

xTrain—Delegate xTrain Authority

Quick Reference for PD/PIs



A PD/PI can delegate to an Assistant the authority to perform all xTrain related functions on their behalf except for the authority to submit Appointments to the Agency.

Note: The eRA Commons allows PD/PIs to delegate several types of authority (e.g., PI, PPF Edit, Status, xTrain.) Currently, each type of authority must be delegated separately.

Assign Delegation

1. PD/PI logs into eRA Commons at <https://commons.era.nih.gov/commons/>.
2. PD/PI selects the **Admin** tab in the blue navigation bar across the top of the screen then clicks on the **Accounts and Delegate xTrain Authority** sub menus.
3. PD/PI selects the user from the list of **Current Institution Users** to receive delegation and clicks the **Assign** button.
Note: Only Institution Users with the ASST role in eRA Commons are displayed in the list.
4. PD/PI clicks the **Save** button on the **Delegate xTrain Authority Confirmation** screen to complete the action.
5. The **Delegate xTrain Authority Confirmation** screen appears and the PD/PI must click on the **Save** button to complete the delegation.

The screenshot shows the 'Delegate xTrain Authority' screen. At the top, there's a navigation bar with links like Home, Admin, Accounts, Delegate PI, Delegate PPF Edit, Delegate Status, Change Password, Verify NIH Support, and Delegate xTrain Authority. The 'Admin' and 'Delegate xTrain Authority' links are highlighted with red arrows. On the left, a list titled 'Current Institution Users' shows 'O'REILLY, RADAR'. On the right, a list titled 'Current xTrain Delegates' shows 'No xTrain Delegates Found'. In the center, there's a button labeled 'Assign ==>' with a red arrow pointing to it. Below the lists are 'Cancel' and 'Save' buttons.

Revoke Delegation

1. In the **Delegate xTrain Authority** screen, the PD/PI selects the user from the list of **Current xTrain Delegates** that will have xTrain delegation removed and clicks the **Revoke** button.
2. PD/PI clicks the **Save** button on the **Revoke xTrain Authority Delegate Confirmation** screen to complete the action.

The screenshot shows the 'Delegate xTrain Authority' screen again. The 'Current xTrain Delegates' list on the right now shows 'O'Reilly, Radar' with a red arrow pointing to it. The 'Assign ==>' button has been replaced by a '=> Revoke' button with a red arrow pointing to it. The 'Save' button at the bottom is also highlighted with a red arrow.