



# xTrain Delegation of Authority

March 2012

What is the first thing most Program Directors will want to do?



Delegate the ability to perform their xTrain actions to someone else!



# Delegate xTrain Authority

- 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**
  - eRA Commons allows PD/PI's to delegate several types of authority (such as the ability to update the PD/PI's personal profile, to act as the PD/PI, and to perform actions in xTrain)
  - The delegations feature allows users to view, add or delete all available types of tasks to a user (or users) in one place

To access ***My Delegations*** and perform the steps for granting or revoking authority for your own account, do the following:

1. Select the Admin tab from the Commons navigational bar.
2. Select the Delegations option from the Admin menu.

The ***My Delegates*** screen opens.

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## My Delegates ?

You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status


**My Current Delegations**

No records found.



Name	Role(s)	Commons ID	Action
No records were returned.			

[Search or Add Delegate](#)

In the example, there are no delegates, as the screen indicates *No Records Found*. To add delegates, select the ***Search or Add Delegate*** link.



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## Search for Delegates ?

This search may be used to add new delegates or edit the roles of your current delegates.

**Search Criteria**

Commons ID	Last Name Wilson	First Name Woodr%	Middle Name	Role(s)
				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;">AA</div> <div style="border: 1px solid #ccc; padding: 2px;">AO</div> <div style="margin-left: 5px; text-align: center;"> <span style="font-size: 0.8em;">▲</span>  <span style="font-size: 0.8em;">■</span>  <span style="font-size: 0.8em;">▼</span> </div> </div>

You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%

Search
Clear
Cancel

[Return to My Current Delegates](#)

- On the **Search for Delegates** screen, enter the appropriate search criteria for conducting the search.
- If necessary, the percent sign (%) may be used as a wildcard character.
- Hold down the CTRL key when selecting Roles to select more than one.
- Select the Search button.

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# Select User to Delegate



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## Search for Delegates ?

This search may be used to add new delegates or edit the roles of your current delegates.

### Search Criteria

Commons ID

Last Name

First Name

Middle Name

Role(s)

Hold down Ctrl  
key to do multiple  
select / deselect

You can perform a wildcard search by using the "%" character, for example: *lastna% OR las%na%*

Search

Clear

Cancel

### Search Results

One record found.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Wilson, Woodrow	PROGRESS REPORT	WILSON_W					Select

[Return to My Current Delegates](#)

Click the Select link for the person to whom you are delegating authority.

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### Delegate Authority(Authorities) ?

Select Delegation(s)

You have selected to delegate access to: **Wilson, Woodrow; WILSON\_W; ASST**

You may assign the following delegation(s):  PPF  Progress Report  xTRAIN  Status

[Return to My Current](#)

The Delegate Authority (Authorities) screen displays with a confirmation as follows: You have selected to delegate access to: [Name, Commons ID, Role]. The available authorities for delegation display with checkboxes. The authority available for delegation differs depending on your Commons role and the role of the selected user.

- Mark the checkbox of the specific authority being delegating (e.g., xTRAIN) for the user being delegated. Multiple authorities may be selected if available.
- Select the Save button.

# eRA Delegation of Authorities Shown

## Search for Delegates [?](#)

This search may be used to add new delegates or edit the roles of your current delegates.

### Search Criteria

Commons ID	Last Name	First Name	Middle Name	Role(s)
<input type="text"/>	<input type="text" value="Wilson"/>	<input type="text" value="Woodr%"/>	<input type="text"/>	<input type="text" value="AA"/> <input type="text" value="AO"/>

*Hold down Ctrl key to do multiple select / deselect*

You can perform a wildcard search by using the "%" character, for example: *lastna% OR las%na%*

### Search Results


One record found.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Wilson, Woodrow	ASST	WMLSON_VV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Select</a>



[Return to My Current Delegates](#)

Select the ***Return to My Current Delegations*** link to return the ***My Delegates*** screen.





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**My Current Delegations**

One record found.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Wilson, Woodrow	ASST	WILSON_WW	✓		✓		<a href="#">Select</a>

[Search or Add Del.](#)

**My Current Delegates** shows the delegated user with a checkmark in the associated column for each authority granted.

NOTE: To revoke authority, select the user from within the My Current Delegations table and uncheck the box for the authority being revoked.

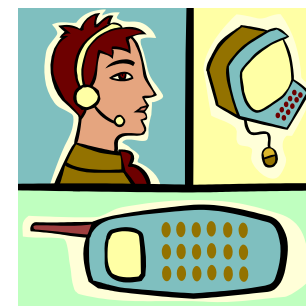
For more information on the new **My Delegates** screen, please refer to the eRA Commons User Guide located online at:

[http://era.nih.gov/commons/user\\_guide.cfm](http://era.nih.gov/commons/user_guide.cfm)

- Links of Interest
  - eRA Commons  
<https://commons.era.nih.gov/commons/>
  - eRA Web site <http://era.nih.gov/>
  - xTrain Web Page: application guide, quick reference sheets, FAQs, training materials  
[http://era.nih.gov/training\\_career/index.cfm](http://era.nih.gov/training_career/index.cfm)
  - Ruth L. Kirschstein National Research Service Award page: policy information, stipend levels, FAQs  
<http://grants.nih.gov/training/nrsa.htm>
  - NIH Forms & Applications  
<http://grants.nih.gov/grants/forms.htm>

## eRA Commons Help Desk

- Hours: Mon–Fri, 7 a.m. – 8 p.m. Eastern
- Web: <http://ithelpdesk.nih.gov/eRA/>
- E-mail: [commons@od.nih.gov](mailto:commons@od.nih.gov)
- Toll-free: 1-866-504-9552
- Phone: 301-402-7469
- TTY: 301-451-5939



**Don't forget to get a help desk ticket number if your issue isn't immediately resolved.**