Challenges of the new NIH Training Grant Data Tables

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Goals for Today’s Guided Discussion Session

• Present the new data tables and highlight new data requirements
• Discuss possible methods for overcoming challenges presented by new data requirements
• Demonstrate use of xTRACT for auto-populating Table 8
• Discuss possible methods of overcoming challenges of xTRACT
New Tables required for:
RPPRs as of December 15, 2015
New applications on/after May 25, 2016

Link to downloadable templates of tables (http://grants.nih.gov/grants/funding/424/datatables.htm)

PDF of instructions and sample completed tables (https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8&q=nih%20data%20tables)

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) 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) PDF (311 KB)</td>
<td>MS Word (120 KB) PDF (311 KB)</td>
</tr>
<tr>
<td>All Training Tables (Undergraduate Programs)</td>
<td>10/09/2015</td>
<td>MS Word (52 KB) PDF (114 KB)</td>
<td>MS Word (68 KB) PDF (114 KB)</td>
</tr>
<tr>
<td>New Applications</td>
<td>10/09/2015</td>
<td>MS Word (40 KB) PDF (570 KB)</td>
<td>MS Word (101 KB) PDF (570 KB)</td>
</tr>
</tbody>
</table>

Submit tables: 1, 2, 3, 4, 5A, 6A, 8A
## Changes to the Tables

<table>
<thead>
<tr>
<th>Content</th>
<th>New</th>
<th>Former</th>
<th>Changes in Data Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census of Participating Departments and Interdepartmental Programs</td>
<td>Table 1</td>
<td>Table 1</td>
<td>- Faculty counted more than once at the dept/program level but only once in totals box</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Current support can include any HHS training award</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- T90/R90 renewals/revisions</td>
</tr>
<tr>
<td>Participating Faculty Members</td>
<td>Table 2</td>
<td>Tables 2&amp;5</td>
<td>- Rank is in abbreviated form only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Primary appointment only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Prescribed training roles (choose from a list)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Mentoring record is numerical instead of text based</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Trainees tracked are only those currently engaged in a research-intensive or research-related career</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Per mentor describe who is in the lab with him/her</td>
</tr>
<tr>
<td>NIH Training Grant &amp; Related Support Available</td>
<td>Table 3</td>
<td>Table 3</td>
<td>- Current year is part of the Award Number</td>
</tr>
</tbody>
</table>
# Changes to the Tables (continued)

<table>
<thead>
<tr>
<th>Content</th>
<th>New</th>
<th>Former</th>
<th>Changes in Data Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Support of Participating Faculty Members</td>
<td>Table 4</td>
<td>Table 4</td>
<td>• Average grant support per participating faculty member</td>
</tr>
<tr>
<td>Publications</td>
<td>Table 5</td>
<td>Table 6</td>
<td>• Info same, just reformatted</td>
</tr>
<tr>
<td>Applicants, Entrants &amp; their Characteristics</td>
<td>Table 6</td>
<td>Tables 7&amp;8</td>
<td>• Clarified cycle is the admission cycle&lt;br&gt;• Mean months of prior, full-time research experience (range)</td>
</tr>
<tr>
<td>Appointments to TG per Year of the Current Project Period</td>
<td>Table 7</td>
<td>Table 11</td>
<td>• 4 years instead of 10</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>Table 8</td>
<td>Table 12</td>
<td>• May opt to use xTRACT&lt;br&gt;• Includes short term appointments&lt;br&gt;• 15 years instead of 10&lt;br&gt;• Requires initial position in addition to current position&lt;br&gt;• Topic of research project is only 80 characters, requires truncation&lt;br&gt;• xTRAC...</td>
</tr>
</tbody>
</table>

No Table 9&10
Notable Changes to the Data Tables

- Full first name, middle initial and last name instead of first initial and last name
- Mean months of full time prior research experience for pre-docs entering program and training grant
- Initial position in addition to current position

These seemingly minor changes actually will have a big impact on level of effort required to complete the tables, particularly Table 6.
Using xTRACT

You are here: What is xTRACT?

Revised: 10/16/2015

The Extramural Trainee Reporting and Career Tracking (xTRACT) User Guide is available for those preferring a PDF version of this information. It is located online at https://era.nih.gov/files/xTRACT_userguide.pdf. Refer to the User Guide’s Table of Contents for your specific topic.

What is xTRACT?

Extramural Trainee Reporting and Career Tracking (xTRACT) is a module within eRA Commons used by applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications.

Because xTRACT is integrated with Commons it is 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. xTRACT also allows the 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 subsequent training table submissions.

If you are a Signing Official (SO), Principal Investigator (PI), or assistant (ASST) in Commons, you have access to the xTRACT module.

**IMPORTANT:** xTRACT is a tool for creating training tables. Tables generated in xTRACT must be attached to and submitted with the appropriate progress report or application. There is no Submit feature in xTRACT.

POLICY: Guide Notice NOT-GD-16-007

Are you having trouble with xTRACT? The eRA Service Desk is there to help. Please visit their web page to submit a support ticket.
xTRACT available for Table 8 only

You are here: Prepare for RPPR

Revised: 10/16/2015

The Extramural Trainee Reporting and Career Tracking (xTRACT) User Guide is available for those preferring a PDF version of this information. It is located online at [https://era.nih.gov/files/xTRACT_userguide.pdf](https://era.nih.gov/files/xTRACT_userguide.pdf). Refer to the User Guide’s Table of Contents for your specific topic.

Prepare RTD for Research Performance Progress Report (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.

The Prepare Research Training Dataset (RTD) for Research Performance Progress Report (RPPR) screen opens for the selected training grant. Use the links listed under RTD on the left side of the screen to maintain the specific sections of the RTD:

- Maintain participating trainees
- Maintain program statistics (if applicable to the training grant)
- Preview PDF
- Finalize the RTD

Selecting the links above opens the specific section of the RTD. From within, you can add, edit, and/or remove data.
Most time demanding tasks when moving to xTRACT

• You may only enter 80 characters for the Research Topic. Truncating the topic can be time intensive.

• “Role during funding” in both “Add NIH Source of Support” and “Other Sources of Support” does not include graduate students or postdoctoral fellow roles. One must add these roles over and over.

• NIH is requiring the primary activity of the position: “Research Intensive,” “Research-Related,” “Further Training,” “Other.” Analysis of position type is time intensive.
RESOURCES

• NIH Link to downloadable templates of tables
  (http://grants.nih.gov/grants/funding/424/datatables.htm)

• PDF of instructions and sample completed tables
  (https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8&q=nih%20data%20tables)

• Guidance for NIH Institutional Training Grants
  (http://www.washington.edu/research/topics/training-grants/)

• School of Medicine Research Training Grant Lists and Resources
  (https://depts.washington.edu/uwsom/research-and-graduate-education/training-grants-resources)

• Training grant user group listserv training_grant_user_group@u.washington.edu.
  To subscribe, email request to uw@research.edu