

xTrain Appointment Errors/Warnings

Quick Reference



#	Condition	Type	Message	Role
1	Trainee Appointment Period specified exceeds 12 months	Error	A trainee appointment cannot exceed 12 months without prior approval of the awarding agency. Please adjust start/end date of the appointment or contact the Help Desk for further assistance.	PI
2	The start and end dates of the new appointment cannot be within the start and end date of existing appointment for the Trainee	Error	There is another existing appointment for Trainee on Grant [Insert Grant # and PI Name of the existing appointment]. The start and end dates of the new appointment cannot be within the start and end date of existing appointment for the Trainee.	PI
3	Appointment Start Date is not within the Budget Period year of the associated grant	Error	The trainee appointment start date should occur within the budget period year of the associated grant.	PI
4	Appointment start date should be less than appointment end date	Error	Appointment start date should be less than appointment end date.	PI
5	The trainee appointment end date must be less than or equal to the project period end date	Warning	The trainee appointment end date must be less than or equal to the project period end date	PI
6	Trainee Race, Ethnicity, Disabilities, Gender, or Birth Date is not entered	Error	Trainee Race, Ethnicity, Disabilities, Gender and Birth Date must be entered. Where available, "Do not wish to provide" can be used. Trainee must enter this information on Personal Profile screen in eRA Commons.	Trainee/ PI**
7	Stipend amount is not entered or is entered but is zero or less	Error	Stipend amount must be entered and be greater than zero.	PI
8	The citizenship indicator for Trainee Profile is not entered	Error	Trainee citizenship must be entered. Trainee must enter this information on Personal Profile screen in eRA Commons.	Trainee/ PI**
9	Grant does not have activity code T34 and Trainee does not have at least one degree	Error	At least one trainee degree must be entered. Trainee must enter this information on Personal Profile screen in eRA Commons.	Trainee/ PI**
10	Appointment is POST-DOC and Trainee does not have PhD or MD Degree or Equivalent	Warning	Trainee has not entered a PhD, MD, or equivalent degree required for this postdoctoral appointment. Trainee must enter this information on Personal Profile screen in eRA Commons.	Trainee/ PI*
11	Appointment is Pre-doc and Trainee does not have Bachelor's degree or Equivalent	Warning	Trainee has not entered a Bachelor's Degree or equivalent required for this pre-doctoral appointment. Trainee must enter this information on Personal Profile screen in eRA Commons.	Trainee/ PI*
12	Pre-Doc is receiving more than 5 years of NRSA support	Warning	Pre-Doc may not receive greater than five years of NRSA support without a waiver from the awarding agency.	PI
13	Post-Doc is receiving more than 3 years of NRSA support	Warning	Post-Doc may not receive greater than three years of NRSA support without a waiver from the awarding agency.	PI
14	Trainee profile indicates Federal Debt with no explanation provided	Error	Trainee has Federal Debt indicated in the Trainee-Specific section of their Personal Profile. An explanation for the Federal Debt must be provided.	Trainee
15	Training Grant is T32 (activity code) and the appointment period (difference between start and end dates) is less than 9 months	Warning	No trainees may be appointed for less than nine months unless the training grant has designated short-term training positions or prior approval has been granted by the awarding agency.	PI
16	Trainee Profile is missing a SSN	Warning	No SSN has been entered in the Trainee personal profile. Trainees are asked to voluntarily provide SSN information to aid in the processing of Trainee appointments by providing the agency with vital information necessary for accurate identification.	Trainee/ PI**
17	For a new appointment not previously routed to Trainee, if PI tries to submit 2271 Form to Agency	Error	The Save & Submit function failed. The 2271 form must be routed the Trainee prior to submission to Agency. Note: The Save & Route to Trainee button appears at the bottom of the screen after the PI Invites or Re-invites the Trainee to register in Commons AND the Trainee follows the emailed instructions.	PI

* Warning may be triggered if PI selects wrong stipend.

** Error/Warning displayed to PI only if Trainee has already