



xTRACT Overview

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1/25/2019

electronic Research Administration (eRA)

OER, OD, National Institutes of Health

What is xTRACT?

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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.

Notice of Transition to the xTRACT System for Preparing Research Training Data Tables

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Notice Number: NOT-OD-18-133 (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-133.html>)

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

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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.

Upload of Bulk Data

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xTRACT allows users to upload of 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 Users

Signing Official (SO)

Administrative Official
(AO)

Business Official (BO)

Program
Director/Principal
Investigator (PD/PI)

PD/PI Delegate (ASST)

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

Click on the Institution hyperlink to change the "Default Institution" if there are multiple affiliations

www.hhs.gov

Welcome: Andrew Smith
ID: ANDREW
Institution: [NORTHWESTERN UNIVERSITY](#)
Roles: PI TRAINEE
[Logout](#) | [Contact Us](#) | [Help](#)

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

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

Delegate Authority(Authorities) ?

Select Delegation(s)

You have selected to delegate access to: Jones, Joe; JONESJ; ASST

You may assign the following delegation(s): PPF Progress Report xTRAIN Status

[Return to My Current Delegates](#)

Main Menu

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Electronic Research Administration
A program of the National Institutes of Health

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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.

Electronic Research Administration
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research
xTRACT Info New Applications Training Grants Persons **Institution Data**

Institution Information ▾
Maintain Programs
Maintain Funding Sources
Upload Funding Sources

Programs

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

Showing 1 - 10 of total 35

Filter:

Show 10 per page « 1 2 3 4 »

Program Name	Program Description	Action
Bioinformatics		Edit
Biologic & Materials Science	Dept	Edit
Biological Chemistry		Edit
Biomedical Engineering		Edit
Cancer Biology		Edit
Cardiology (Internal Med)		Edit
Cell & Developmental Biology		Edit
CELL AND MOLECULAR BIOLOGY PROGRAM		Edit
CELL AND MOLECULAR BIOLOGY PROGRAM		Edit
Cellular & Molecular Biology		Edit

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.



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

xTRACT Info New Applications Training Grants Persons Institution Data

Institution Information ▾

Maintain Programs

Maintain Funding Sources

Upload Funding Sources

Maintain Non-NIH Funding Sources ⓘ

⊕ Search Criteria

Type of Funding Source

Fellowship
Other
Research Assistantship
Research Grant

Organization

Foundation (Fdn)
National Science Foundation (NSF)
Non-US (Non-US)
Other (Other)

Funding Source Number

Project Title

Start Date (mm/yyyy or yyyy)

End Date (mm/yyyy or yyyy)

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

Search Funding Sources

Clear

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

The screenshot shows a web form titled "Create Non-NIH Funding Source". The form includes several required fields marked with a red asterisk: "Type of Funding Source", "Project Title", "Start Date (mm/yyyy or yyyy)", "End Date (mm/yyyy)", "Organization", and "Funding Source Number". There is also a "Description" text area. At the bottom right, there are "Save" and "Cancel" buttons. Two yellow callout boxes highlight the dropdown menus for "Type of Funding Source" and "Organization".

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".

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

Non-Research

xTRACT Info New Applications Training Grants **Persons** Institution Data

Actions ▾

Search for a Person

Search Criteria

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

* Commons User ID

* Person ID

First Name

Middle Name

* Last Name

Search for persons who have a Commons affiliation with my institution

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

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.

Person Profile [?](#)

Smith, Alex

[\[+ Open All Sections\]](#)

[+](#) Person Data

[+](#) Sources of Support

[-](#) Degrees

This indicates the terminal degree of this person.

Degree	Institution	Date Degree Received	Status	Source	Action
<input checked="" type="checkbox"/> BACHELOR OF SCIENCE IN NURSING	yale	05/2008	Completed	Commons Profile	Edit
MASTER OF BUSINESS ADMINISTRATION	University Of Michigan At Dearborn		In Progress	xTRACT	Edit Delete

[Add Degree](#)

[-](#) Employment

Position (Type)	Institution	Department	Start Date - End Date	Source	Action
	Towson University		01/2009 - 02/2010	Commons Profile	Edit
Assistant Primary Employment	University Of Michigan		01/2015 -	Commons Profile	Edit

[Add Employment](#)

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.

Training Grants

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.

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

xTRACT Info New Applications Training Grants Persons Institution Data

Training Grants ▾

Search Training Grants

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

Grant Number

Type Activity Code IC Code Serial Number Support Year Suffix

PD/PI Last Name

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

Search Training Grants Clear

Showing 11 - 20 of total 97

Filter:

Show 10 per page « 1 2 3 4 5 ... 10 »

Grant Number	Grant Status	PI Name	Project Title	RTD Status	Action
5T32CA123456-05	Awarded	Smith, John	Research Training In Experimental	In Progress (Revision) In Progress (Renewal)	Continue RTD for Revision Continue RTD for Renewal
5T32AI000005-04	Pending	Lamb, Mary	Molecular Mechanisms of Microbial	Not Started (RPPR) Not Started (Renewal)	Prepare for RPPR Prepare for Renewal

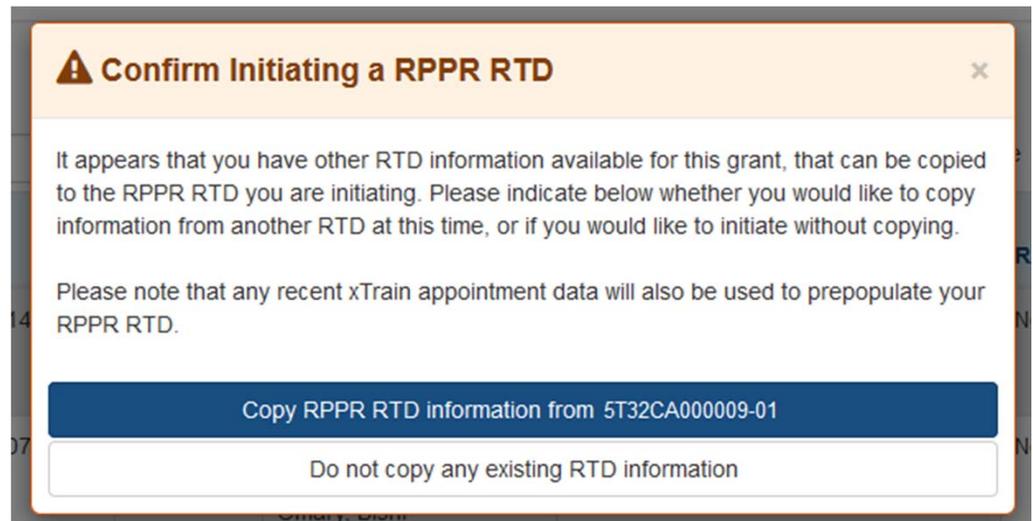
RPPR RTD

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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.

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

RTD 5T32AI000005-04 Multidisciplinary Alcoholism Research Training Program

PD/PI Lamb, Mary

RTD Reporting Period 07/01/2001 - 06/30/2018

Participating Trainees ?

Showing 1 - 10 of total 45

Filter:

Show 10 per page

« 1 2 3 4 5 »

Person Name	Commons User ID	Person ID	Trainee Type	Start Date	End Date	Action
Smith, John	JSMITH	123456	Post-doc			Edit Remove
Lamb, Mary	LAMB12	321654	Post-doc			Edit Remove
Pierce, Hawkeye	HAWK	987654	Pre-doc			Edit Remove

Add Trainee

Upload Participating Trainees

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

[Open All Sections](#)

- + Trainee Data
- + In Training Data
- + Faculty Members
- + Support During Training
- Degrees

This indicates the terminal degree

Degree	Institution	Date Degree Received	Status	Received in Training	Source	Action
<input checked="" type="checkbox"/> DOCTOR OF PHILOSOPHY	University of Nebraska	11/2008	Completed		Commons Profile	<input type="button" value="Edit"/>
BACHELOR OF SCIENCE	North Park University	05/2002	Completed		xTRACT	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Page 1 - 2 of total 2

- + Post-Training Positions
- + Subsequent Grants
- Publications

Check this box if there are no publications for this trainee.

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

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.

Program Statistics ?

Are program statistics applicable for this reporting period? Yes No

* Percentage of Trainees Entering Graduate School 10 Years Ago Who Completed the Ph.D.

* Average Time to Ph.D. for Trainees in the Last 10 Years

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.

B.4 What opportunities for training and professional development has the project provided?

If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, state "Nothing to Report."

 For T, F, K, R25, R13, D43 and other awards or award components designed to provide training and professional development opportunities, a response is required. Do not reiterate what is reported under Accomplishments. Limit the response to this reporting period.

 For all awards, provide a PDF that includes: (1) a completed Trainee Diversity Report, covering the individuals supported by the award during the reporting period (generally not applicable for FIC awards); and (2) a paragraph for each trainee/scholar supported by the award describing activities and progress during the reporting period. Include the following information for each trainee/scholar, as applicable:

- Degrees working toward or held
- Mentor(s)
- Description of the trainee/scholar's research project and progress
- Coursework
- Conference presentations
- A description of the trainee/scholar's role in any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper). Note that full citations of all publications arising from work conducted while the trainee/scholar was supported by the award should not be reported here, as they will be collected in Section C.1.
- Fellowships or other support
- Workshops attended
- Career development activities

This description should be sufficient to allow evaluation of the appointees' progress towards the goals of the training grant.

Indicate whether the institution uses Individual Development Plans (IDPs) for graduate students and postdoctoral researchers, and if so, describe how they were used in this reporting period to help manage the training and career development of the trainees/scholars (do not include actual IDPs). **This information is not required for AHRQ grantees.**

For NIH TU2, T15, T32, T37, T90, U90, and TL1 awards, include program statistics for doctoral training in Table 8A.

The Trainee Diversity Report format page is available at: <http://grants.nih.gov/grants/funding/2590/2590.htm>

Nothing to Report

or

Upload Description and Diversity Report, as applicable

 Provide updated information in table 8A, 8B, 8C and/or 8D, as applicable, reflecting new appointments and other changes over the reporting period. For applicable NIH awards, include program statistics for doctoral training in Table 8A.

Upload Training Tables, as applicable

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 locate it.

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

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research
xTRACT Info **New Applications** Training Grants Persons Institution Data

New Applications ▾

Search RTD for New Applications

Initiate RTD for New Application

Search Research Training Data Sets for New Applications ?

New Data Set Identifier

PD/PI Last Name

New Data Set Project Title

You can perform a wildcard search by using the “%” character, for example: abcd% or %abcd% or ab%cd%

Search New RTDs

Clear

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

New RTDs

Nothing found to display.

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

Applications

Initiate RTD for New Application

RTD ▾

Basic Information

Participating Departments / Programs

Training Support & Summary

Participating Faculty

Participating Students

Applicants and Entrants

Preview PDF

Finalize RTD

Prepare Research Training Dataset (RTD) for New Application

New RTD 1826 Research Training Project

PD/PI Smith, Mary

[Back to search results](#)

Basic Information ⓘ

★ **Required Fields**

New Data Set Identifier 1826

★ **Project Title**

Research Training Project

PI(s)

Showing 1 - 1 of total 1

PI Name	Actions
(contact) Smith, Mary	

Description

FOA

PA-17-123

★ **Institution** MASSACHUSETTS INSTITUTE OF TECHNOLOGY

The PD/PI that initiated the RTD will be marked as Contact PI.

Revision or Renewal RTD

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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

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.

Add Participating Departments and Programs

Choose your Department or Program

lib

Public Health Library

Medical Center Library

Major Component for Public Health Library

School Of Public Health

Save Cancel

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

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

* Required field(s)
* Program Name

Program Description

Create Program and Select as Participating in my RTD Cancel

If the program does not exist, you may create a new one from this screen.

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.

Training Support & Summary

Summary Statistics

Institutional Training Support Detail

NIH and Other Agency Sources of Support on Record

Showing 1 - 1 of total 1

Grant Title	Award Number	Project Period	PD/PI	Action
Research Project	R01AR1	05/2017 to 04/2022	McCoy, Mark	Edit Remove

Add Institutional Training Support

Add Institutional Training Support that will include overlapping faculty.

Census Totals

Faculty

[Edit](#)

Please provide numbers for unique faculty members across the participating departments and interdepartmental programs.

Total

Participating

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

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

Institutional Training Support Detail ?

Project Title: Research Project

Grant Number: R01AR11111-01

+ Number of Trainee Positions

Number of Predoc Positions: 2

Number of Postdoc Positions: 2

Number of Short-Term Positions: 1

Number of Participating Faculty: 1

[Edit](#)

+ Overlapping Faculty

Number of Overlapping Faculty

Showing 1 - 1 of total 1

Overlapping Faculty Name	Action
Jones, Beverly	Remove

[Add Overlapping Faculty](#)

xTRACT allow you to select from the faculty that you have added to the RTD.

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.

Participating Faculty Members ?

Add Faculty

Showing 1 - 4 of total 4

Person Name	Commons User ID	Person ID	Email	Action
Smith, John	JSMITH	123456	eRaTest@mail.nih.gov	Edit Remove
Lamb, Mary	LAMB12	321654	eRaTest@mail.nih.gov	Edit Remove
Pierce, Hawkeye	HAWK	987654	eRaTest@mail.nih.gov	Edit Remove
O'Reily, Radar	CHOPPER	654987	eRaTest@mail.nih.gov	Edit Remove

Upload Participating Faculty

You may also upload Participating Faculty using tab-delimited file.

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.

Students ?

Add Student

Showing 1 - 1 of total 1

Person Name	Commons User ID	Person ID	Student Type	Action
Nemo, Jack	NEMO	666666	Pre-doc	Edit Remove

Upload Participating Students

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

+ Student Data

+ In Training Data

+ Faculty Members

- Degrees

⚙ This indicates the terminal degree of this person.

Showing 1 - 1 of total 1

Degree	Institution	Date Degree Received	Status	Received in Training	Source	Action
OTHER	Miami-Dade College	07/2012	Completed		Commons Profile	Edit

Add Degree

+ 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.

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.

Applicants and Entrants

Start year of the most recently completed academic year:

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

[Pre-Doc Applicants and Entrants](#)

[Post-Doc Applicants and Entrants](#)

Select the Applicant
and Entrant category
to provide counts and
characteristics.

2017 - 2018 2016 - 2017 2015 - 2016 2014 - 2015 2013 - 2014 Summary

Predocdoctoral Applicant and Entrant Counts and Characteristics ?

[\[+ Open All Sections\]](#)

Counts: Department or Program

Department or Program	Total Applicant Pool	Applicants Eligible for Support	New Entrants to the Program	New Entrants Eligible for Support
Public Health Library/School Of Public Health				
Total	0	0	0	0

Characteristics: GPA

	Total Applicant Pool	Applicants Eligible for Support	New Entrants to the Program	New Entrants Eligible for Support
Mean GPA				
Lowest GPA				
Highest GPA				

Characteristics: Research Experience

Characteristics: Prior Institutions

Characteristics: Diversity

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

	Budget Year 21	Budget Year 22	Budget Year 23	Budget Year 24	Sum of Budget Years
Predocloral Awarded	4	4	4	4	16
Postdoctoral Awarded	2	2	2	2	8
Short-Term Awarded	0	0	0	0	0

Training Positions Appointed

	Budget Year 21	Budget Year 22	Budget Year 23	Budget Year 24
Predocloral Appointed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Predoc Dual-Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Predoc Diverse Backgrounds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postdoctoral Appointed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postdoc MD or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postdoc PhD or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postdoc DDS, DVM, Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postdoc Dual Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postdoc Diverse Backgrounds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Short-Term Appointed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Short-Term Diverse Backgrounds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Appointments

Cancel

Finalize RTD

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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.

New RTDs

New Data Set Identifier	Project Title	PD/PI Name	Status	Action
1827	Training Project	Smith, John	Final	View Training Tables Unfinalize New Application
1828	Training Project	Lamb, Mary	In Progress	Prepare RTD for New Application

xTRACT Resource Links

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- [xTRACT Online Help](#)
- [xTRACT Training Table Population](#)
- [xTRACT User Guide](#)
- [Training Tables](#)
- [Instructional videos](#)