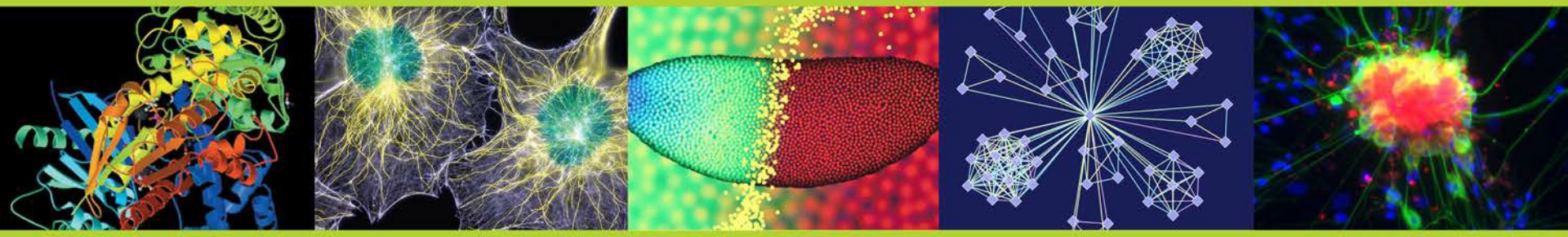
National Institute of General Medical Sciences

CareerTrac System Trainee Tracking for NIGMS TWD Programs

Instructional webinar



Today's Topics

- 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

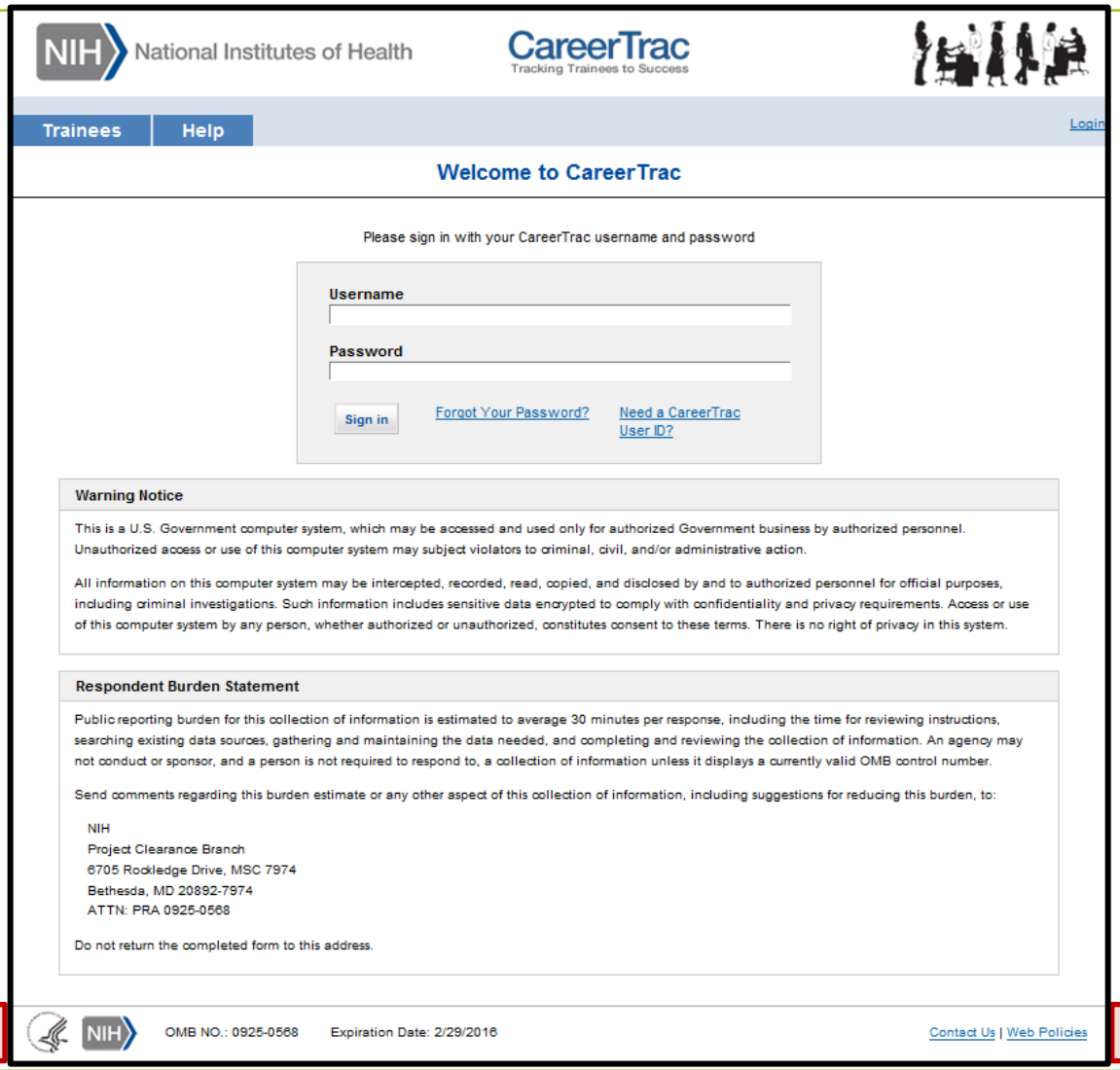
Overview of CareerTrac

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

CareerTrac (CT) Overview

- 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/



Go to CareerTrac Website

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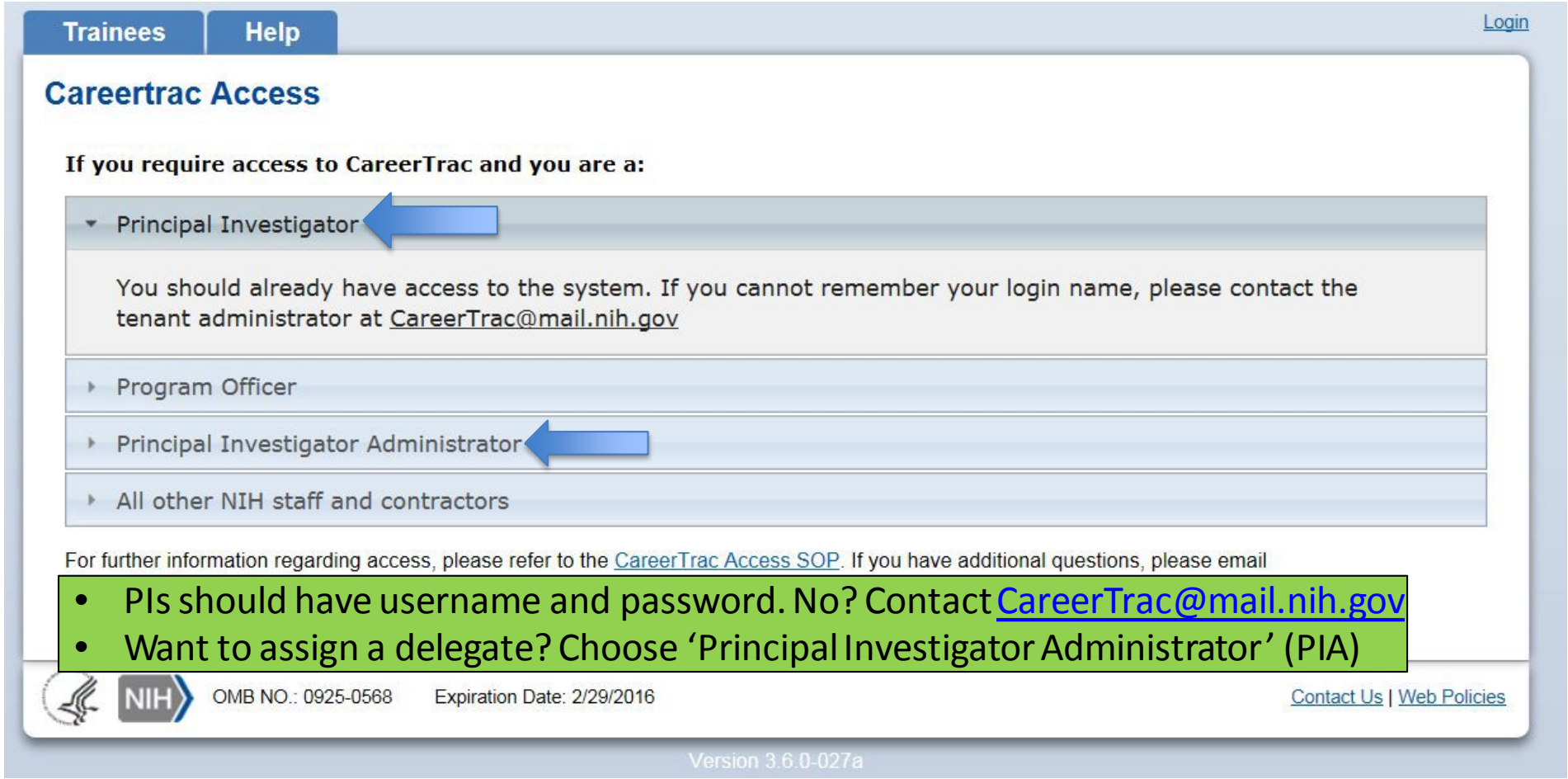
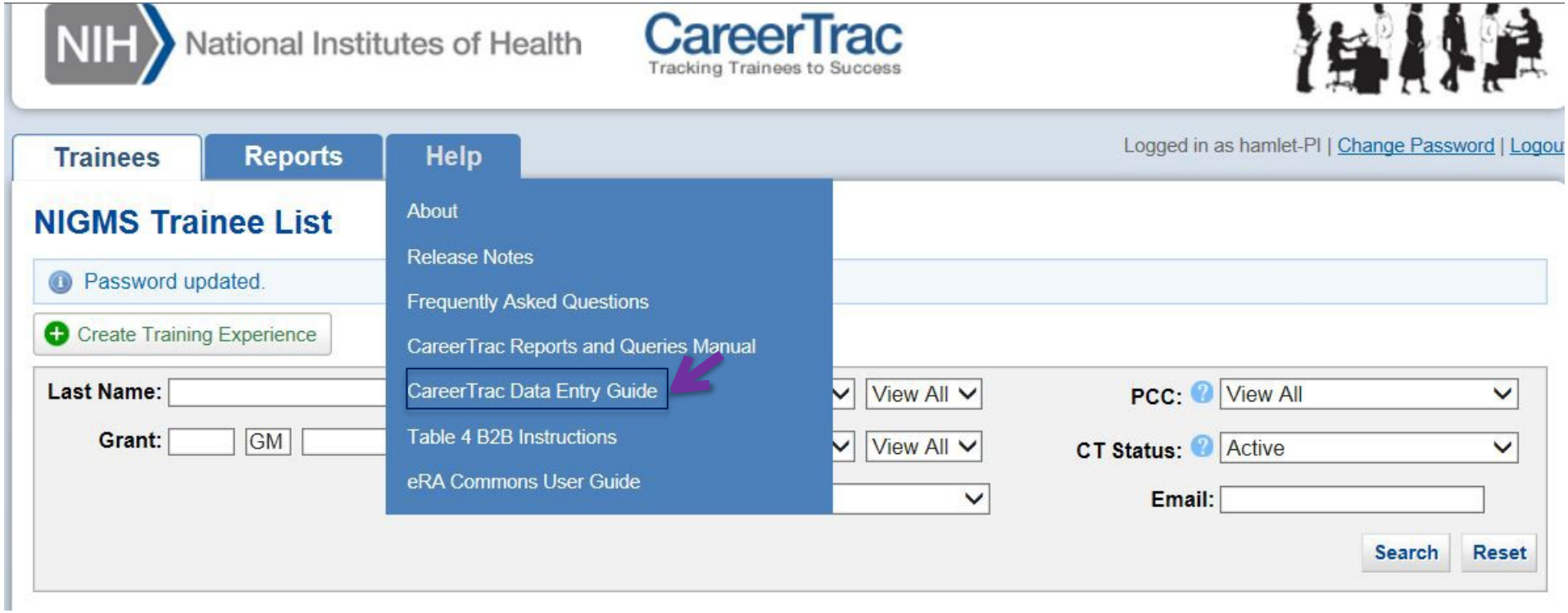
Need a CT ID? Choose Your Role



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

Accessing User Guides



Go to CareerTrac Website

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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

- 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

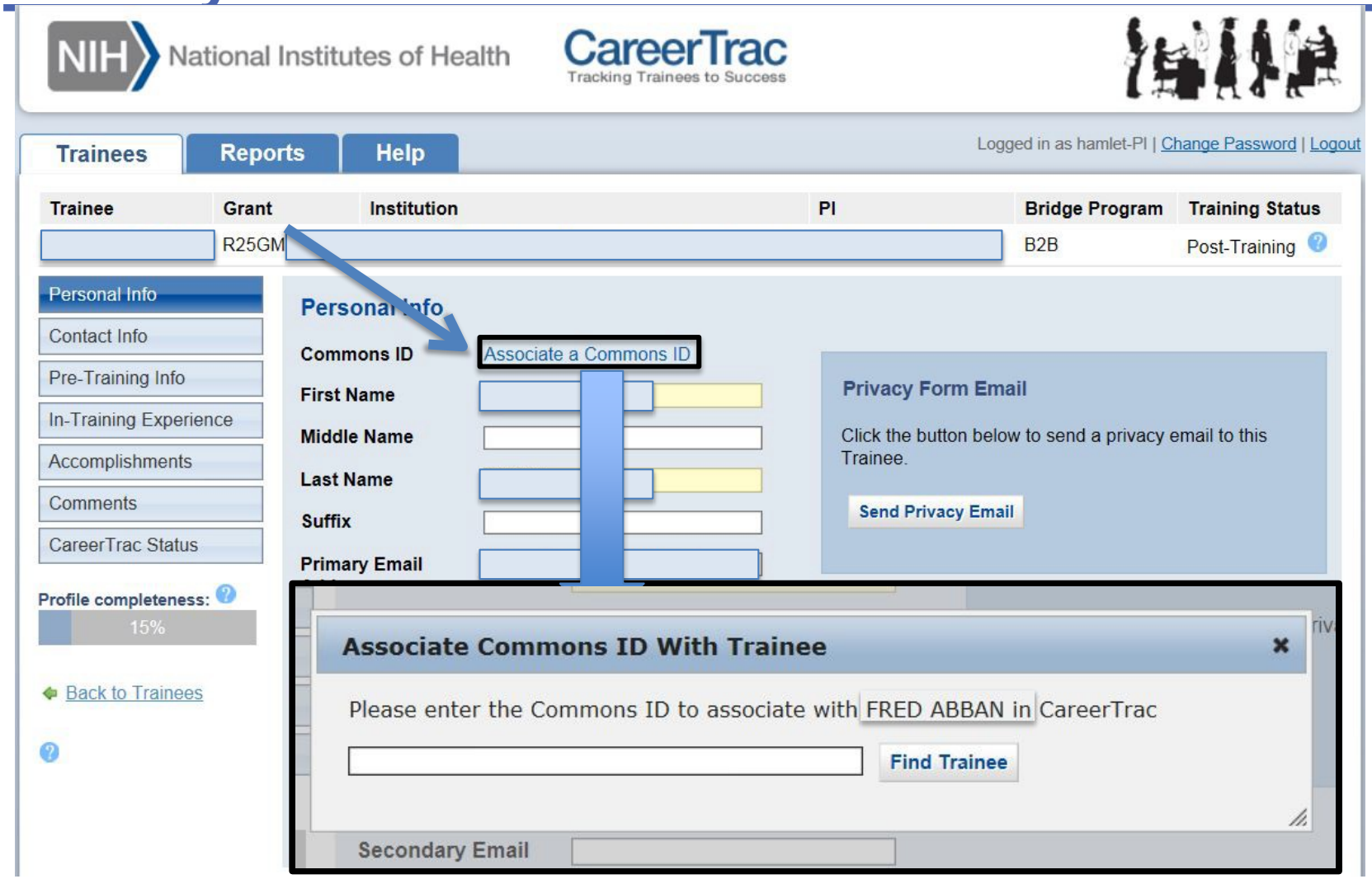
Step 2: Student/Trainee Enters Data in eRA Commons

- 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



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?

National Institutes of Health

CareerTrac
Tracking Trainees to Success

Trainees | Reports | Help

Logged in as hamlet-PI | Change Password | Logout

NIGMS Trainee List

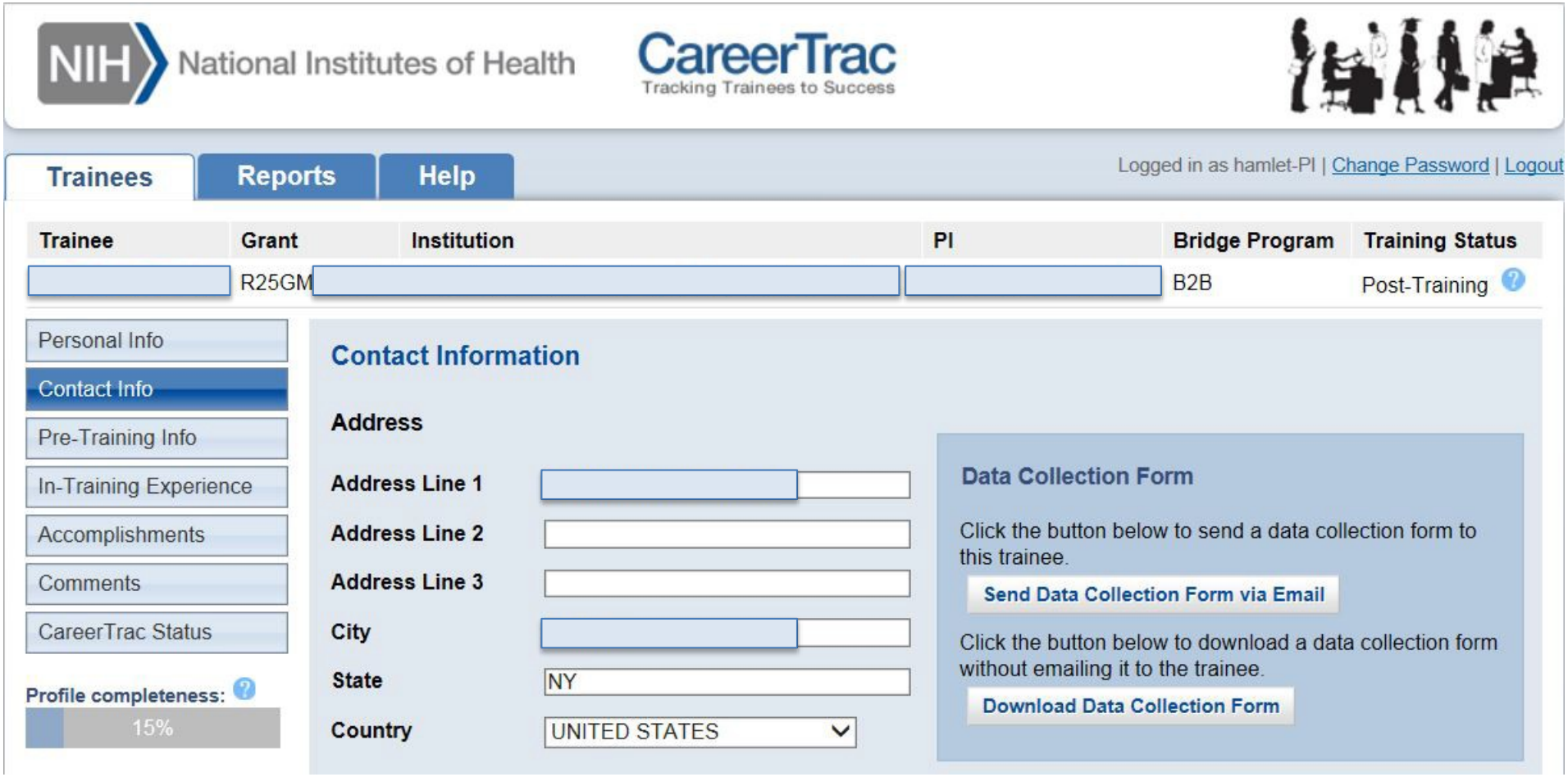
Create Training Experience

Last Name: | Grant: | GM | Training Start Date: Before / View All | Training End Date: Before / View All | Training Status: View All | PCC: View All | CT Status: Active | Email: | Search | Reset

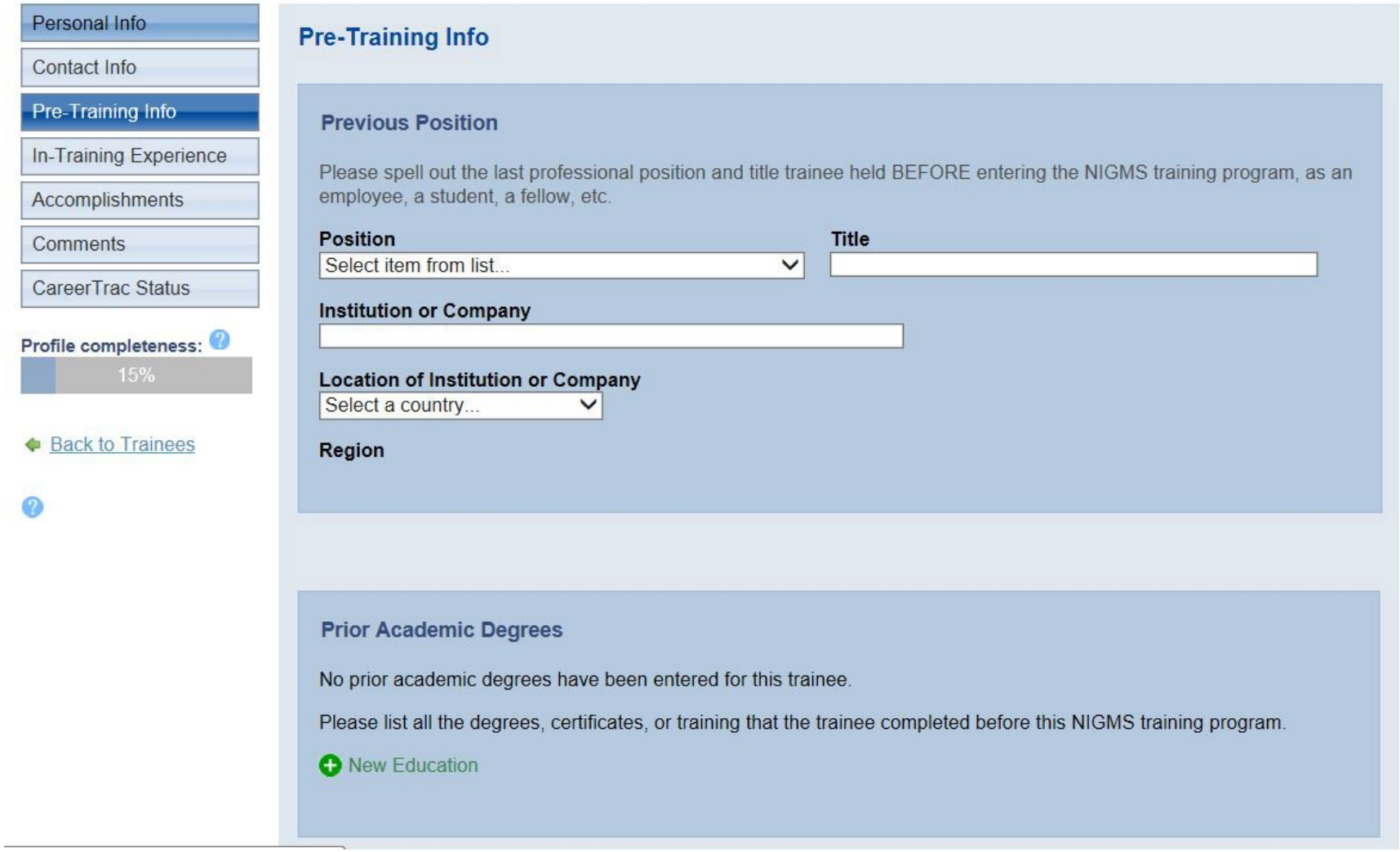
Name (Last, First)	Grant Number	Start Date	End Date	Status	Bridge Program	PI Name (Last, First)
A	R25GM050070	2009-05-01	2009-07-31	Post-Training	B2B	MOLONEY, DANIEL J.
A	R25GM050070	2001-05-01	2001-07-31	Post-Training	B2B	MOLONEY, DANIEL J.
A	R25GM050070	2001-05-01	2001-07-31	Post-Training	B2B	MOLONEY,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

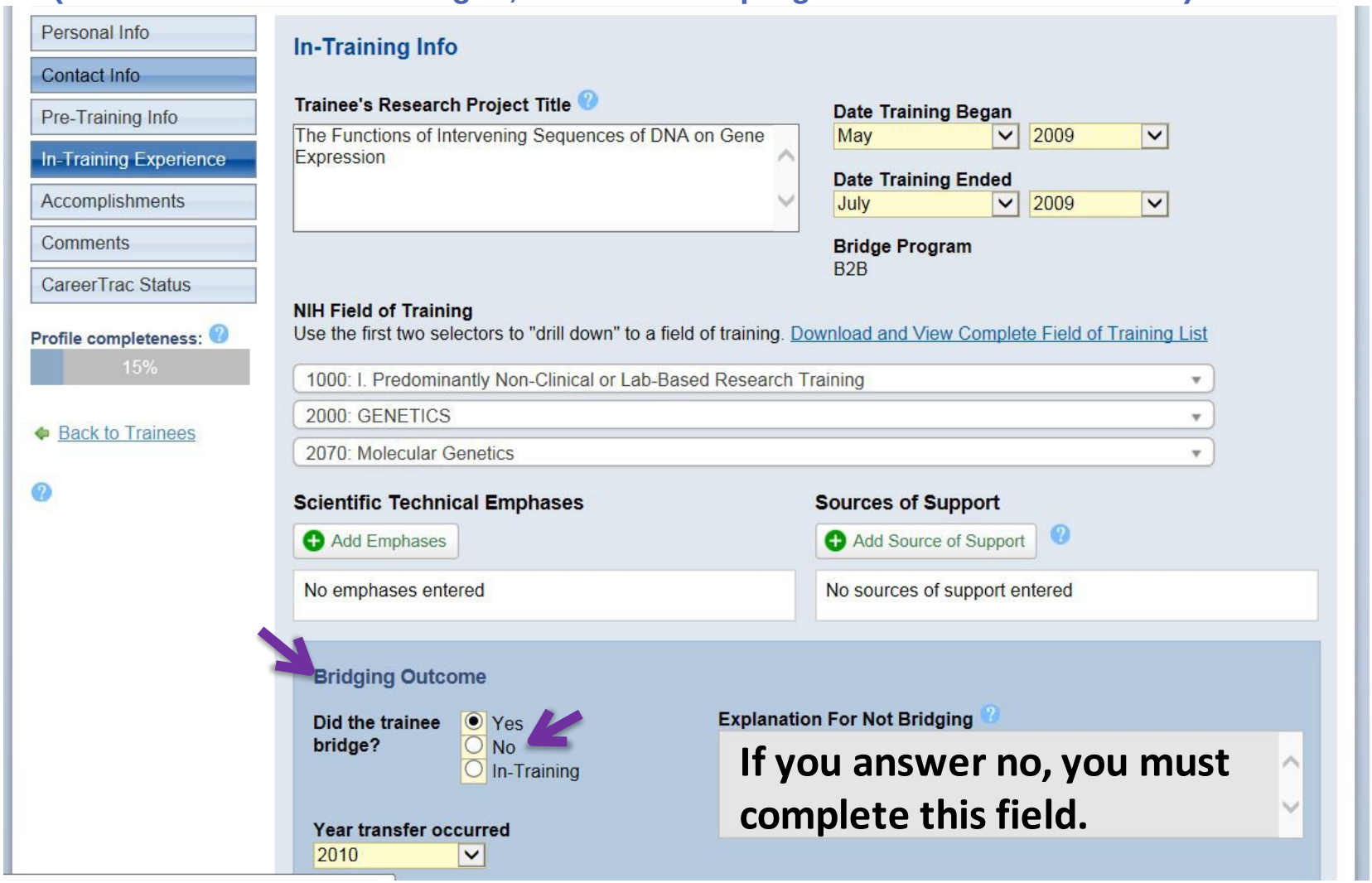


Complete Pre-Training Info Page (as needed)



Complete In-Training Info Page

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



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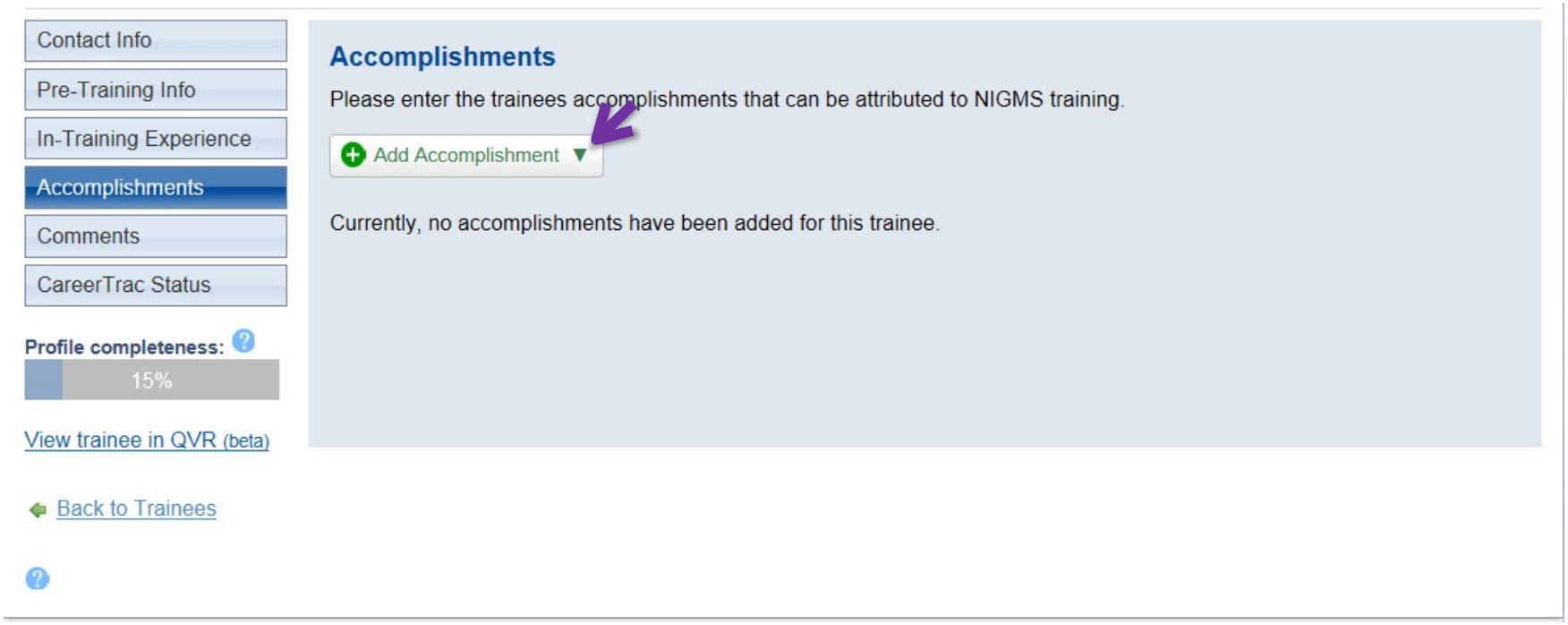
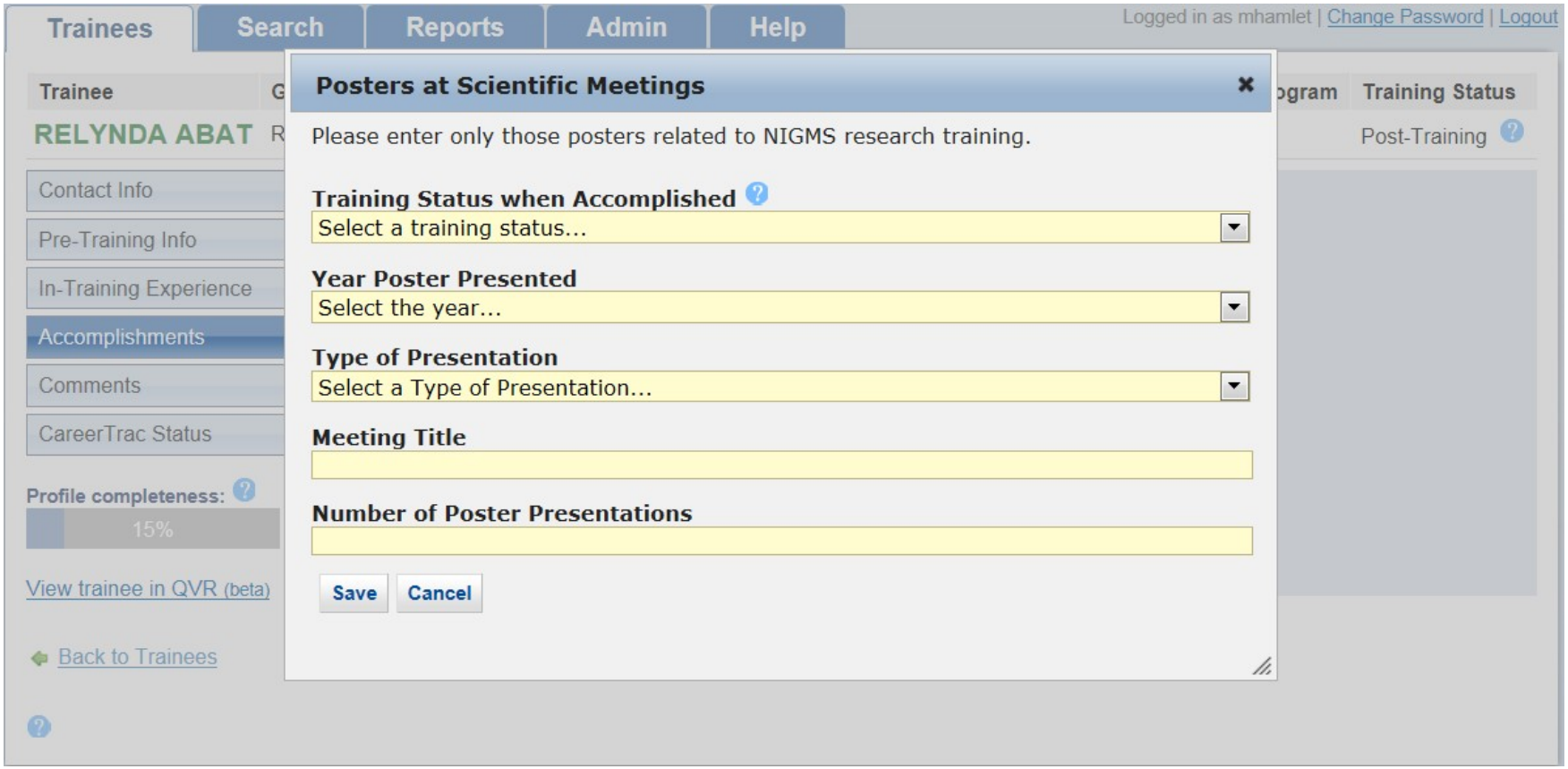
Update Accomplishments Page



Accomplishments Page: Poster Info



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?

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Notes and Reminders

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

Symbols

National Institutes of Health
Turning Discovery Into Health

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

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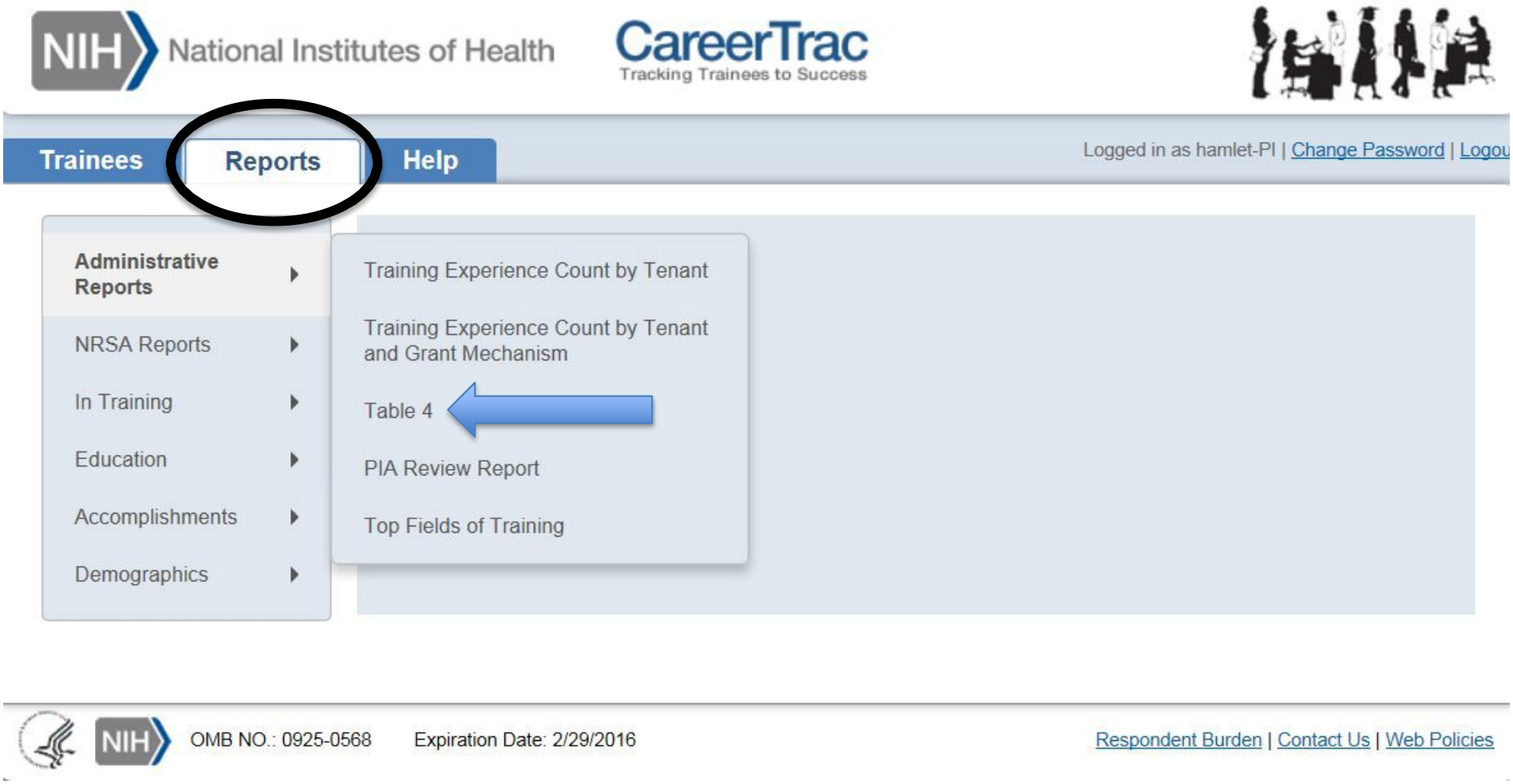
Accessing Table 4 in CT



National Institutes of Health
CareerTrac
Tracking Trainees to Success
Trainees
Reports
Help
Logged in as hamlet-PI | Change Password | Logout
Administrative Reports
NRSA Reports
In Training
Education
Accomplishments
Demographics
Table 4 Criteria
Grant
R25GM
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).

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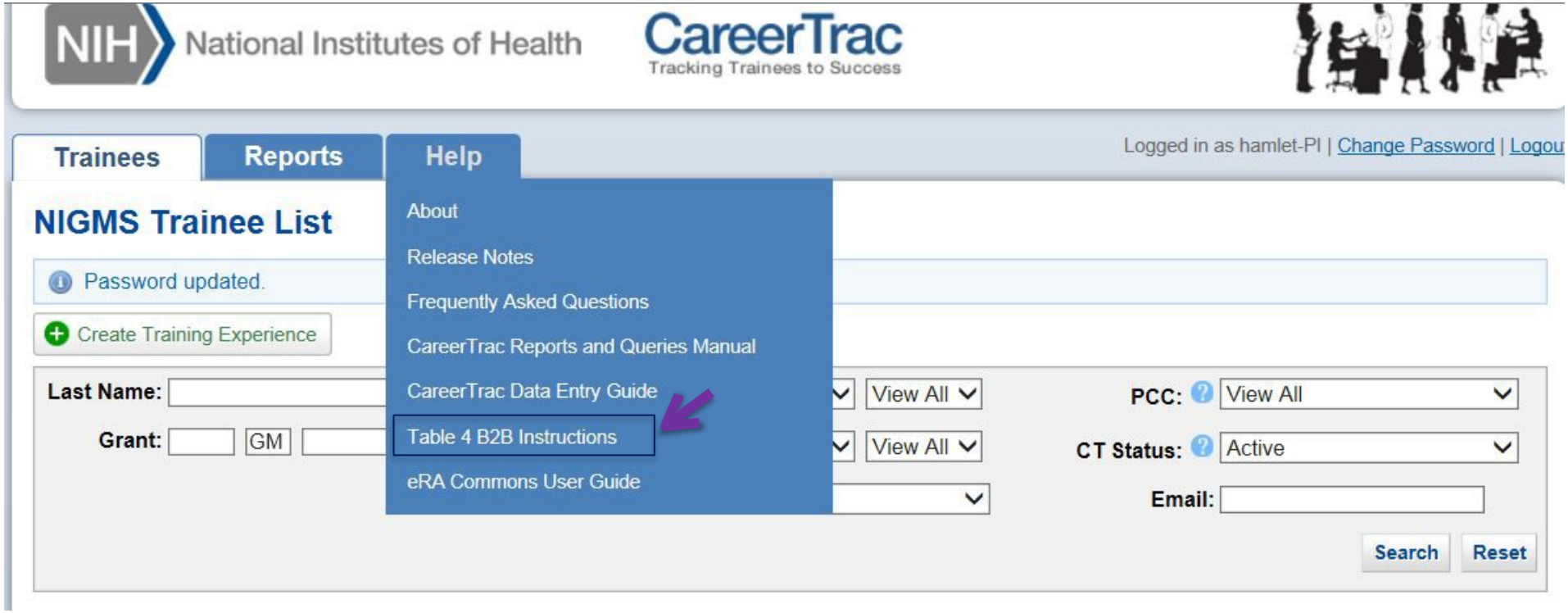
Accessing User Guides: Table 4 Instructions



Go to CareerTrac Website

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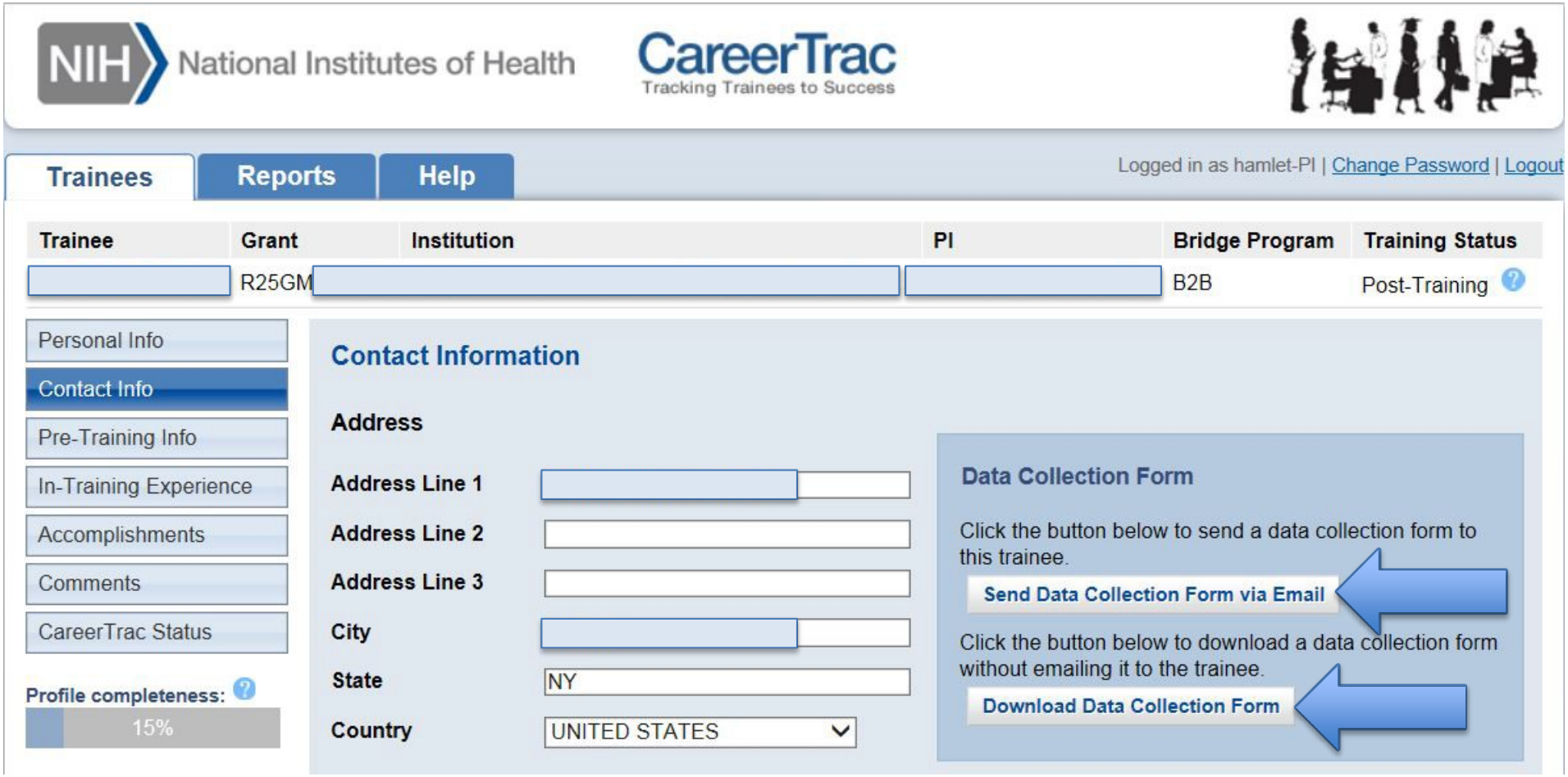
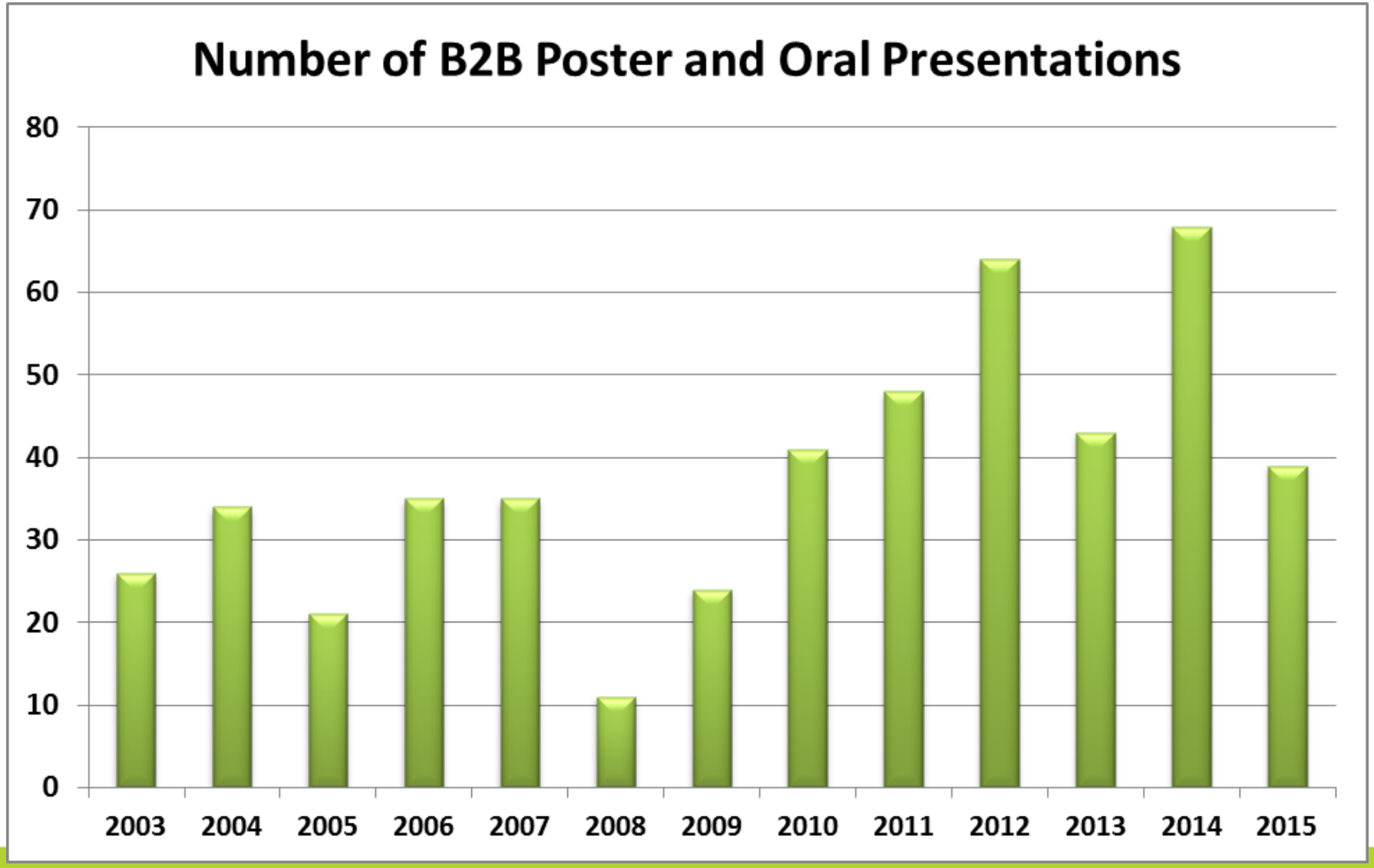
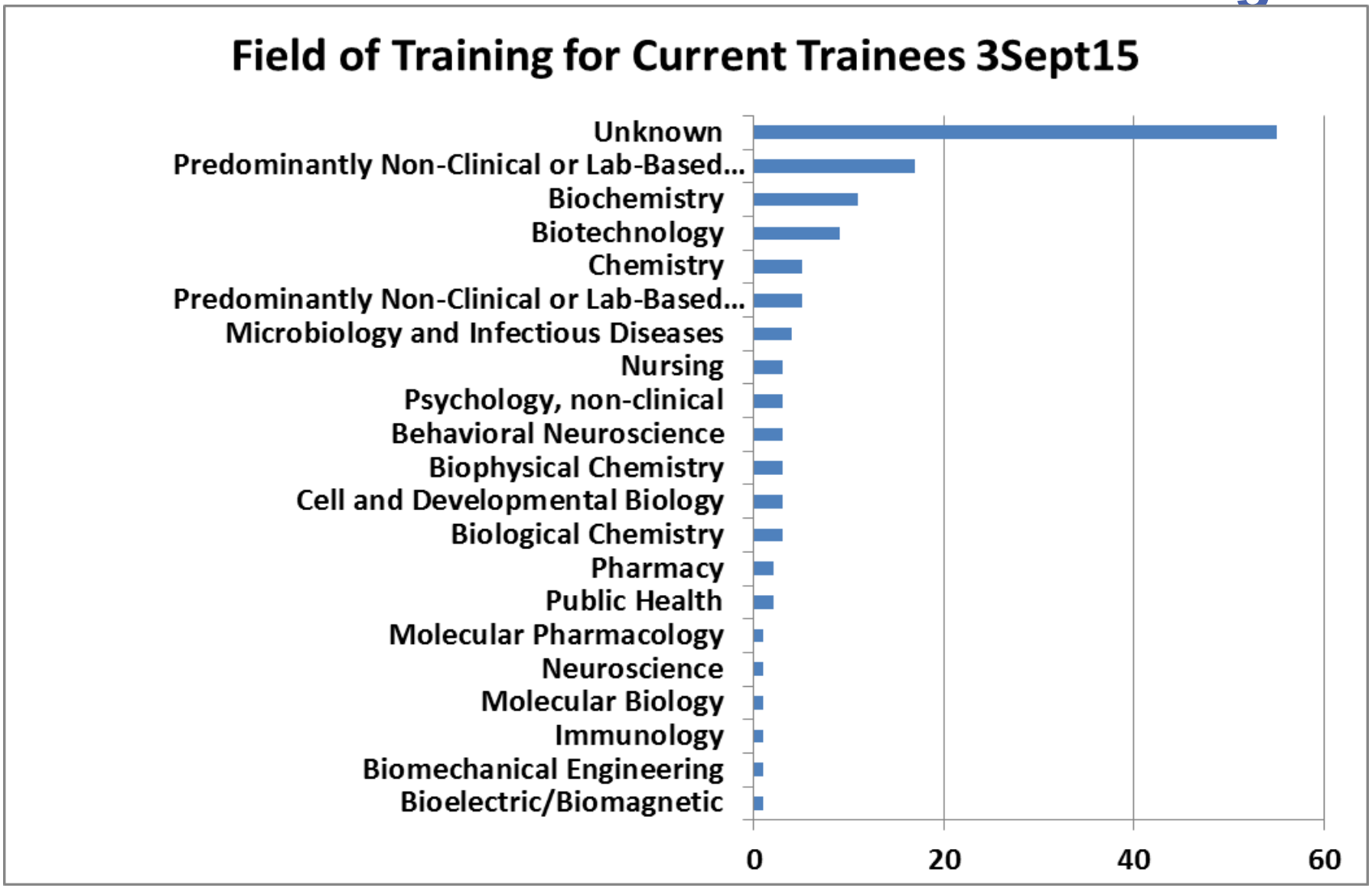
Sending Spreadsheet to Trainee to Update Database



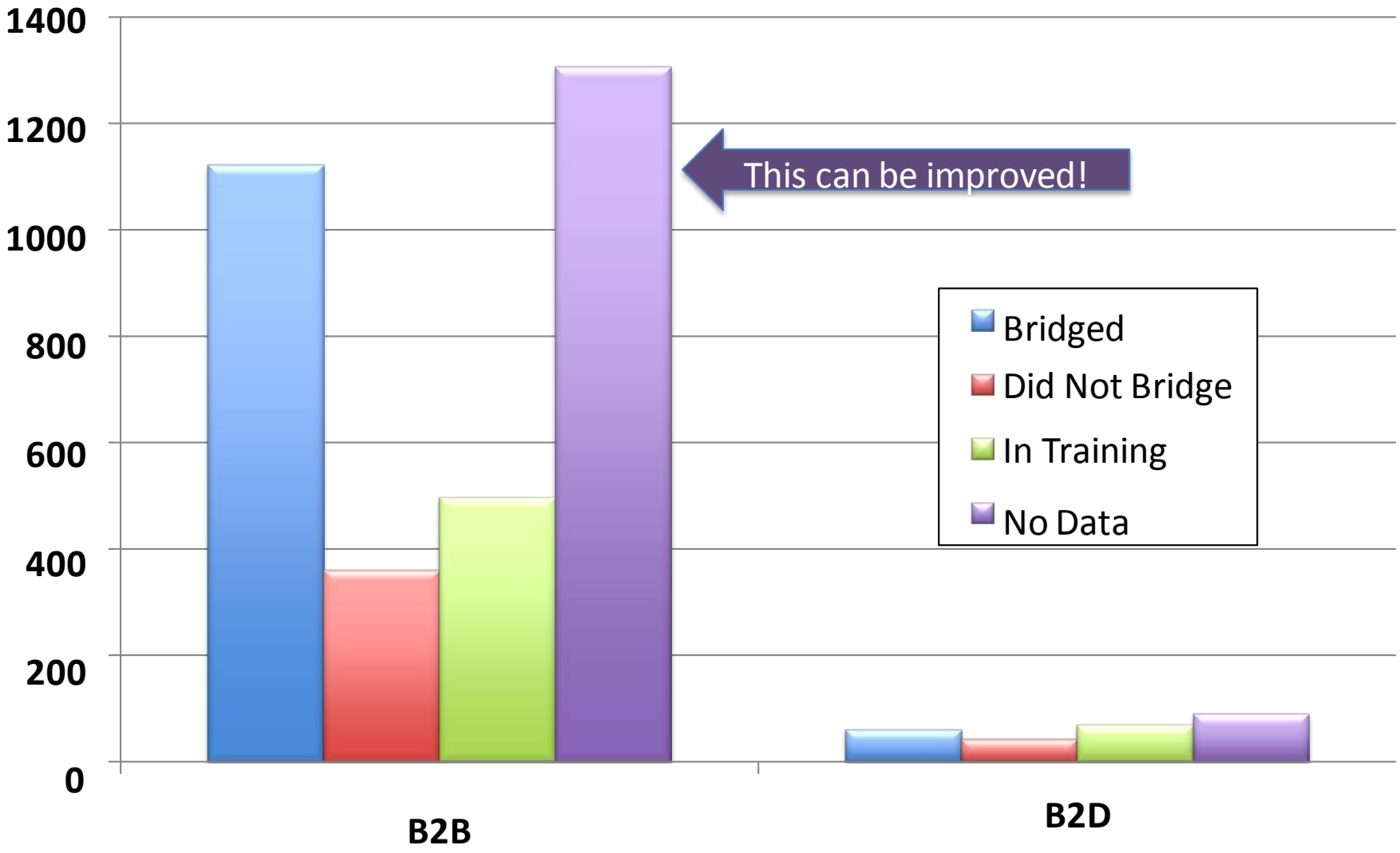
DATA! Profile of B2B Presentations



DATA! Profile of B2B Field of Training



DATA! Profile of Student Transfer



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Other Questions?

- Email your Program Director
- NIH staff will forward questions/issues to developers

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