



Terminations

The Termination Notice documents the termination of NRSA fellowships and appointments to NRSA training grants.

It may also be used to document the termination of appointments to non-NRSA institutional research training programs (e.g., NLM T15's), research education awards (e.g., R25), and institutional career development awards (e.g., K12).

For non-NRSA awards, please refer to the Funding Opportunity Announcement or Notice of Award to determine whether a termination notice is required.

Note that the flow below is for institutional research training programs. The flow for terminating fellowships, career development awards, and research education awards, if applicable, differs.

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

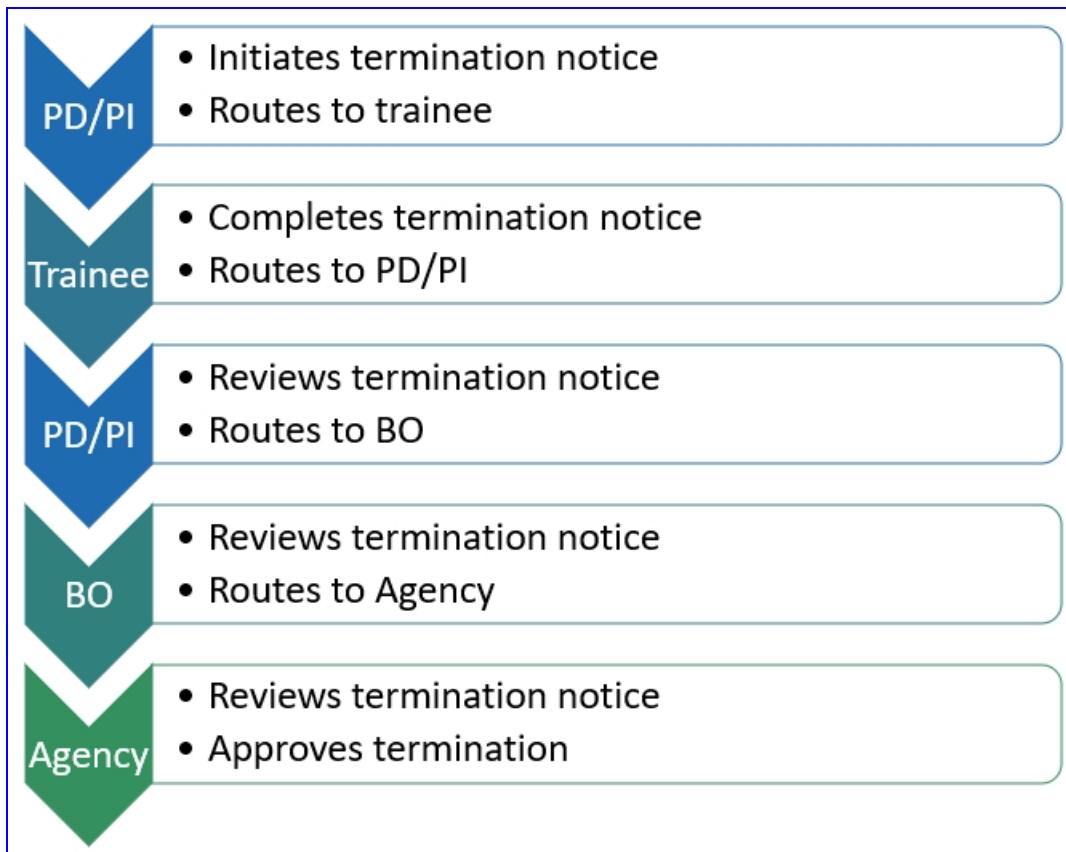


Figure 1: Termination Process Flow



Who Can Initiate/Submit Termination Notices

xTrain users with the following eRA Commons roles can initiate a termination notice:

- Principal Investigator (PI) – this role includes Fellows
- Assistant (ASST) with a PD/PI xTrain-delegated role
- Business Official (BO)
- Sponsor (for fellowships)
- Sponsor Delegate (for fellowships)

Only the BO can submit a Termination Notice (TN) to the Agency for NRSA appointments and fellowships.


Only the PD/PI can submit a Termination Notice for career development awards (e.g. K12, KL2, and KM1) and research education awards (e.g. R25, R90). The BO is not involved.

For Federal and Foreign fellowships, the PD/PI (Fellow), and the Sponsor can submit the Termination Notice. For more information see Appendix B – Termination Notice (416-7 Form).



PD/PIs are responsible for initiating new terminations for funded budget periods.

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. Locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.

- Click the  **Actions** button and select **Initiate Termination Notice**. The Termination Notice screen is displayed with some fields pre-populated with data from the system.

NOTE: The **Initiate TN** menu option will not display if there is an existing WIP appointment for the same Trainee.



xTrain Quick Start Guide: Initiating a Termination

Termination Notice

Ruth L. Kirschstein National Research Service Award

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](#)

Curie, Marie

Termination PRE-DOC

Total NRSA Support Under This Award

Degree

Routing History

Termination Date: 02/28/2023

Business Official: Select One...

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1234567	38	01/01/2023	02/28/2023	02/28/2023	\$ 4392	\$26,352		1 Months 28 Days	Accepted

Totals: \$4,392

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship

0

Number of Months

Kirschstein-NRSA

0

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number	From	To	Special Funding
No records found			

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. Upload any supporting documentation

2000 characters remaining

Supporting Documentation (optional)

+ Choose

✕ Cancel

Only pdf format; 6 MB maximum allowed

Post Award Details

Activity

Select one

If other, please describe

Organization

Select one

If other, please describe

Type of Position

Select one

If other, please describe

Post Award Position

Position Title

Ex: Assistant Professor

Name Of Organization

Ex: University of Maryland BC

City

Ex: Washington

State

Select One

Post Award Mailing Address

Address Line 1

Ex: 123 Main St.

City

Ex: Washington

State

Select One

Zip

Ex: 12345

Email

eRATest@mail.nih.gov

Take Action

Save Draft

Save as Draft

Cancel

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eRA Communications & Documentation Team



Complete the Termination Notice

1. Complete the Termination Notice. Required fields are marked with a red asterisk (*).

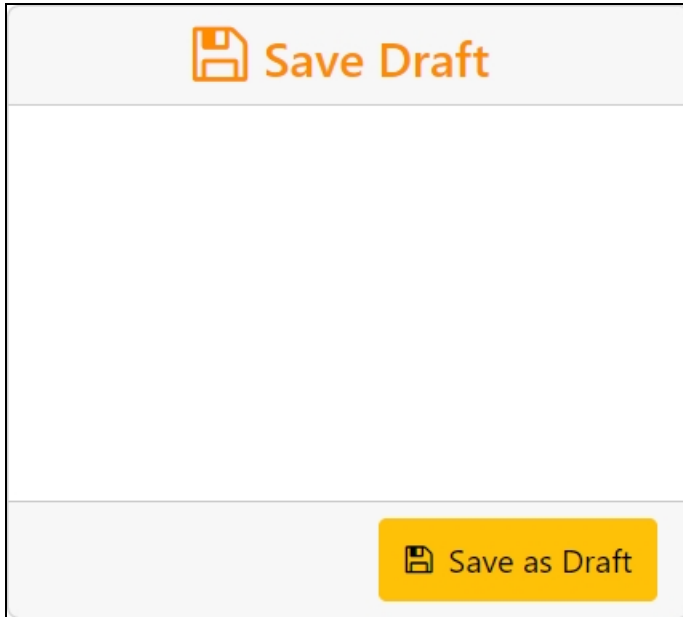
TIP: For form completion instructions and the form itself, click <http://grants.nih.gov/grants/funding/416/phs416-7.pdf>.

Below are some key things to note while completing the form:

1. The Termination Date format is MM/DD/YYYY.
2. No commas or decimals are allowed in the Amount of Stipend/Salary field.
3. All comment text boxes are limited to 2000 characters.
4. Only the business official can submit the Termination Notice to the Agency for NRSA appointments and fellowships. For career development awards (e.g. K12, KL2, and KM1) and research awards (e.g. R25, R90), only the PD/PI can submit the termination notice.
5. Only the PD/PI can modify the stipend on an early termination for T, K and R grants—delegates cannot modify the stipend. On fellowships, the business official can make changes as well.

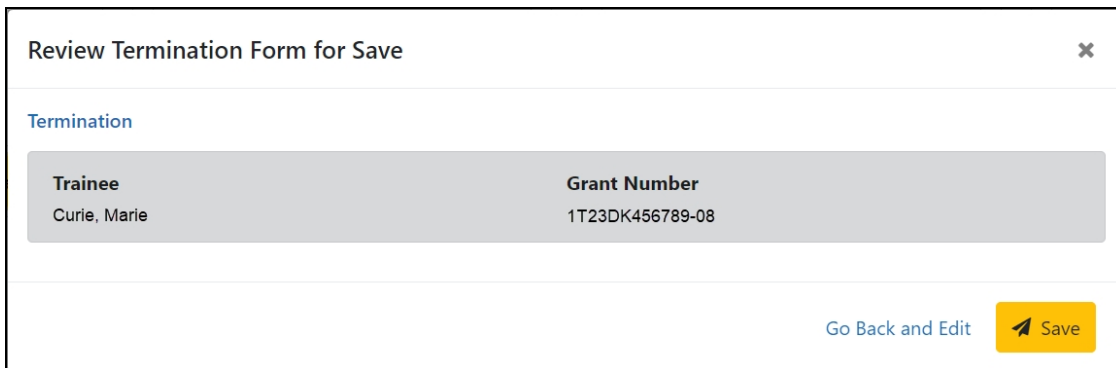
IMPORTANT: You must select the name of the business official (BO) who will submit the termination notice to the agency.

Save Draft



A dialog box with a light gray header bar containing an orange floppy disk icon and the text "Save Draft". The main area is white. At the bottom right, there is a yellow button with a floppy disk icon and the text "Save as Draft".

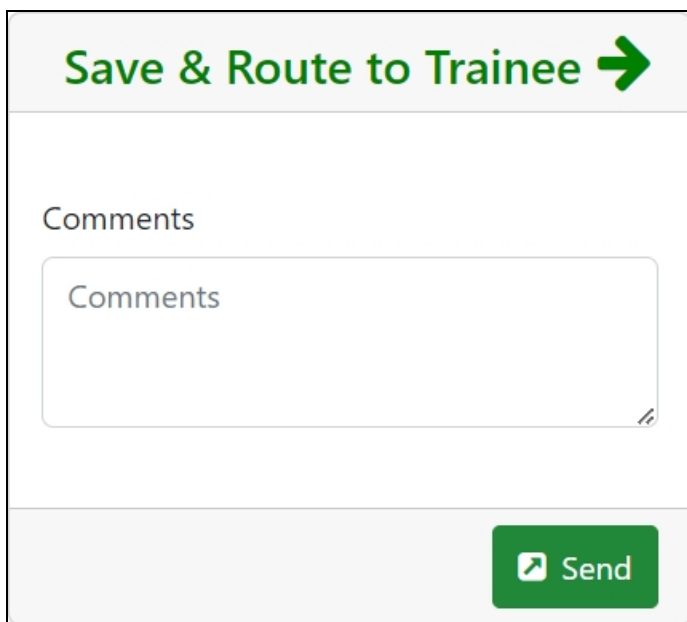
1. Click the **Save as Draft** button. A confirmation message displays.



A confirmation dialog box titled "Review Termination Form for Save" with a close button (X) in the top right corner. Below the title is a section labeled "Termination" in blue. Inside this section is a gray box containing two fields: "Trainee" with the value "Curie, Marie" and "Grant Number" with the value "1T23DK456789-08". At the bottom right, there are two buttons: "Go Back and Edit" in blue text and a yellow "Save" button with a white arrow icon.

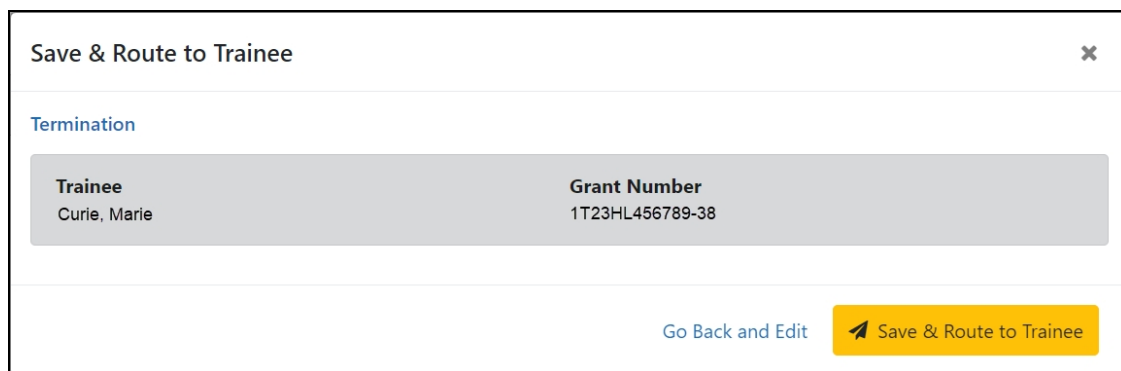
2. Click the **Save** button. Your edits are saved and the form remains in your queue. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

Route new termination to trainee



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

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



The screenshot shows a confirmation message box titled "Save & Route to Trainee" with a close button (X) in the top right corner. The message is titled "Termination" and displays the following information:

Trainee	Grant Number
Curie, Marie	1T23HL456789-38

At the bottom of the message box, there are two buttons: "Go Back and Edit" and "Save & Route to Trainee" (highlighted in yellow).


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 Termination Notice has

been successfully routed to the trainee. The status of the termination is changed to **In-Progress Trainee**.

Termination Notices ?

Success! Curie, Marie Termination form for Grant number: 1T23HL456789-38 is routed to trainee on Wed Mar 22 2023 17:29:43 GMT-0400 (Eastern Daylight Time)

- The **Routing History** tab in the trainee section contains a list of the actions taken on the termination. The first item in the history reflects the current state of the termination.


Curie, Marie

Termination PRE-DOC In Progress Trainee

Total NRSA Support Under This Award Degree Routing History

9 Results

Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	PI Routes TN to Trainee	SKŁODOWSKA, SALOMEA	03/22/2023 5:29 PM	Routed to Trainee	In Progress Trainee	Curie, Marie	
2	PI Initiates TN	SKŁODOWSKA, SALOMEA	03/22/2023 5:25 PM	Initiated by PI	In Progress PI	SKŁODOWSKA, SALOMEA	

The status of the termination is changed to **In-Progress Trainee**.

Trainee processes form

After receiving an email about the termination and logging into xTrain, the trainee reviews and completes the necessary information. The trainee then routes the Termination Notice 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 termination status becomes In-Progress PI.

Complete the termination

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



xTrain Quick Start Guide: Initiating a Termination

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. In the In Progress section of the grant details, click the **Terminations** button.



xTrain Quick Start Guide: Initiating a Termination

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](#)

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April 22, 2024

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xTrain Quick Start Guide: Initiating a Termination

The Pending Terminations Forms screen is displayed.

Pending Termination Forms for 1T23HL456789-38								
Filter Table	7 Results		  < 1 of 1 >					
Process Termination Notice For...	Termination Status	Appt. Start & End Date	Termination Date	Duration of Appt.	Degree Level	Award Number	PD/PI	Institution
Curie, Marie	In Progress PI	01/01/2023 02/28/2023	02/28/2023	2 months 0 days	Pre-Doc	1T23HL456789-38	Skłodowska, Salomea	University of Paris

- Click the hyperlinked trainee name to display the Termination Notices screen.



xTrain Quick Start Guide: Initiating a Termination

Termination Notices ?

Details for 1T23HL456789-38

[Pending Appointments](#) 0
[Pending Terminations](#) 7

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

Awarded PD/PI
✉ SKLODOWSKA, SALOMEA

Project Title
Long-Term Effects of Radium Exposure on Nearby Inhabitants

Institution
UNIVERSITY OF PARIS

Curie, Marie ***
Termination PRE-DOC In Progress PI

Total NRSA Support Under This Award Degree Routing History

Termination Date: *
02/28/2023

Business Official: *
Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1917625	38	01/01/2023	02/28/2023	02/28/2023	\$ 4392 *	\$26,352		1 Months 28 Days	Accepted

Totals: \$4,392

Other Relevant PHS ⓘ

Currently participating in NIH Loan Repayment Program
☐

National Health Service Corps Scholarship *
0
Number of Months

Kirschstein-NRSA *
0
Number of Months

Other Kirschstein-NRSA training awards or fellowships
0 Results

Award Number From To Special Funding

No records found

Training Received ⓘ

Summary Comments
Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

2000 characters remaining

Supporting Documentation (optional)
[View Uploaded PDF File](#)

Post Award Details

Activity
Further Education/Training x

Organization
Academic x

Type of Position
Postdoctoral Researcher x

If other, please describe

If other, please describe

If other, please describe

Post Award Position
Position Title
Ex: Assistant Professor
Name Of Organization
Ex: University of Maryland BC
City
Ex: Washington
State
Select One

Post Award Mailing Address
Address Line 1
123 MAIN STREET
City
Swarthmore
State
PENNSYLVANIA x
Zip
19081
Email
eratest@nih.gov

Take Action

Save Draft

Save as Draft

Save & Route to Trainee →

Comments
Comments

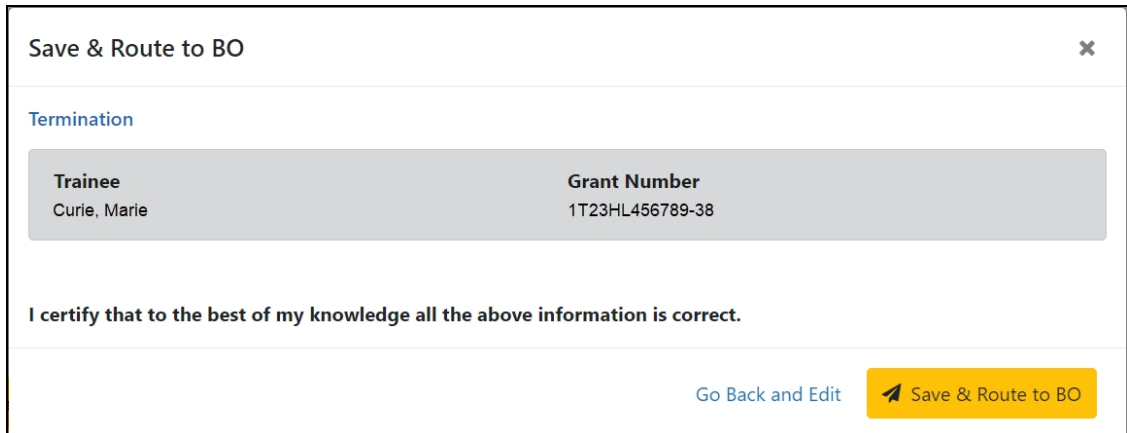
Send

Route to Business Official →

Comments
Comments

Send

4. To complete the termination, review the form one last time, add comments if desired, then click the **Send** button in the **Route to Business Official** card. A confirmation message displays.



Save & Route to BO	
Termination	
Trainee Curie, Marie	Grant Number 1T23HL456789-38
I certify that to the best of my knowledge all the above information is correct.	
Go Back and Edit	Save & Route to BO

5. Click the **Save and Route to BO** 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 termination is routed. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Termination Notice has been successfully routed to the BO. The status of the appointment is changed to **In Progress BO**.



Termination Notices

Success! Termination form for Grant number: 1T23HL456789-38 is routed to BO on Wed Mar 22 2023 20:00:23 GMT-0400 (Eastern Daylight Time)

Delete an in-progress termination

IMPORTANT:

Terminations 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 termination.



xTrain Quick Start Guide: Initiating a Termination



3. Click the **Delete Termination** 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 termination is deleted.

IMPORTANT: Deleting terminations cannot be undone. If you wish to terminate a trainee after their termination has been deleted, you must recreate the termination notice from scratch.

Process Termination Notice 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 Termination for 1T23HL456789-38

In Progress Trainee	Awarded PD/PI ✉ SKLODOWSKA, SALOMEA
Appointment Start Date 01/01/2023	Termination Date 02/28/2023
Stipend Amount \$4,392.00	
View Form 	Go to Form 

Open the Termination Notice

1. To view a PDF of the Termination Notice, click the **View Form** button. The PDF is downloaded to the browser's default location.
2. To complete the termination notice, click the **Go to Form** button. The Termination Notices screen is displayed for your review.



xTrain Quick Start Guide: Initiating a Termination

Termination Notices ?

Details for 1T23HL456789-38

Budget Period

09/01/2022 - 08/31/2023

Awarded PD/PI

✉ SKŁODOWSKA, SALOMEA

Project Title

Long-Term Effects of Radium Exposure on Nearby Inhabitants

Institution

UNIVERSITY OF PARIS

Curie, Marie ...

Termination

PRE-DOC

In Progress Trainee

Total NRSA Support Under This Award

Degree

Routing History

Termination Date: *

02/28/2023

Business Official *

Debora L Talley

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1917625	38	01/01/2023	02/28/2023	02/28/2023	\$ 4392 *	\$26,352		1 Months 28 Days	Accepted

Totals: \$4,392

Other Relevant PHS ⓘ

Currently participating in NIH Loan Repayment Program

☐

National Health Service Corps Scholarship *

0

Number of Months

Kirschstein-NRSA *

0

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number	From	To	Special Funding
No records found			

Training Received ⓘ

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

2000 characters remaining

Supporting Documentation (optional)

+ Choose

Only pdf format, 6 MB maximum allowed

Post Award Details

Activity

Select one

If other, please describe

Organization

Select one

If other, please describe

Type of Position

Select one

If other, please describe

Post Award Position

Position Title

Ex: Assistant Professor

Name Of Organization

Ex: University of Maryland BC

City

Ex: Washington

State

Select One

Post Award Mailing Address

Address Line 1

Ex: 123 Main St.

City

Ex: Washington

State

Select One

Zip

Ex: 12345

Email

eRATest@mail.nih.gov

Take Action

Save Draft

Save & Route to PI →

Comments

Comments

Save as Draft

Send

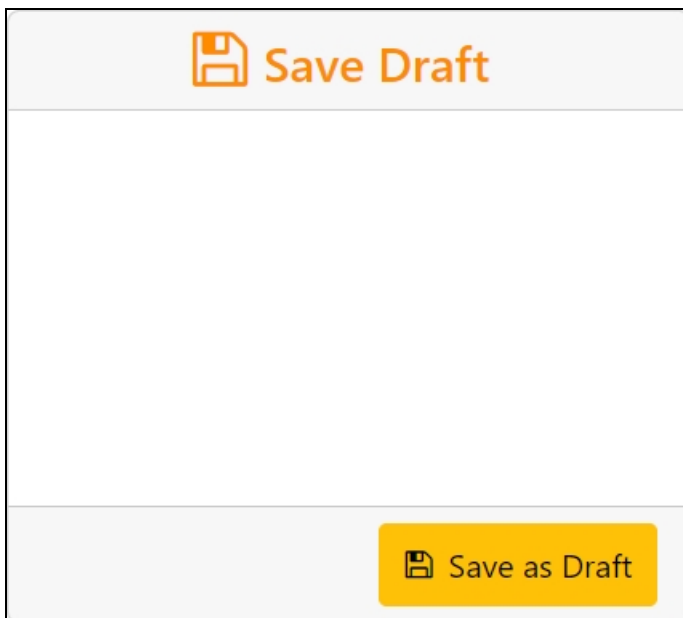
Complete the Termination Notice

1. Complete the form as appropriate. Required fields are marked with a red asterisk (*).
2. Enter details about the training in the **Summary Comments** field of the **Training Received** section.
3. If desired, attach a PDF in the **Supporting Documentation** section. Click the **Choose** button, navigate to the file's location, and double-click the file to attach it. Only one file can be uploaded.

IMPORTANT: Your mailing and email address must be ones where you can be reached after your training has been terminated.

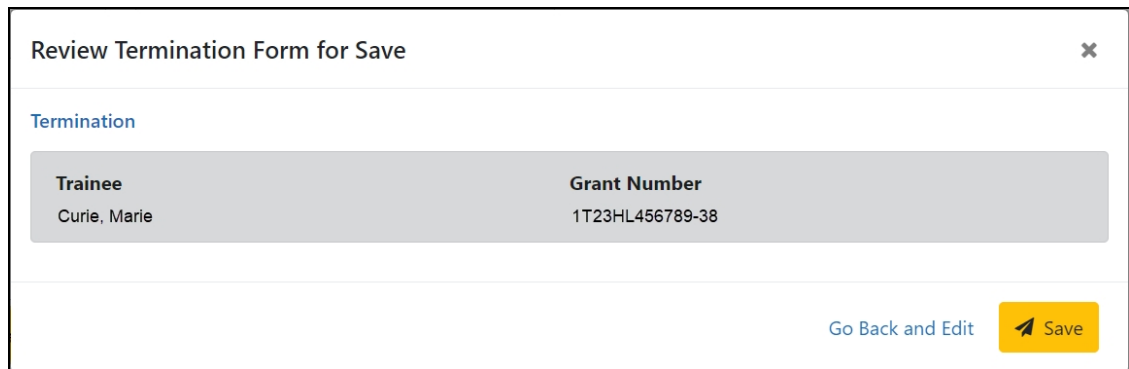
Save Draft

Use this option to save your work on an termination notice and keep it in your queue.

A screenshot of a web form interface. At the top, there is a light gray header bar containing an orange floppy disk icon and the text "Save Draft" in orange. Below this is a large white rectangular area, likely for text input. At the bottom right of the white area, there is a yellow button with a black floppy disk icon and the text "Save as Draft" in black.

1. Make the appropriate edits to the form.

- Click the **Save as Draft** button. A confirmation message displays.



Review Termination Form for Save

Termination

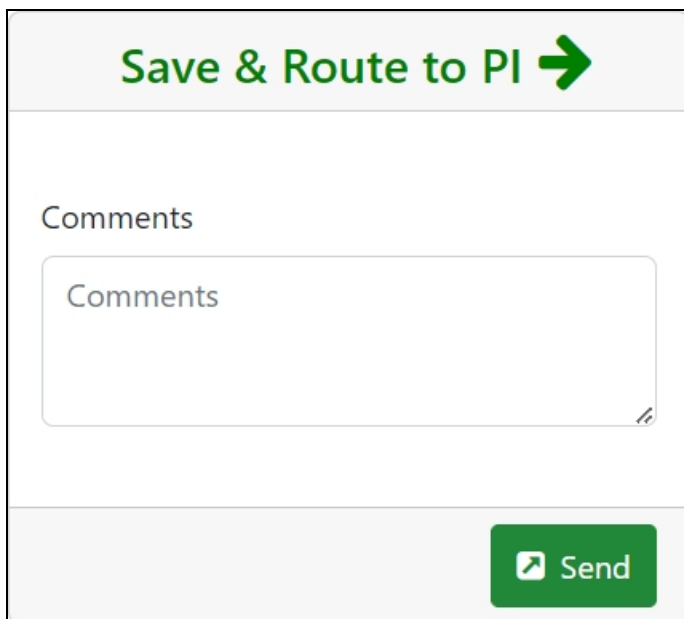
Trainee Curie, Marie	Grant Number 1T23HL456789-38
--------------------------------	--

[Go Back and Edit](#) [Save](#)

- 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.



Save & Route to PI →

Comments

Comments

[Send](#)

- 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

Termination

Trainee	Grant Number
Curie, Marie	1T23HL456789-38

In signing this form, I certify that the statements therein are true and complete to the best of my knowledge. Willful provision of false information is a criminal offense (U.S. Code, Title 18, Section 1001). I am aware that any false, fictitious, or fraudulent statement may, in addition to other remedies available to the Government, subject me to civil penalties under the Program Fraud and Civil Remedies Act of 1986 (45 CFR Part 79). Also, if I have a payback obligation, I understand that payback service must begin within 2 years of terminating my Kirschstein-NRSA support; otherwise, financial payback becomes due, unless an extension of the 2-year service initiation period or a waiver of the obligation is awarded. I also understand that if I fail to repay both principal and interest, the Federal Government will take authorized actions to collect the debt.

[Go Back and Edit](#)
[Save & Route to PI](#)

4. 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 Termination is routed to the PI. Warnings are corrected at your discretion. A confirmation message is displayed at the top of the screen indicating that the Termination Form has been successfully routed to the PI. The Trainee's electronic signature is recorded and the status of the appointment is changed to **In-Progress PI**.


Termination Notices ?

Success! Curie, Marie Termination form for Grant number: 1T23HL456789-38 is routed to PI on Wed Mar 22 2023 18:03:16 GMT-0400 (Eastern Daylight Time)

5. The **Routing History** tab in the trainee section contains a list of the actions taken on the termination. The first item in the history reflects the current state of the termination.



xTrain Quick Start Guide: Initiating a Termination

<div> Curie, Marie ...</div> <div>Termination PRE-DOC In Progress PI</div>						
<div>Total NRSA Support Under This Award</div> <div>Degree</div> <div>Routing History</div>						
10 Results						
Id Event		Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer
1	Trainee Routes TN to PI	Curie, Marie	03/22/2023 6:03 PM	Routed to PI	In Progress PI	SKŁODOWSKA, SALOMEA
2	PI Routes TN to Trainee	SKŁODOWSKA, SALOMEA	03/22/2023 5:29 PM	Routed to Trainee	In Progress Trainee	Curie, Marie

6. Additionally, the trainee should update their information in the **Personal Profile** section within Commons and should know how to contact the Service Desk if the list of prior Kirschstein-NRSA support is incorrect.
7. Click the **Done** button.

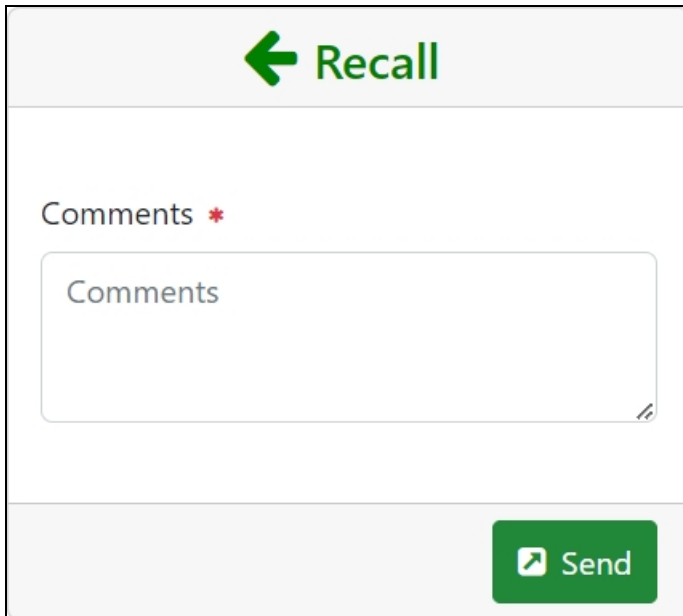
If no action is taken by the PI within 14 business days, the system will automatically route the form to the Business Official (BO), send a notification to the BO, and change the status to **In Progress by BO**.

NOTE: If a TN is sent back to an Institution by the Agency and the TN has a status of **In Progress BO**, the PI is able to recall the TN.

NOTE: The PD/PI should make every effort to have the Trainee update their *Personal Profile* screen within Commons, specifically to update their email address with their new (forwarding) email address, before the Trainee leaves the Institution.

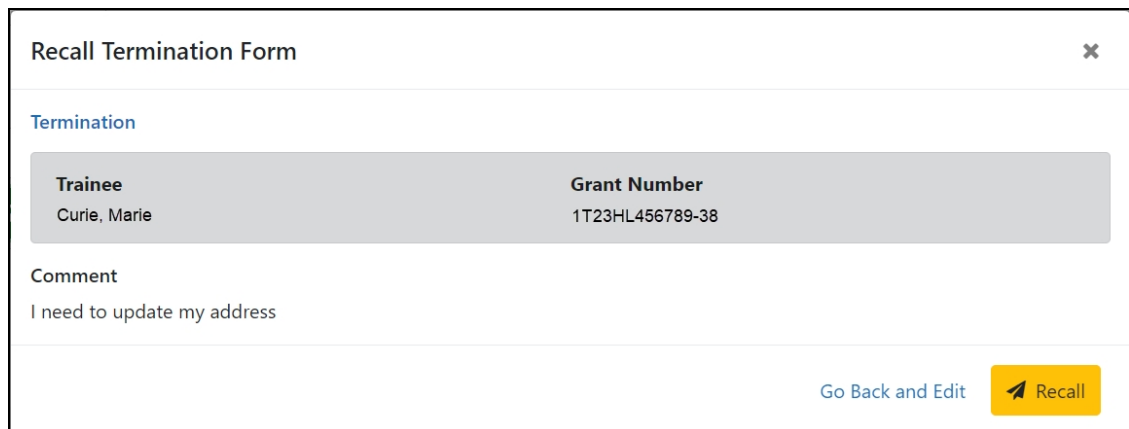
Recall

If necessary, you can recall a termination form that has been routed onward to make edits.



A screenshot of a web form titled "Recall" with a green left-pointing arrow icon. The form has a light gray header bar. Below the header, the text "Comments *" is displayed. Underneath is a large, empty text input field with the placeholder text "Comments". At the bottom right of the form is a green button with a white paper plane icon and the text "Send".

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



A screenshot of a confirmation message box titled "Recall Termination Form" with a close button (X) in the top right corner. The box has a light gray background. Below the title, the word "Termination" is displayed in blue. A gray box contains the following information:

Trainee	Grant Number
Curie, Marie	1T23HL456789-38

Below the gray box, the text "Comment" is displayed, followed by the text "I need to update my address". At the bottom right of the box are two buttons: "Go Back and Edit" in blue text and a yellow button with a white paper plane icon and the text "Recall".

3. Click the **Recall** button. The form is returned to your queue.





xTrain Quick Start Guide: Initiating a Termination

Process New Termination Notice by BO

NOTE: The Business Official (BO) is the only one who can submit a Termination Notice (TN) to the Agency for final processing and acceptance.

Process a new termination

1. In the Pending Forms list on the Business Official Home screen, locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.

Pending Forms 13								
Filter Table		13 Results		  < 1 of 1 >				
Process Termination Notice For...	Termination Status	Appointment Start Date	Appointment End Date	Termination Date	Num of Months and Days	Degree Level	Award Number	PD/PI
Borab, Luca	*** In Progress BO	01/01/2023 02/28/2023	01/01/2023 02/28/2023	02/28/2023	2 months 0 days	Pre-Doc	5T35HL007690-38	Margolis, Benjamin

2. Click the hyperlinked trainee name to view the Termination Notices screen.



xTrain Quick Start Guide: Initiating a Termination

Termination Notices ?

Details for 1T23HL456789-38

[Pending Appointments](#) 0

[Pending Terminations](#) 7

Budget Period

09/01/2022 - 08/31/2023

Awarded PD/PI

SKŁODOWSKA, SALOMEA

Project Title

Long-Term Effects of Radium Exposure on Nearby Inhabitants

Institution

UNIVERSITY OF PARIS

Curie, Marie

Termination

PRE-DOC

In Progress BO

Total NRSA Support Under This Award

Degree

Routing History

Termination Date: 02/28/2023

Business Official: Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1234567	38	01/01/2023	02/28/2023	02/28/2023	\$ 4392	\$26,352		1 Months 28 Days	Accepted

Totals: \$4,392

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship

Number of Months

Kirschstein-NRSA

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number From To Special Funding

No records found

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. (2000 characters maximum)

2000 characters remaining

Supporting Documentation (optional)

[View Uploaded PDF File](#)

Post Award Details

Activity: Further Education/Training

Organization: Academic

Type of Position: Postdoctoral Researcher

If other, please describe

Post Award Position

Position Title: Ex: Assistant Professor

Name Of Organization: Ex: University of Maryland BC

City: Ex: Washington

State: Select One

Post Award Mailing Address

Address Line 1: 123 MAIN STREET

City: Swarthmore

State: PENNSYLVANIA

Zip: 19081

Email: eratest@nih.gov

Take Action

Save Draft

Save & Route to Trainee

Save & Route to PI

Route to Agency

Comments

Comments

Comments

Comments

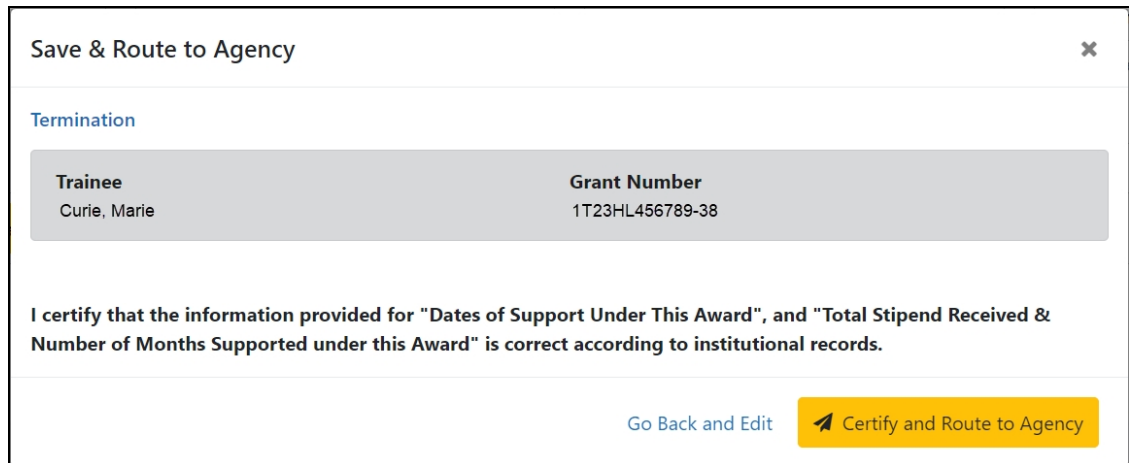
Save as Draft

Send

Send

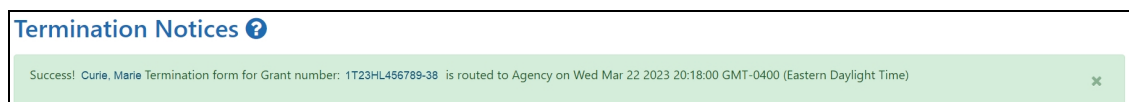
Submit

3. Review the form, add comments if desired, then click the **Send** button in the **Route to Agency** card. A confirmation message displays.



Save & Route to Agency	
Termination	
Trainee	Grant Number
Curie, Marie	1T23HL456789-38
I certify that the information provided for "Dates of Support Under This Award", and "Total Stipend Received & Number of Months Supported under this Award" is correct according to institutional records.	
Go Back and Edit Certify and Route to Agency	


4. Click the **Certify and Route to Agency** 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 Termination Notice has been successfully routed to the agency. The status of the appointment is changed to **Pending Agency Review**.



Termination Notices ?

Success! Curie, Marie Termination form for Grant number: 1T23HL456789-38 is routed to Agency on Wed Mar 22 2023 20:18:00 GMT-0400 (Eastern Daylight Time)

5. 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.



Curie, Marie

Termination
PRE-DOC
Pending Agency Review

Total NRSA Support Under This Award

Degree

Routing History

12 Results

Id	Event	Action Taken By	Action Date	Action Taken	Current Status	Current Reviewer	Comments
1	BO Submits TN to Agency	Franklin, Rosalind	03/22/2023 8:17 PM	Submitted to Agency	Pending Agency Review	AGENCY	
2	PI Routes TN to BO	Sklodowska, Salomea	03/22/2023 8:00 PM	Routed to BO	In Progress BO	Franklin, Rosalind	
3	Trainee Routes TN to PI	Curie, Marie	03/22/2023 6:03 PM	Routed to PI	In Progress PI	Sklodowska, Salomea	
4	PI Routes TN to Trainee	Sklodowska, Salomea	03/22/2023 5:29 PM	Routed to Trainee	In Progress Trainee	Curie, Marie	
5	PI Initiates TN	Sklodowska, Salomea	03/22/2023 5:25 PM	Initiated by PI	In Progress PI	Sklodowska, Salomea	

Reassign a Termination Notice to yourself

BOs have the ability to reassign to themselves any termination notices currently assigned to another BO.

1. In the In Progress Termination Notices list on the Business Official Home screen, click the **With Any BO** link. A list of all termination notices in **In Progress BO** status is displayed.
2. Locate the termination notice you wish to reassign to yourself.
3. Click the hyperlinked trainee name to view the Termination Notices screen.
4. At the bottom of the screen, click the **Save as Draft** button in the **Save & Assign to Me** card. A confirmation message displays.

Review Termination Form for Save

Termination

Trainee

Curie, Marie

Grant Number

1T32HL456789-38

Go Back and Edit

Save

- Click the **Save** button. The termination notice is reassigned to you and the **Take Action** section now has options to process it.

Take Action

Save Draft

Save as Draft

Save & Route to Fellow →

Comments

Send

Route to Sponsor →

Comments

Send

Route to Agency →

Comments








Submit


Early Terminations

If a Trainee terminates early, only the Appointment that is being terminated, as well as all previous Appointments, will get terminated with the early termination date.

Initiate an early termination

1. In the Awarded Grants table, click the hyperlinked grant number to display the Trainee Roster screen.
2. Locate the trainee you wish to terminate. The **Filter table** field can be used to locate someone quickly if desired.

<div>Filter Table</div>	25 Results		<div><div></div><div>< 1 of 1 ></div></div>					
Trainee Name	Appointment Status	Termination Status	Appt Type	Appt Start	Appt End	Termination Date	Num of Months And Days	Degree Level
5T35HL007690-38								
Skłodowska, Salomea	***	<div><div></div><div>In Progress BO</div></div>	<div><div></div><div>New</div></div>	01/01/2023	02/28/2023	02/28/2023	2 months 0 days	<div><div></div><div>Pre-Doc</div></div>
Curie, Marie	***	<div><div></div><div></div></div>	<div><div></div><div>New</div></div>	01/01/2023	02/28/2023		2 months 0 days	<div><div></div><div>Pre-Doc</div></div>
<div><div><div><div> View Appointment Form</div><div> View Routing History</div><div> Create Service Desk Ticket</div><div> Amend</div><div> Initiate Termination Notice</div></div></div></div>								

3. Click the  **Actions** button and select **Initiate Termination Notice**. The Termination Notice screen is displayed with some fields pre-populated with data from the system.



xTrain Quick Start Guide: Initiating a Termination

Termination Notice

Ruth L. Kirschstein National Research Service Award

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

[Rotblatt, Stanislaw](#)

Curie, Marie

Termination

PRE-DOC

Total NRSA Support Under This Award

Degree

Routing History

Termination Date:

02/28/2023

Business Official:

Franklin, Rosalind

1 Results

Id	Support Year	Start Date	End Date	Termination Date	Amount of Stipend/Salary	Standard Stipend Amount	Specialty Funding	Number of Months/Days	Status
1920722	38	02/01/2023	03/31/2023	02/28/2023	\$ 2196	\$26,352		0 Months 28 Days	Accepted

Totals: \$2,196

Other Relevant PHS

Currently participating in NIH Loan Repayment Program

National Health Service Corps Scholarship

0

Number of Months

Kirschstein-NRSA

0

Number of Months

Other Kirschstein-NRSA training awards or fellowships

0 Results

Award Number

From

To

Special Funding

No records found

Training Received

Summary Comments

Provide a summary of the training, career development, or research education received and the research undertaken during fellowship or appointment period, and describe how it furthered your career. List publications, if any, resulting from the research during this period. List awards and career awards pending and received. If a fellowship or appointment is being terminated early, indicate the reason. Upload any supporting documentation

2000 characters remaining

Supporting Documentation (optional)

+ Choose

X Cancel

Only pdf format, 6 MB maximum allowed

Post Award Details

Activity

Select one

Organization

Select one

Type of Position

Select one

If other, please describe

If other, please describe

If other, please describe

Post Award Position

Position Title

Ex: Assistant Professor

Name Of Organization

Ex: University of Maryland BC

City

Ex: Washington

State

Select One

Post Award Mailing Address

Address Line 1

Ex: 123 Main St.

City

Ex: Washington

State

Select One

Zip

Ex: 12345

Email

eRATest@mail.nih.gov

Take Action

Save Draft

Save as Draft

Cancel

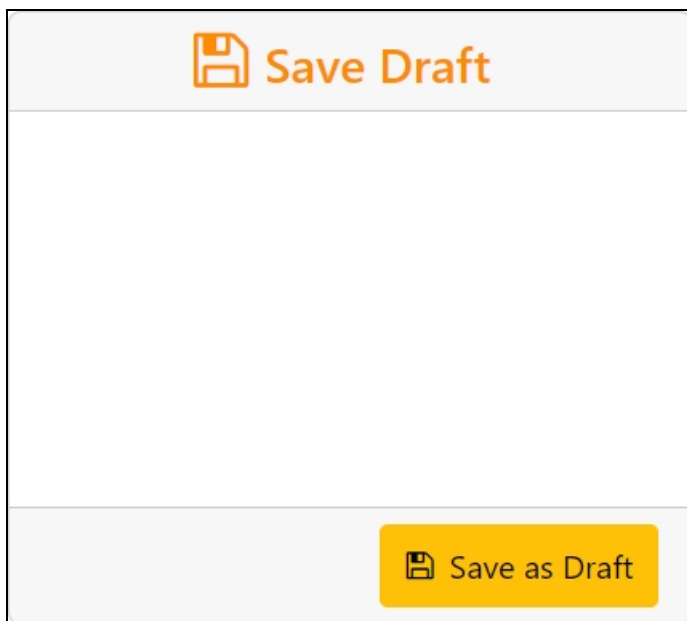
4. Modify the **Termination Date** as appropriate using MM/DD/YYYY format. The system will automatically recalculate the stipend.

Only whole numbers are allowed in the **Amount of Stipend Salary** field. Only the principal investigator (PI) can modify the stipend on an early termination for T, K, and R grants—delegates cannot modify the stipend. On fellowships, the business official (BO) can make changes as well.

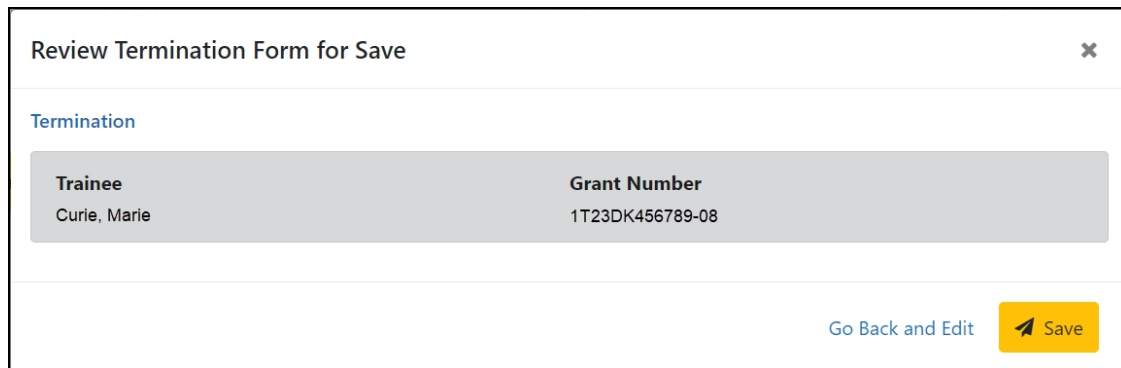
NOTE: When the end date is modified, and the appointment is for a partial year, sometimes the recalculated stipend amount will differ from the stipend amount calculated by the institution. The institution can modify the stipend based on its calculation. The Agency will approve the modified stipend, if it is within an appropriate range.

IMPORTANT: You must select the name of the business official (BO) who will submit the early termination notice to the agency.

Save Draft



1. Click the **Save as Draft** button. A confirmation message displays.



Review Termination Form for Save	
Termination	
Trainee	Grant Number
Curie, Marie	1T23DK456789-08
Go Back and Edit Save	

2. Click the **Save** button. Your edits are saved and the form remains in your queue. The draft form is saved and displayed for review; in addition, new options are added to the **Take Action** section.

Once the draft early termination has been saved, it follows the same process as terminations:

1. PD/PI routes early termination to trainee.
2. Trainee reviews and routes early termination to PD/PI. If no action is taken by Trainee in 14 business days, the system will automatically route the form back to the PD/PI, send a notification to PD/PI, and change the status of the TN to **In Progress PI**.
3. PD/PI reviews and routes early termination to BO.
4. BO reviews and routes early termination to Agency.
5. Agency reviews and approves early termination.

Review the *Initiate a New Termination by PD/PI* on page 4, *Process Termination Notice by Trainee* on page 16 and *Process New Termination Notice by BO* on page 23 topics for more information.

NOTE: The PD/PI should make every effort to have the Trainee update their Personal Profile screen within Commons, specifically update their email address with their new (forwarding) email address, before the Trainee leaves the Institution.



xTrain Quick Start Guide: Initiating a Termination

Otherwise, the PD/PI needs to know, and be able to provide, a forwarding email address for the Trainee to be entered within the Termination Notice.
