Entrant Counts and Characteristics

#### Counts

<table>
<thead>
<tr>
<th>Department or Program</th>
<th>Total Applicant Pool</th>
<th>Applicants Eligible for Support</th>
<th>New Entrants to the Program</th>
<th>New Entrants Eligible for Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Imagination</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Department of Psychology</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>School of Communication</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Characteristics

**GPA**

<table>
<thead>
<tr>
<th>Total Applicant Pool</th>
<th>Applicants Eligible for Support</th>
<th>New Entrants to the Program</th>
<th>New Entrants Eligible for Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean GPA</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lowest GPA</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Highest GPA</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Research Experience**
### New Application

**Predoctoral Example Continued (Table 6)**

#### Research Experience

<table>
<thead>
<tr>
<th>Research Experience</th>
<th>New Entrants to the Program</th>
<th>New Entrants Eligible for Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean Months of Prior, Full-Time Research Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lowest Number of Months of Prior, Full-Time Research Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Number of Months of Prior, Full-Time Research Experience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Prior Institutions

<table>
<thead>
<tr>
<th>Institution</th>
<th>New Entrants to the Program</th>
<th>New Entrants Eligible for Support</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>Add Prior Institution</td>
</tr>
</tbody>
</table>

#### Diversity

<table>
<thead>
<tr>
<th>Diversity</th>
<th>New Entrants to the Program</th>
<th>New Entrants Eligible for Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent with a Disability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent from Underrepresented Racial &amp; Ethnic Groups</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
Back at the top of the page, 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.
Select *Preview PDF*
Save and/or print the training tables

An *In Progress* watermark will be printed on the Training Table PDF until the RTD is *finalized*. 
New Application
Finalize RTD

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.
2. A confirmation message warns: Once finalized the Research Training Data cannot be edited.
   - Are you sure you want to continue?

**IMPORTANT:**
1. Once you finalize, the RTD cannot be edited. Select the Back button if you do not wish to finalize.
2. Select the Continue button to finalize the RTD.
Prepare RTD for RPPR

• In addition to tables 1-6, & 8 you will need to complete table 7
  • Current appointments to the Training Grant for Each Year of the Current Project Period
Prepare RTD for RPPR

To access the screen:
1. Search for the training grant on the **Search for Training Grants** screen.
2. From the Action column of the search results, 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.
Persons Tab

Welcome to xTRACT!

xTRACT may be used to prepare data tables for submission with NIH and other Public Health Service and progress reports.

In this function you can:
• Search for a person
• Invite Person to create a Profile
• Maintain Profiles
• Create xTRACT Person/Trainee
In this function you can:
• Maintain Programs
• Maintain Funding Sources
• Create a New Program
• Create New Funding Sources
Summary

• Please note this is a new NIH system
  • There will be a learning curve, so please start early with your tables and be patient!

• Future enhancements
  • NIH is planning to have a data batch upload feature by end of January 2016
Training Grants – UCSD Contact

Jill I. Weller
Research Service Core
858.534.3933
jweller@ucsd.edu

Isabella Bryant-Parkinson
Research Service Core
858.822.3551
ibryantparkinson@ucsd.edu

Thank you and Questions