



Appointments

A trainee may be appointed at any time during the grant budget period for an appointment period of 9 to 12 months (for T-activity codes that are not T35), without prior approval by the NIH awarding office.

The time period may be different for scholars appointed to institutional career development awards and participants appointed to research education awards.

At the time of the initial appointment and any subsequent reappointment, the training PD/PI must submit a Statement of Appointment to the NIH awarding office. The Statement of Appointment includes biographical and other information on the trainee and the stipend level for the period of appointment.

In addition to the Statement of Appointment, a signed Payback Agreement must be submitted for each postdoctoral trainee who is in his/her first 12 months of Kirschstein-NRSA postdoctoral support.

Quick Reference: <https://www.era.nih.gov/files/Initiating%20an%20Appointment%20QRG.pdf>

For more information concerning the 2271 form, refer to the *Appendix A – Statement of Appointment (Form PHS 2271)* topic.



Figure 1: Appointment Process Flow



Create New Appointment by PD/PI

PD/PIs are responsible for creating new appointments for funded budget periods.

NOTE: If the trainee has already been appointed and is being extended for additional time, do not create a new appointment. Instead use the Reappoint option. If you create a new appointment for an existing trainee, the appointment will be converted to a reappointment on the 2271 form.

Create a new appointment

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the grant details section, click the **Start New** link under **Appointments**.



xTrain Quick Start Guide: Initiating an Appointment

Select Grants to Display Years With Pending Forms

1T23HL456789-38

Budget Period: 09/01/2022 - 08/31/2023

In Progress

Appointments **0**

Terminations **6**

[+ Start New](#)

Pre-Doc Months *Overage: 48*

Awarded 0

Accepted

48

Post-Doc Months *Remaining: 0*

Awarded 0

Accepted 0

Short Term Months *Remaining: 0*

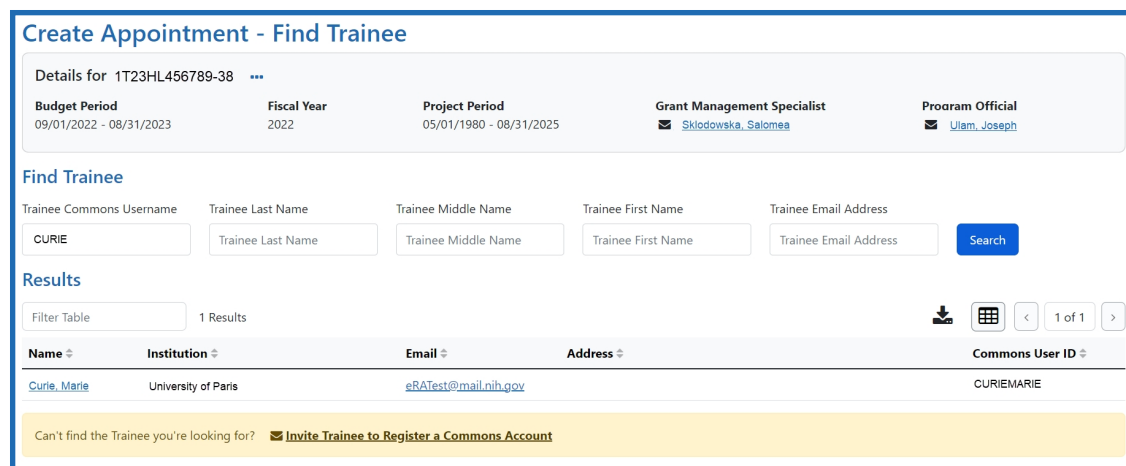
Awarded

96

Accepted 0

[See Slots](#)

The **Create Appointment - Find Trainee** screen is displayed.



Create Appointment - Find Trainee

Details for 1T23HL456789-38

Budget Period 09/01/2022 - 08/31/2023	Fiscal Year 2022	Project Period 05/01/1980 - 08/31/2025	Grant Management Specialist ✉ Sklodowska_Salomea	Program Official ✉ Uliam_Joseph
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Find Trainee

Trainee Commons Username: CURIE
Trainee Last Name: Trainee Last Name
Trainee Middle Name: Trainee Middle Name
Trainee First Name: Trainee First Name
Trainee Email Address: Trainee Email Address
Search

Results

Filter Table 1 Results

Name	Institution	Email	Address	Commons User ID
Curie, Marie	University of Paris	eRAtest@mail.nih.gov		CURIEMARIE

Can't find the Trainee you're looking for? [✉ Invite Trainee to Register a Commons Account](#)

3. Enter search criteria in the **Find Trainee** section.

TIP: Trainee Commons Username and Trainee Email Address are particularly useful for searching because they are unique per user.

4. Click the **Search** button. A list of possible matches is displayed in the **Results** section.
5. If the trainee you wish to appoint is not listed, click the **Invite Trainee to Register a Commons Account** link, complete the form, and click the **Send Invite** button.
6. If the trainee you wish to appoint is listed, click the trainee's hyperlinked name to select them. The Appointment Form screen is displayed with some fields prepopulated from the trainee's profile.

Appointment Form

Details for 1T23HL456789-38 ...

Budget Period
09/01/2022 - 08/31/2023

Fiscal Year
2022

Project Period
05/01/1980 - 08/31/2025

Grant Management Specialist
✉ [Roiblatt, Stanislaw](#)

Program Official
✉ [Ulam, Joseph](#)

Slot Data

Process Statement of Training Appointment


Curie, Marie
New Post-Doc

Prior NRSA Support

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKLODOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

Period of Appointment

From: 09/01/2022 To: 08/31/2023
Duration: Months: 12 and Days: 0

Support for Period of Appointment

Stipend Level or Salary *
0 - 54,840 POST-DOC
Stipend/Salary/Other Compensation *
\$54,840

Degree(s): Earned/In Progress

2 Results

Degrees(s)	Completion Date	Major/Minor
BA	✓ 06/2018	Neuroscience
MD	★ 05/2024	N/A

Trainee Background

Field of Research Trainings or Career Development Code *
---Epidemiology (134)

Education Level *
Graduate Student

Name of Specialty Boards
Internal Medicine: Infectious Disease

Dual Degree *
No

Take Action

Save Draft

Save as Draft

- Complete the Appointment Form as appropriate. Required fields are marked with a red asterisk (*).

IMPORTANT: Below are the Business Rules for the Appointment Form.

Period cannot exceed 12 months and the start date must fall within the budget period.

The Stipend level must be entered for everyone except for scholars and participants. Must be appropriate to trainee degree and experience.

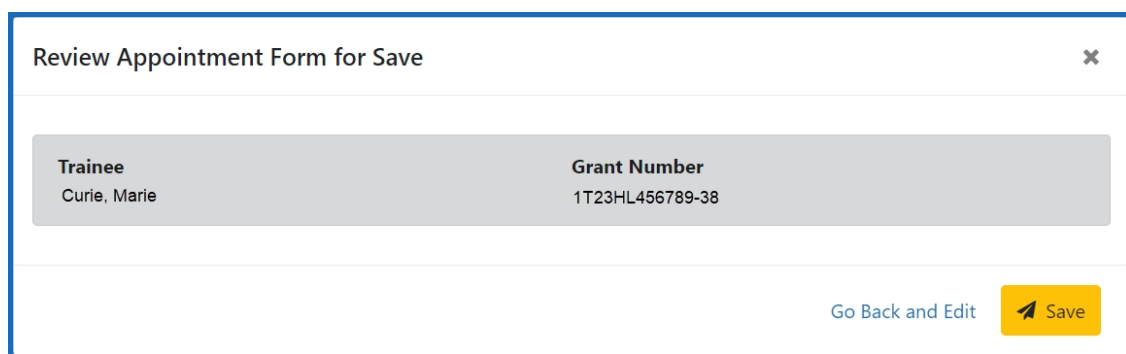
Users enter salaries/other compensation for a whole or partial year for scholars or

participants.

Must recalculate date if calendar boxes are used.

For information on the Grant's Policy Statement, please refer to Section 11.3.7, Initiation of Support, at this web site: [https://-grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3.7_initiation_of_support.htm](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.3.7_initiation_of_support.htm)

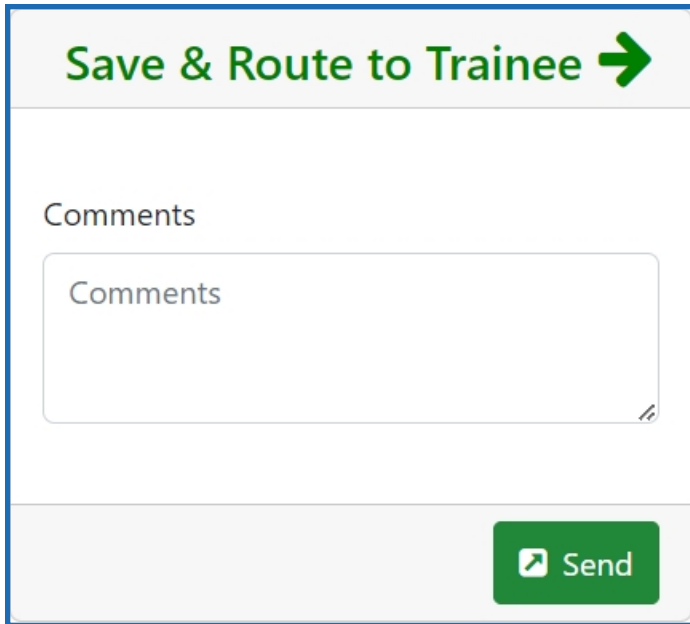
8. Click the **Save as Draft** button. A confirmation screen is displayed.



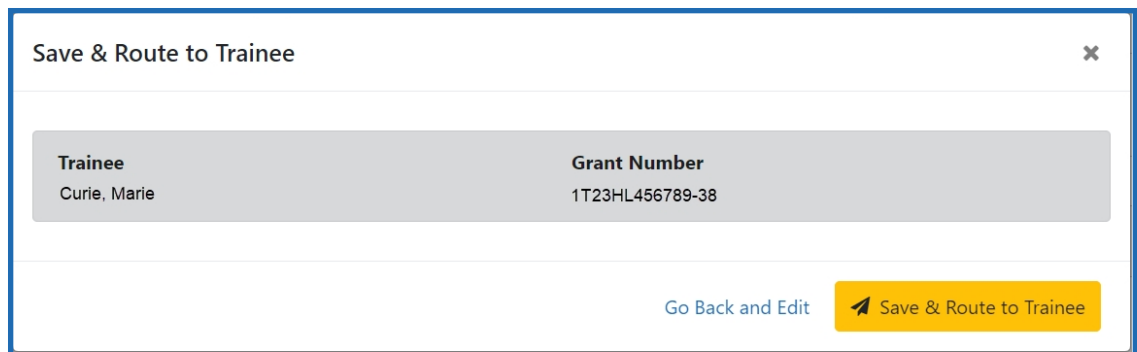
Review Appointment Form for Save	
Trainee Curie, Marie	Grant Number 1T23HL456789-38
Go Back and Edit Save	

9. Click the **Save** button. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

Route new appointment to trainee



1. Add comments to the **Comments** field if desired.
2. Click the **Send** button. A confirmation message displays.



3. Click the **Save & Route to Trainee** button. The system will check the form prior to routing. Any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion. A confirmation message is displayed at the top of the screen indicating that the Appointment Form has been successfully routed to the trainee. The status of the appointment is changed to **In-Progress Trainee**.



xTrain Quick Start Guide: Initiating an Appointment

Appointment Form ?

Success! Curie, Marie Appointment form for Grant number: 1T23HL456789-38 is routed to trainee on Tue Mar 21 2023 22:18:11 GMT-0400 (Eastern Daylight Time)

4. The **Routing History** tab in the Process Statement of Training Appointment section contains a list of the actions taken on the appointment. The first item in the history reflects the current state of the appointment.

Routing History for Curie, Marie

8 Results

Id	Event	Action Taken By		Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	Place 2271 on Hold	Sklodowska, Salomea		12/02/2022 11:52 AM	Placed on Hold by Agency	On Hold by Agency	AGENCY	
2	PI Submits 2271 to Agency	Ulam, Joseph		12/02/2022 11:31 AM	Submitted to Agency	Pending Agency Review	AGENCY	

NOTE: Appointments are synchronized into XTRACT. If appointments are made via xTrain, those appointments will be reflected on the RTD in XTRACT.

Trainee processes form

After receiving an email about the appointment and logging into xTrain, the trainee reviews and completes the necessary information. The trainee then routes the Appointment Form back to the PD/PI.

The system will check the form, and any identified errors must be corrected prior to routing. Warnings may be addressed at your discretion. If no errors are encountered, the appointment status becomes In-Progress PI.

Complete the appointment

You will receive an email when the trainee has reviewed and completed the form and routed it back to you.

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.



xTrain Quick Start Guide: Initiating an Appointment

2. In the In Progress section of the grant details, click the **Appointments** button.

Select Grants to Display Years With Pending Forms 

1T23HL456789-38 

Budget Period: 09/01/2022 - 08/31/2023

 **In Progress**

Appointments **1**

Terminations **6**

[+ Start New](#)

Pre-Doc Months *Overage: 48*

Awarded 0

Accepted

48

Post-Doc Months *Remaining: 0*

Awarded 0

Accepted 0

Short Term Months *Remaining: 0*

Awarded

96

Accepted 0

[See Slots](#)



xTrain Quick Start Guide: Initiating an Appointment

The Pending Appointment Forms screen is displayed.

Pending Appointment Forms for 1T23HL456789-38								
Filter Table	1 Results							
Process Appointment Form For...	Appt. Status	Appt. Type	Appt. Start & End Date	Duration of Appt.	Degree Level	Award Number	PD/PI	Institution
Curie, Marie	Grantee	New	03/01/2023 05/31/2023	3 months 0 days	Post-Doc		Skłodowska, Salomea	University of Paris

- Click the hyperlinked trainee name to display the Appointment Form screen.

Appointment Form ?

Details for 1T23HL456789-38

Budget Period
09/01/2022 - 08/31/2023

Fiscal Year
2022

Project Period
05/01/1980 - 08/31/2025

Grant Management Specialist
✉ [Ulam, Joseph](#)

Program Official
✉ [Rotblat, Stanislaw](#)

Process Statement of Training Appointment

Curie, Marie

New Post-Doc In-Progress PI

Prior NRSA Support

Routing History

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKŁODOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

Period of Appointment

From: 03/01/2023 To: 05/31/2023

Duration: Months: 3 and Days: 0

Support for Period of Appointment

Stipend Level or Salary
0 - \$4,840 POST-DOC

Stipend/Salary/Other Compensation
\$13,710

Degree(s): Earned/In Progress

2 Results

Degrees(s)	Completion Date	Major/Minor
BA	✓ 06/2018	Neuroscience
MD	★ 05/2024	N/A

Trainee Background

Field of Research Trainings or Career Development Code
---Epidemiology (134)

Education Level
Graduate Student

Name of Specialty Boards
Internal Medicine: Infectious Disease

Dual Degree
No

Take Action

Save Draft

Save as Draft

Save & Route to Trainee →

Comments

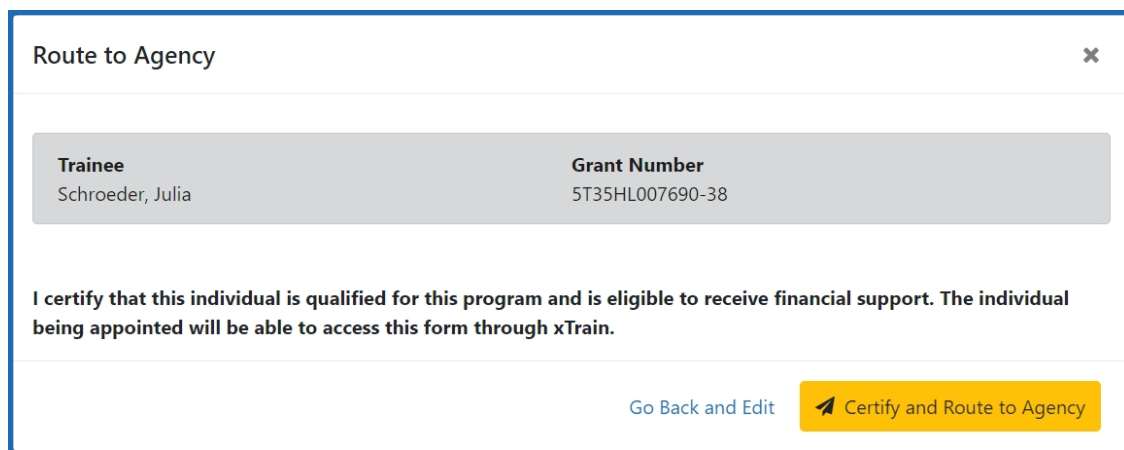
Send

Route to Agency →

Comments

Submit

4. To complete the Appointment, review the form one last time, add comments if desired, then click the **Submit** button in the **Route to Agency** card. A confirmation message displays.



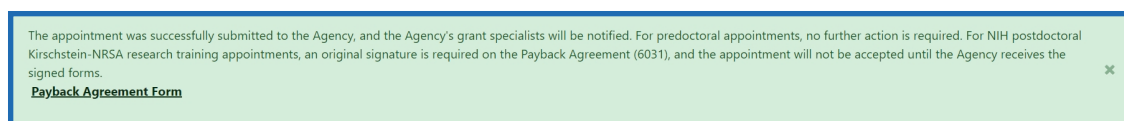
Route to Agency ✕

Trainee Schroeder, Julia	Grant Number 5T35HL007690-38
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I certify that this individual is qualified for this program and is eligible to receive financial support. The individual being appointed will be able to access this form through xTrain.

[Go Back and Edit](#) [Certify and Route to Agency](#)

5. Click the **Certify and Route to Agency** button. The system will validate the information contained in the form and will flag any errors or warnings found. Errors must be corrected before the Appointment is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Appointment Form has been successfully routed to the trainee. The status of the appointment is changed to **Pending Agency Review**.



The appointment was successfully submitted to the Agency, and the Agency's grant specialists will be notified. For predoctoral appointments, no further action is required. For NIH postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Payback Agreement (6031), and the appointment will not be accepted until the Agency receives the signed forms.

[Payback Agreement Form](#) ✕

In addition to confirming the submission of the appointment, the *Submit to Agency Confirmation* screen provides reminders about any further action that may be needed:

- Pre-doc Appointments – No further action is needed, unless confirmation of permanent residency status is required.
- Post-doc Appointments:
 - For those entering their initial year of Kirschstein-NRSA post-doc support, mail the original signed Payback Agreement (6031) form to the



awarding NIH Institute or Center

- Mail confirmation of permanent residency, if needed

The Agency can accept the appointment, place it on hold, hold it for a paper signature, delete it, view the PDF file, or route it back to the institution.

Delete an in-progress appointment

IMPORTANT: Appointments can only be deleted when the status is In Progress PI.

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the Trainee Roster, click the hyperlinked trainee name to open the in-progress appointment.
3. Click the **Delete Appointment** link in the lower-right corner of the screen. A confirmation screen is displayed.
4. Enter comments in the **Comments** field.
5. Click the **Delete** button. The in-progress appointment is deleted.

IMPORTANT: Deleting appointments cannot be undone. If you wish to appoint a trainee after their appointment has been deleted, you must recreate the appointment from scratch.

Process New Appointment by Trainee

Once the PD/PI creates a new appointment and routes it to the trainee, it is displayed in the My Forms section of the Trainee Appointment Home screen.

Your Appointment for 1T23HL456789-38

In-Progress Trainee New	Awarded PD/PI ✉ SKLODOWSKA, SALOMEA
Appointment Start Date 03/01/2023	Appointment End Date 05/31/2023
Stipend Amount \$13,710.00	
View Form 	Go to Form 

1. To view a PDF of the Appointment Form, click the **View Form** button. The PDF is downloaded to the browser's default location.
2. To complete the appointment form, click the **Go to Form** button. The Appointment Form screen is displayed for your review.



xTrain Quick Start Guide: Initiating an Appointment

Appointment Form ?

Details for 1T23HL456789-38

Budget Period

09/01/2022 - 08/31/2023

Fiscal Year

2022

Project Period

05/01/1980 - 08/31/2025

Grant Management Specialist

[Ulam, Joseph](#)

Program Official

[Rotblat, Stanislaw](#)

Process Statement of Training Appointment

Curie, Marie

New Post-Doc In-Progress Trainee

Prior NRSA Support

Routing History

1 Results

Award #	PD/PI	Appointment Start Date	Appointment End Date	Termination Date	Stipend/Salary Amt	Degree Level	Status
1T23HL456789-38	SKLODOWSKA, SALOMEA	01/01/2023	02/28/2023	02/28/2023	\$4,392	PRE-DOC	Accepted Appointment

Period of Appointment

From:

03/01/2023

To:

05/31/2023

Duration:

Months: 3 and Days: 0

Support for Period of Appointment

Stipend Level or Salary *

0 - \$4,840 POST-DOC

Stipend/Salary/Other Compensation *

\$13,710

Degree(s): Earned/In Progress

2 Results

Degrees(s)	Completion Date	Major/Minor
BA	06/2018	Neuroscience
MD	05/2024	N/A

Trainee Background

Field of Research Trainings or Career Development Code *

---Epidemiology (134)

Education Level *

Graduate Student

Name of Specialty Boards

Internal Medicine: Infectious Disease

Dual Degree *

No

Take Action

Save Draft

Save & Route to PI →

Comments *

Comments

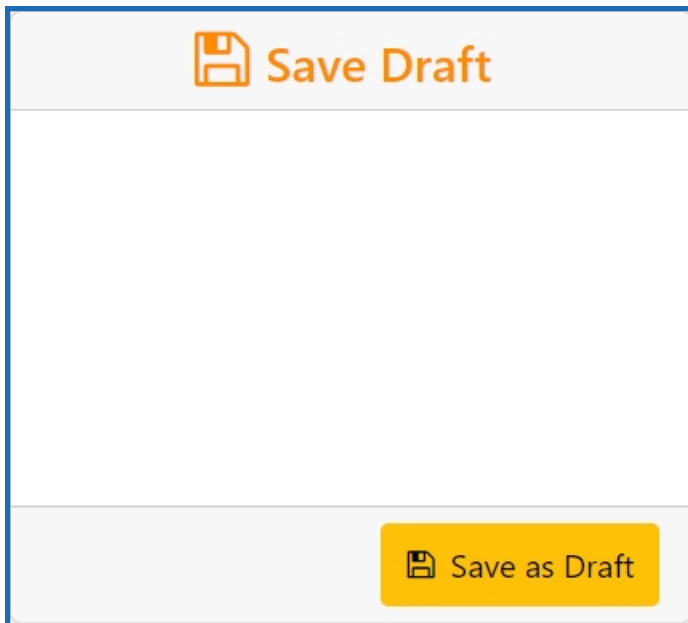
Send

3. Edit the form as appropriate.

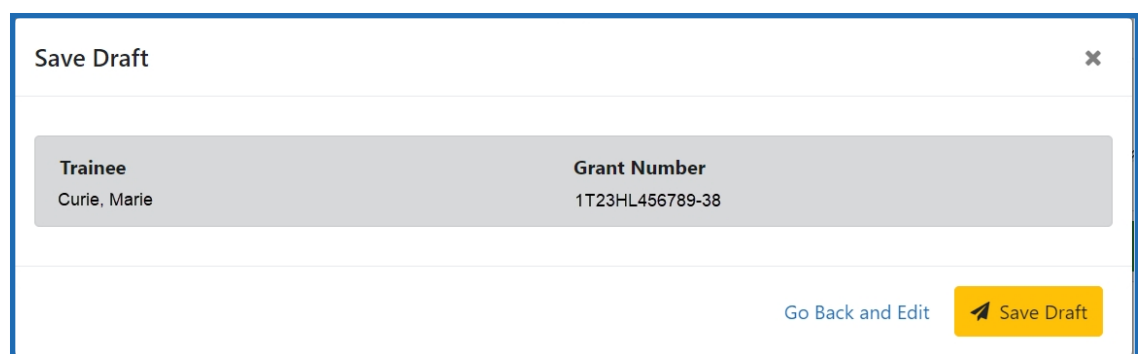
Prior Kirschstein-NRSA Support information is pulled from the profile. To correct or update this information, contact the [eRA Service Desk](#).

Save Draft

Use this option to save your work on an appointment form and keep it in your queue.

A screenshot of a form with a light gray header bar containing a floppy disk icon and the text "Save Draft" in orange. The main body of the form is white and empty. At the bottom right, there is a yellow button with a floppy disk icon and the text "Save as Draft".

1. Make the appropriate edits to the form.
2. Click the **Save as Draft** button. A confirmation message displays.

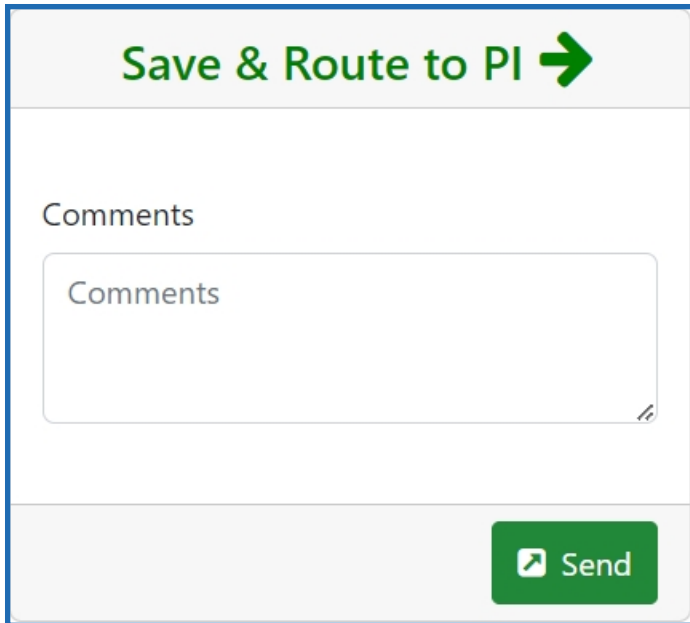
A screenshot of a confirmation message box titled "Save Draft" with a close button (X) in the top right corner. The message contains a table with two columns: "Trainee" and "Grant Number". The "Trainee" column lists "Curie, Marie" and the "Grant Number" column lists "1T23HL456789-38". At the bottom right, there are two buttons: "Go Back and Edit" in blue text and a yellow button with a floppy disk icon and the text "Save Draft".

Trainee	Grant Number
Curie, Marie	1T23HL456789-38

3. Click the **Save** button. Your edits are saved and the form remains in your queue.

Save & Route to PI

When you have completed and reviewed the form, use this option to return the form to the PD/PI for processing.



The screenshot shows a web form titled "Save & Route to PI" with a green arrow icon. Below the title is a "Comments" section containing a text input field with the placeholder text "Comments". At the bottom right of the form is a green "Send" button with a white paper plane icon.

1. Make the appropriate edits to the form.
2. Add comments to the **Comments** field if desired.
3. Click the **Send** button. A confirmation message displays.

Save & Route to PI

Trainee

Curie, Marie

Grant Number

1T23HL456789-38

Comment

I've reviewed and completed the appointment form.

I certify that the statements herein are true and complete to the best of my knowledge and that I will comply with all applicable Public Health Service terms and conditions governing my appointment. I am aware that any false, fictitious or fraudulent statements or claims may be subject to criminal, civil, or administrative penalties.

Go Back and Edit

Save & Route to PI

- Click the **Save & Route to PI** button. The system will validate the information contained in the form and will flag any errors or warnings found. Errors must be corrected before the Appointment is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Appointment Form has been successfully routed to the PI. The status of the appointment is changed to **In-Progress PI**.

Appointment Form ?

Success!

Curie, Marie

Appointment form for Grant number: 1T23HL456789-38 is routed to PI on Tue Mar 21 2023 22:52:54 GMT-0400 (Eastern Daylight Time)

The **Routing History** tab in the Process Statement of Training Appointment section contains a list of the actions taken on the appointment. The first item in the history reflects the current state of the appointment.



xTrain Quick Start Guide: Initiating an Appointment

Process Statement of Training Appointment



Curie, Marie

NewPost-DocIn-Progress PI

Prior NRSA SupportRouting History

3 Results

Id	Event	Action Taken By	Action Date	Action Taken	Current Status		Comments
						Current Reviewer	
1	Trainee Routes 2271 to PI	Curie, Marie	03/21/2023 10:52 PM	Routed to PI	In-Progress PI	SKŁODOWSKA, SALOMEA	I've reviewed and co... Show more
2	PI Routes 2271 to Trainee	SKŁODOWSKA, SALOMEA	03/21/2023 10:18 PM	Routed to Trainee	In-Progress Trainee	Curie, Marie	
3	PI Initiates, Amends, or Re-appoints a Trainee via 2271	SKŁODOWSKA, SALOMEA	03/21/2023 10:02 PM	Initiated by PI	In-Progress PI	SKŁODOWSKA, SALOMEA	