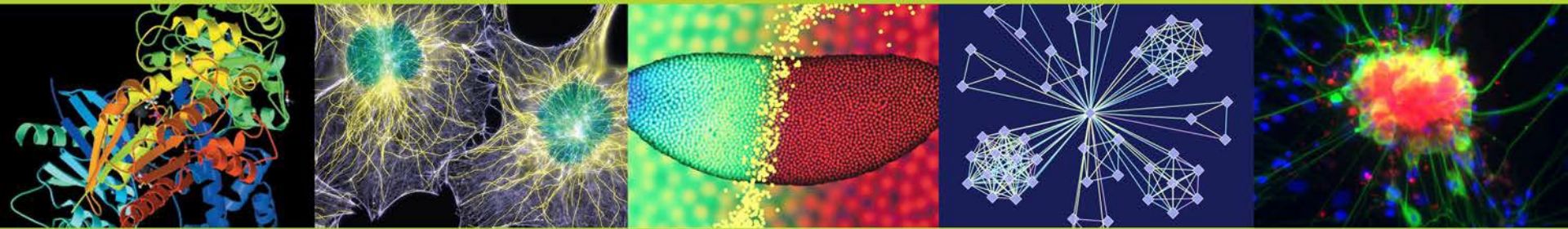




National Institute of  
General Medical Sciences



# CareerTrac System Trainee Tracking for NIGMS TWD Programs **Instructional webinar**



# Today's Topics

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- Overview of CareerTrac (CT)
- How to make trainee appointment in CT
- Navigating within CT (I'm in CT, now what?)
- Review of what is *new*, new in CT
- Actual data from CT!
- Questions

# Overview of CareerTrac

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- Overview of CareerTrac (CT)
  - What is CT?
  - Face page
  - Log in
  - Help Guides


# CareerTrac (CT) Overview


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- Web-based system to collect student data
- Provides searchable, structured, long-term student **outcome** data
- PI or PI designate enters data for the trainee
- Role Based Access
  - PI only sees trainees in their program
  - Program Officers can see everything

# Login Page <https://careertrac.niehs.nih.gov/>

 National Institutes of Health

 CareerTrac  
Tracking Trainees to Success



Trainees Help Login

Welcome to CareerTrac

Please sign in with your CareerTrac username and password

**Username**

**Password**

Sign in

[Forgot Your Password?](#)

[Need a CareerTrac User ID?](#)

**Warning Notice**

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

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  OMB NO.: 0925-0568 Expiration Date: 2/29/2016[Contact Us](#) | [Web Policies](#)[Back to Index](#)

[Go to CareerTrac Website](#)

# Need a CT ID? Choose Your Role

Trainees

Help

[Login](#)

## Careertrac Access

If you require access to CareerTrac and you are a:

▼ Principal Investigator

You should already have access to the system. If you cannot remember your login name, please contact the tenant administrator at [CareerTrac@mail.nih.gov](mailto:CareerTrac@mail.nih.gov)

▶ Program Officer

▶ Principal Investigator Administrator

▶ All other NIH staff and contractors

For further information regarding access, please refer to the [CareerTrac Access SOP](#). If you have additional questions, please email

- PIs should have username and password. No? Contact [CareerTrac@mail.nih.gov](mailto:CareerTrac@mail.nih.gov)
- Want to assign a delegate? Choose 'Principal Investigator Administrator' (PIA)



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Version 3.6.0-027a

# Accessing User Guides



National Institutes of Health

**CareerTrac**  
Tracking Trainees to Success



Trainees

Reports

Help

Logged in as hamlet-PI | [Change Password](#) | [Logout](#)

## NIGMS Trainee List

Password updated.

Create Training Experience

Last Name:

Grant:

GM

About

Release Notes

Frequently Asked Questions

CareerTrac Reports and Queries Manual

**CareerTrac Data Entry Guide**

Table 4 B2B Instructions

eRA Commons User Guide

☒ View All ☐

☒ View All ☐

☐ View All ☐

PCC: View All ☐

CT Status: Active ☐

Email:

Search

Reset

[Go to CareerTrac Website](#)

[Back to Index](#)

# Student Must Have eRA Commons ID before PI Can Access Student Data in CT

---

1. *Institution* sets up eRA Commons Account for Student/Trainee
2. *Student/Trainee* enters Data in eRA Commons
3. *PI/PIA Accesses* add Trainee in CareerTrac



## Step 1: Institutional Authorized Official Representative (AOR) sets up eRA Commons Account for Student/Trainee

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- Students with at least one month of training must have an **eRA Commons account** (*aka 'User Profile' aka 'Commons ID' aka 'eRA Commons ID'*)
- For Roles, Do **NOT** choose **TRAINEE**, choose UNDERGRADUATE or GRADUATE
- Video shows how the AOR sets up Commons ID for Student
- <https://careertrac.niehs.nih.gov/videos/demo1.avi>

## Step 2: Student/Trainee Enters Data in eRA Commons

---

- Video shows what student needs to do after getting email from eRA Commons
- NOTE: Contact prospective participants (students) early to complete profile
- <https://careertrac.niehs.nih.gov/videos/demo2.avi>

# Step 3: PI/PIA Accesses New Trainee in CareerTrac

---

- Have student's eRA Commons ID available
- <https://careertrac.niehs.nih.gov/videos/demo3.avi>

# Step 3a: PI/PIA Links a Commons ID to Student Already in CT

The screenshot displays the NIH CareerTrac web application. At the top, the NIH logo and "National Institutes of Health" text are on the left, and the "CareerTrac" logo with the tagline "Tracking Trainees to Success" is on the right. A navigation bar includes "Trainees", "Reports", and "Help" tabs. On the right of the navigation bar, it says "Logged in as hamlet-PI | [Change Password](#) | [Logout](#)".

Below the navigation bar is a table with columns: "Trainee", "Grant", "Institution", "PI", "Bridge Program", and "Training Status". The first row shows a trainee with Grant "R25GM", Bridge Program "B2B", and Training Status "Post-Training".

On the left side of the table, there is a sidebar with a "Personal Info" section. A blue arrow points from the "Personal Info" link in the sidebar to the "Associate a Commons ID" button in the "Personal Info" section of the trainee's profile.

The "Personal Info" section includes fields for "Commons ID", "First Name", "Middle Name", "Last Name", "Suffix", and "Primary Email". The "Commons ID" field has a button labeled "Associate a Commons ID".

To the right of the "Personal Info" section is a "Privacy Form Email" section with the text "Click the button below to send a privacy email to this Trainee." and a "Send Privacy Email" button.

Below the "Personal Info" section, there is a "Profile completeness: 15%" indicator.

At the bottom of the page, there is a "Back to Trainees" link.

A modal window titled "Associate Commons ID With Trainee" is open in the foreground. It contains the text "Please enter the Commons ID to associate with FRED ABBAN in CareerTrac" and a text input field. To the right of the input field is a "Find Trainee" button. Below the input field is a "Secondary Email" label and a text input field.

# Links to Videos Presented Today

---

- STEP 1: AOR adds a new trainee to eRA Commons to set up Commons ID
  - <https://careertrac.niehs.nih.gov/videos/demo1.avi>
- STEP 2: Trainee enters data into eRA Commons to set up Profile:
  - <https://careertrac.niehs.nih.gov/videos/demo2.avi>
- STEP 3: PI/PIA accesses a trainee into CareerTrac using eRA Commons ID
  - <https://careertrac.niehs.nih.gov/videos/demo3.avi>

# I'm *Finally* in CT, Now What?



Trainees

Reports

Help

Logged in as hamlet-PI | [Change Password](#) | [Logout](#)

## NIGMS Trainee List

[+ Create Training Experience](#)

Last Name:

Training Start Date:  Before  View All

PCC:  ? View All

Grant:  GM

Training End Date:  Before  View All

CT Status:  ? Active

Training Status:  ? View All

Email:

Search

Reset

Name (Last, First)	Grant Number	Start Date	End Date	Status	Bridge Program	PI Name (Last, First)
A	R25GM050070	2009-05-01	2009-07-31	Post-Training	B2B	MOLONEY, DANIEL J.
A	R25GM050070	2001-05-01	2001-07-31	Post-Training	B2B	MOLONEY, DANIEL J.
A	R25GM050070	2001-05-01	2001-07-31	Post-Training	B2B	MOLONEY, DANIEL J.
A	R25GM050070	2003-05-01	2003-07-31	Post-Training	B2B	MOLONEY, DANIEL J.
A	R25GM050070	2008-05-01	2008-07-31	Post-Training	B2B	MOLONEY, DANIEL J.
A	R25GM050070	2009-05-01	2009-07-31	Post-Training	B2B	MOLONEY, DANIEL J.
A	R25GM050070	2007-05-01	2007-07-31	Post-Training	B2B	MOLONEY, DANIEL J.

Click on a  
trainee name

# Check/Edit Contact Info



National Institutes of Health

**CareerTrac**  
Tracking Trainees to Success



**Trainees**

**Reports**

**Help**

Logged in as hamlet-PI | [Change Password](#) | [Logout](#)

Trainee	Grant	Institution	PI	Bridge Program	Training Status
	R25GM			B2B	Post-Training ?

Personal Info

**Contact Info**

Pre-Training Info

In-Training Experience

Accomplishments

Comments

CareerTrac Status

Profile completeness: ?

15%

## Contact Information

### Address

Address Line 1

Address Line 2

Address Line 3

City

State

Country

## Data Collection Form

Click the button below to send a data collection form to this trainee.

[Send Data Collection Form via Email](#)

Click the button below to download a data collection form without emailing it to the trainee.

[Download Data Collection Form](#)



# Complete Pre-Training Info Page (as needed)

Personal Info

Contact Info

**Pre-Training Info**

In-Training Experience

Accomplishments

Comments

CareerTrac Status

Profile completeness: ?

15%

[Back to Trainees](#)

?

## Pre-Training Info

### Previous Position

Please spell out the last professional position and title trainee held BEFORE entering the NIGMS training program, as an employee, a student, a fellow, etc.

**Position**  
Select item from list... ▼

**Title**

**Institution or Company**

**Location of Institution or Company**  
Select a country... ▼

**Region**

### Prior Academic Degrees

No prior academic degrees have been entered for this trainee.

Please list all the degrees, certificates, or training that the trainee completed before this NIGMS training program.

[+ New Education](#)



# Complete In-Training Info Page

(this screen shot is for Bridges, but other TWD programs use a similar format)

Personal Info

Contact Info

Pre-Training Info

In-Training Experience

Accomplishments

Comments

CareerTrac Status

Profile completeness: ?

15%

[Back to Trainees](#)

?

## In-Training Info

**Trainee's Research Project Title** ?  
The Functions of Intervening Sequences of DNA on Gene Expression

**Date Training Began**  
May 2009

**Date Training Ended**  
July 2009

**Bridge Program**  
B2B

**NIH Field of Training**  
Use the first two selectors to "drill down" to a field of training. [Download and View Complete Field of Training List](#)  
1000: I. Predominantly Non-Clinical or Lab-Based Research Training  
2000: GENETICS  
2070: Molecular Genetics

**Scientific Technical Emphases**  
[+ Add Emphases](#)  
No emphases entered

**Sources of Support**  
[+ Add Source of Support](#) ?  
No sources of support entered

**Bridging Outcome**  

Did the trainee bridge?  
☒ Yes  
☐ No  
☐ In-Training

Year transfer occurred  
2010

**Explanation For Not Bridging** ?  
If you answer no, you must complete this field.

# Update Accomplishments Page

Contact Info

Pre-Training Info

In-Training Experience

**Accomplishments**

Comments

CareerTrac Status

Profile completeness: ?

15%

[View trainee in QVR \(beta\)](#)

[← Back to Trainees](#)

?

## Accomplishments

Please enter the trainees accomplishments that can be attributed to NIGMS training.

+

Add Accomplishment ▾

Currently, no accomplishments have been added for this trainee.

# Accomplishments Page: Poster Info

Trainees Search Reports Admin Help Logged in as mhamlet | [Change Password](#) | [Logout](#)

Trainee: **RELYNDA ABAT**

Contact Info

Pre-Training Info

In-Training Experience

**Accomplishments**

Comments

CareerTrac Status

Profile completeness: 15%

[View trainee in QVR \(beta\)](#)

[Back to Trainees](#)

**Posters at Scientific Meetings**

Please enter only those posters related to NIGMS research training.

**Training Status when Accomplished**

Select a training status...

**Year Poster Presented**

Select the year...

**Type of Presentation**

Select a Type of Presentation...

**Meeting Title**

**Number of Poster Presentations**

[Save](#) [Cancel](#)

# Minimal CT Entry Requirements for Progress Reports

- Review Contact Info (see video)
- Complete Pre-Training Info
- In-Training Experience
  - For Bridges – has the student Bridged?
  - For RISE – has the student completed a PhD degree?

# Notes and Reminders

- Update PIA contact info
- If you see a 'II' symbol next to name, you must make personal and contact info changes in xTrain

# Symbols

## SYMBOLS



This symbol indicates that data come from IMPAC II. The data cannot be changed from within CareerTrac.



Definitions and tips



Add an item (e.g. Add Trainee, Add Mentor, Add Education Record, etc.)



View/search an item in CareerTrac



Edit an item (e.g., an existing employment or publication accomplishment)



Delete (e.g., an existing employment or publication accomplishment)



Trainee/Information added using eRA Commons ID



This field is used to generate NRSA Tables

# The following slides are specific to Bridges Programs only

We will update this presentation when more features (Reports) are available for other TWD Programs.

# What's *New*, New?

---

1. You can prepare Table 4 within CT!!!!
2. Collect updated info from current or former trainee!
3. Program Officer can generate preliminary outcome data!



# What is Table 4?

Sample Table 4. Bridges Participant Outcomes on Enrollment, Transfer and Degree Completion in Biomedical Sciences-Related Disciplines

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Institution	Reporting period	Slots Awarded	Slots Requested	Currently Supported	Withdrew from Bridges Program	Alumni	Transfer to 4yr	Remaining at 4yr	Withdrew from 4yr	Earned B.S./B.A.	Postbac	Enrolled in M.S.	Completed M.S. program	Enrolled Ph.D.	Completed Ph.D.	Enrolled M.D.	Completed M.D.	Research-Related Employment	Non research-related employment

# Accessing Table 4 in CT



Trainees

Reports

Help

Logged in as hamlet-PI | [Change Password](#) | [Logout](#)

Administrative Reports

NRSA Reports

In Training

Education

Accomplishments

Demographics

Training Experience Count by Tenant

Training Experience Count by Tenant and Grant Mechanism

Table 4

PIA Review Report

Top Fields of Training



OMB NO.: 0925-0568

Expiration Date: 2/29/2016

[Respondent Burden](#) | [Contact Us](#) | [Web Policies](#)





Trainees

Reports

Help

Logged in as hamlet-PI | [Change Password](#) | [Logout](#)

Administrative Reports ▶

NRSA Reports ▶

In Training ▶

Education ▶

Accomplishments ▶

Demographics ▶

### Table 4 Criteria

Grant  **Grant #** ▼

**Generate Report**



OMB NO.: 0925-0568

Expiration Date: 2/29/2016

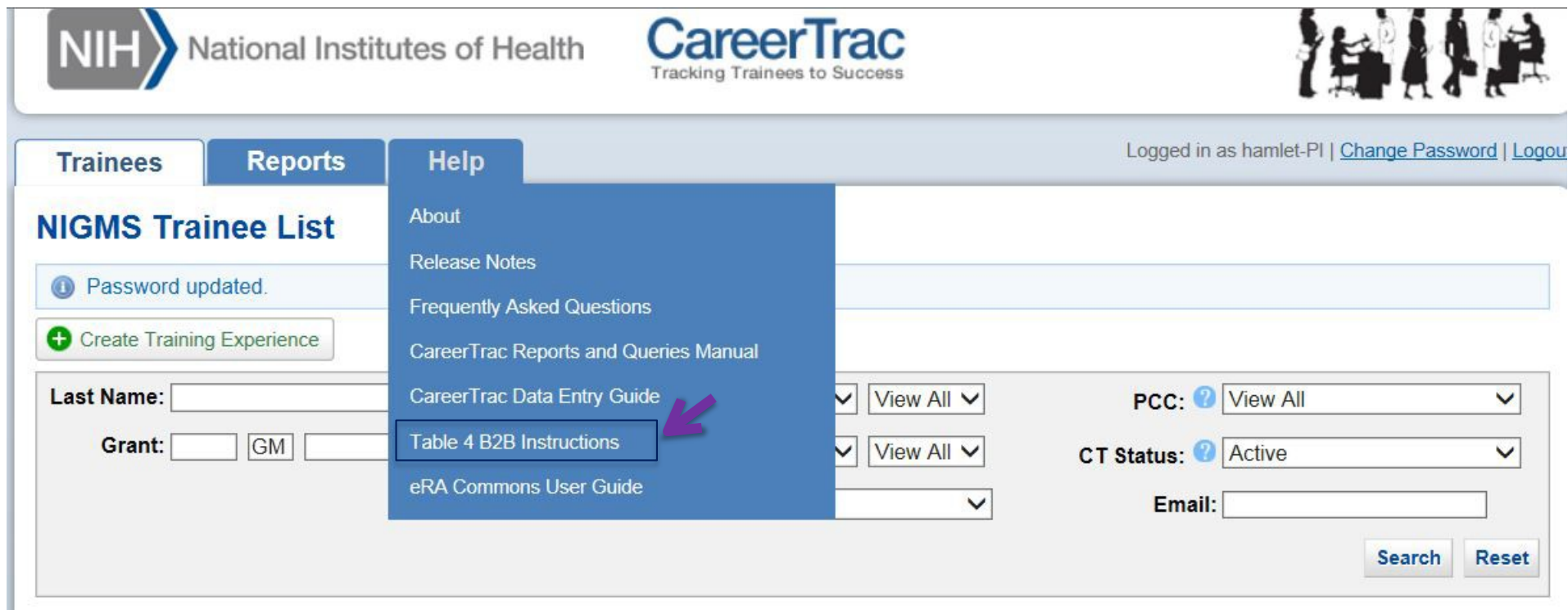
[Respondent Burden](#) | [Contact Us](#) | [Web Policies](#)

# Table 4 Appears with Prepopulated Data

Institution	Reporting Period	Slots Awarded	Slots Requested	Currently Supported	Still Enrolled at Community College	Withdrew From Bridges Program	Alumni	Transfer to 4 Year	Remaining at 4 Year
UNIVERSITY OF X	07-01-2015 - 06-30-2016			18			17	0	

**Complete the remaining sections, save, and upload as part of progress report (aka RPPR).**

# Accessing User Guides: Table 4 Instructions



The screenshot shows the NIH CareerTrac website interface. At the top, the NIH logo and 'National Institutes of Health' text are on the left, and the 'CareerTrac' logo with the tagline 'Tracking Trainees to Success' is on the right. A silhouette of people is in the top right corner. Below the header, there are three tabs: 'Trainees', 'Reports', and 'Help'. The 'Help' tab is active, and its dropdown menu is open, showing a list of links: 'About', 'Release Notes', 'Frequently Asked Questions', 'CareerTrac Reports and Queries Manual', 'CareerTrac Data Entry Guide', 'Table 4 B2B Instructions' (highlighted with a red box and a red arrow), and 'eRA Commons User Guide'. On the left side of the page, under the 'Trainees' tab, there is a section titled 'NIGMS Trainee List'. It includes a message 'Password updated.' with an information icon, a 'Create Training Experience' button with a plus icon, and search filters for 'Last Name:' and 'Grant:' (with a 'GM' button). On the right side, there are filters for 'PCC:' (set to 'View All'), 'CT Status:' (set to 'Active'), and an 'Email:' field. There are 'View All' buttons for each filter. At the bottom right of the filter section are 'Search' and 'Reset' buttons.

[Go to CareerTrac Website](#)

[Back to Index](#)

# Sending Spreadsheet to Trainee to Update Database



National Institutes of Health

CareerTrac  
Tracking Trainees to Success



Trainees

Reports

Help

Logged in as hamlet-PI | [Change Password](#) | [Logout](#)

Trainee	Grant	Institution	PI	Bridge Program	Training Status
	R25GM			B2B	Post-Training ?

Personal Info

Contact Info

Pre-Training Info

In-Training Experience

Accomplishments

Comments

CareerTrac Status

Profile completeness: ?

15%

## Contact Information

### Address

Address Line 1

Address Line 2

Address Line 3

City

State

Country

## Data Collection Form

Click the button below to send a data collection form to this trainee.

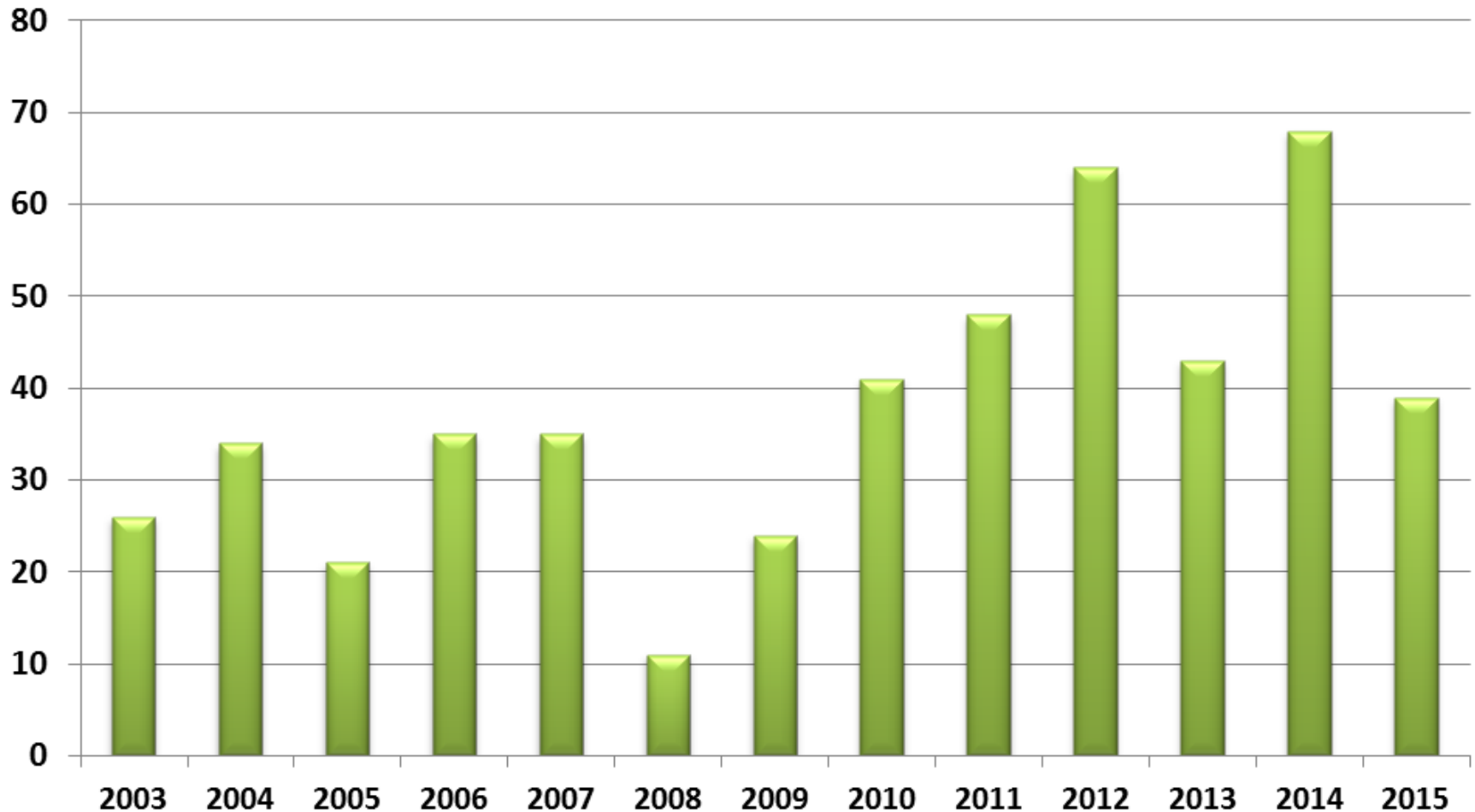
[Send Data Collection Form via Email](#)

Click the button below to download a data collection form without emailing it to the trainee.

[Download Data Collection Form](#)

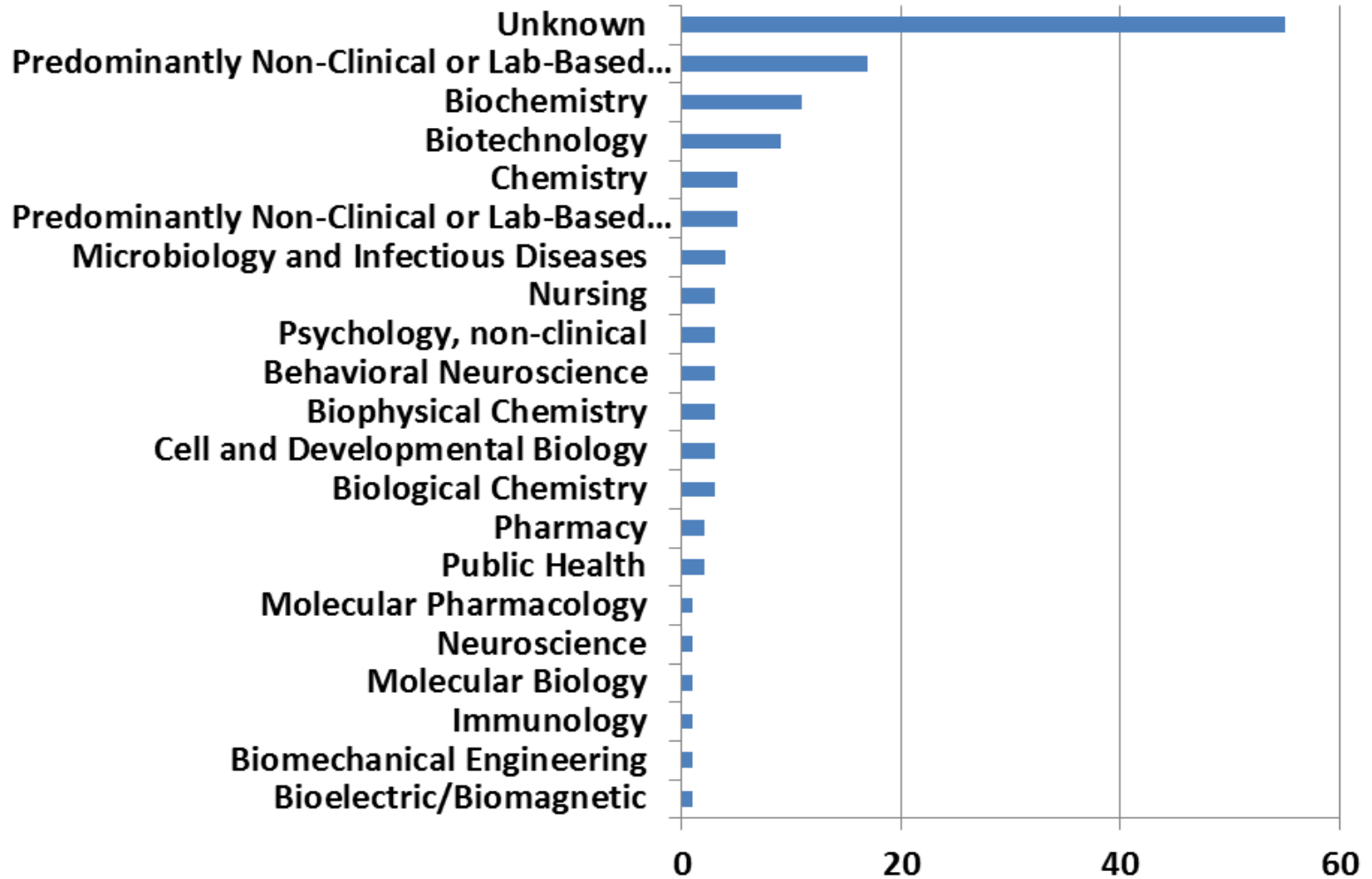
# DATA! Profile of B2B Presentations

**Number of B2B Poster and Oral Presentations**



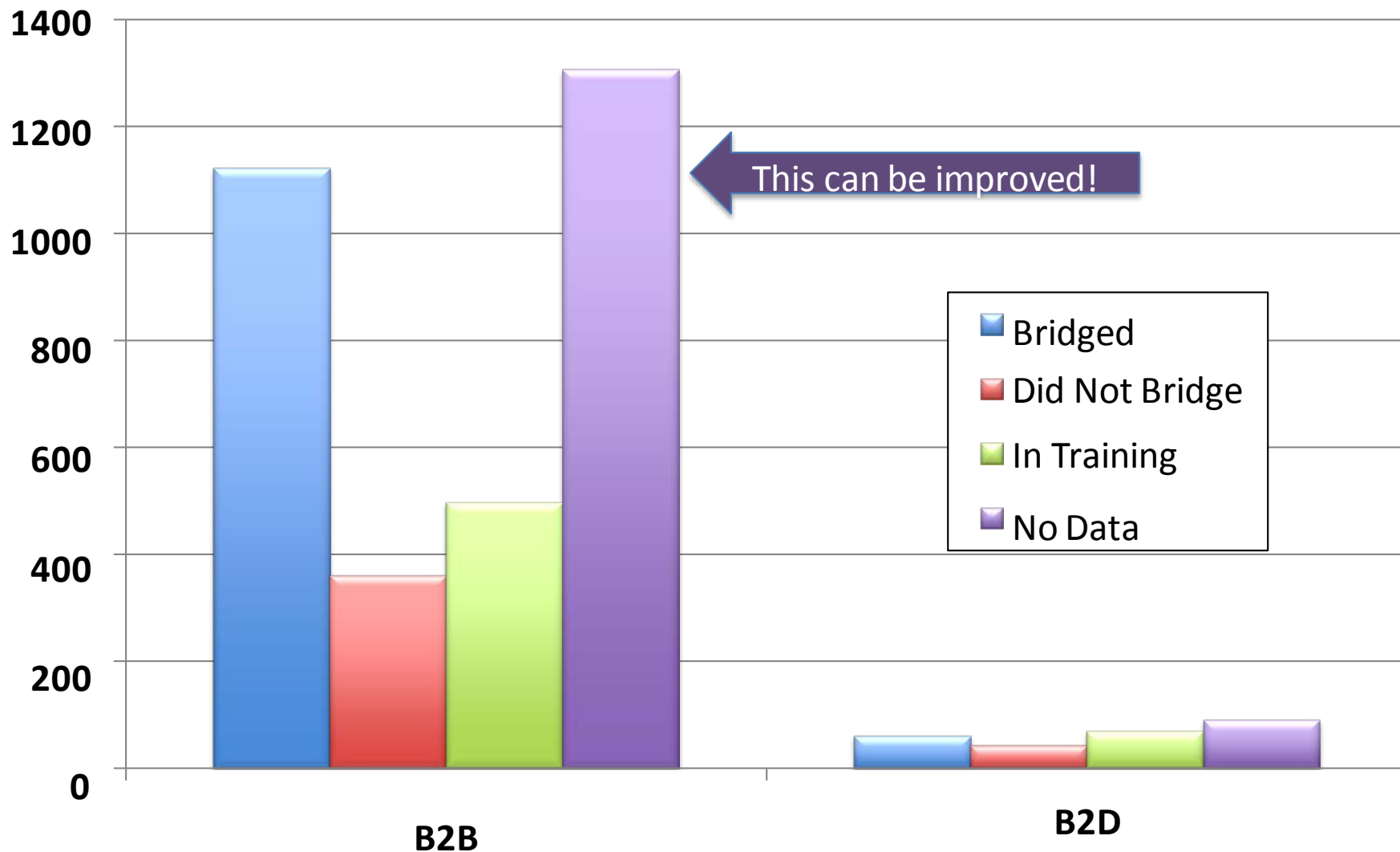
# DATA! Profile of B2B Field of Training

## Field of Training for Current Trainees 3Sept15





# DATA! Profile of Student Transfer



# Other Questions?

- Email [your Program Director](#)
- NIH staff will forward questions/issues to developers