**Frequently Asked Questions**

**What Training Grants/PAFs are available in M-FACTIR Training Grant Search?**

The M-FACTIR Training Grant search box returns results from the eResearch Proposal Management database (PAFs) based on the following criteria:

**Awarded Training Grants**

Includes both new and renewed grants with ‘Awarded’ status from last 17 years. NIH activity code must be one of those listed below. Excludes supplemental grants.

<table>
<thead>
<tr>
<th>Activity Code</th>
<th>Category</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-Series</td>
<td>Research Training Award</td>
<td>Ruth L. Kirschstein National Research Training/Service Awards (NRSA)</td>
</tr>
<tr>
<td>KL2</td>
<td>Research Career Programs</td>
<td>Mentored Career Development Award</td>
</tr>
<tr>
<td>K12</td>
<td>Research Career Programs</td>
<td>Physician Scientist Award (Program) (PSA)</td>
</tr>
<tr>
<td>R25</td>
<td>Research Projects</td>
<td>Education Projects</td>
</tr>
</tbody>
</table>

**Unawarded New Grants**

Unawarded PAFs without a Parent Project Grant Number listed in eResearch from last 6 years. All unawarded PAFs with the status of ‘Presubmission’ or ‘Submitted to Sponsor’ will be available. M-FACTIR can not identify which new PAFs will become training grants vs. research grants etc. and therefore many PAFs will be returned in the search results. These PAFs will not be available for reports until participants have been added.

**Unawarded Renewal Grants**

Unawarded PAFs with an awarded Parent Project Grant Number listed in eResearch from last 6 years. All unawarded PAFs meeting this criteria will be available in M-FACTIR and for reporting.

**What Training Grants/PAFs are available in Data Mart Reports?**

Training grants in M-FACTIR Data Mart reports are a subset of training grants available in M-FACTIR, as explained below. Each report may have additional rules to exclude certain grants.

**Awarded Grants**

- Same as M-FACTIR.

**Unawarded New Grants**

- Must be in either ‘Submitted to Sponsor’ or ‘Pre-Submission’ status.
- Must have PD/PI listed in eResearch.
- Must have proposed project start and end dates in eResearch.
- Must have at least one uploaded participating faculty or clearly associated trainee in M-FACTIR.

**Unawarded Renewal Grants**

- Must be in either ‘Submitted to Sponsor’ or ‘Pre-Submission’ status.
- Must have PD/PI listed in eResearch.
- Must have proposed project start and end dates in eResearch.
- The associated Parent Project Grant Number must be entered into eResearch.

**Other M-FACTIR FAQ**

Q: Who is responsible for entering in the data that is needed into M-FACTIR?
A: PI's, Training Grant Administrators, and other Program Administrators have flexibility to determine responsibility for maintaining the non-institutional data (Training Grant Participants and Mentor/Trainee relationships).

Q: How do I update Training Grant Participant data for an existing (funded) grant before I begin working on a renewal?

A: Search for the Award # in M-FACTIR to find the training grant profile page
   • Update Participating Faculty & Clearly Associated trainees via Upload Template.
   • Click on each participating Faculty Member to update the Trainees in their Mentoring History (also via upload template)

Q: Why are Appointed Trainees not shown on the Training Grant Profile page?

A: M-FACTIR only shows data that has been manually uploaded into it (versus institutionally available somewhere else at the university) or deemed critical to identify a particular grant (such as PI's). Appointed Trainees (as well as many other data) are available via the Reports section.

Q: On the Faculty Profile Report Research Funding Table ‘Current Year Direct Costs’ field, what is the budget period, are multiple recipients taken into account etc.

A: Current Year Direct Costs are derived from the award announcement. In cases where there is no breakdown provided between years, the Medical School Office Of Research will prorate the amount over the years and the Current Year Direct Costs field will reflect that value. The same value appears for all of the multiple PI arrangement awards as sponsors do not provide breakdowns by person.

Q: How are faculty member departments defined in the reports?

The training grant reports will automatically use data which the University of Michigan terms Administrative Department, which is distinct from the University term Primary Department. The UM Administrative Department refers to the tenure home of a faculty member, which is the criterion that complies with the information requested by NIH for Data Table 2 in the column headed “Primary Department or Program.” At the University of Michigan, the term Primary Department does not always refer to the tenure home of a faculty member. Although the UM Administrative and UM Primary departments are often the same, automatically using the UM Administrative Department for Table 2 unambiguously provides the information requested by NIH that is relevant for review. Administrative Department data are also used automatically for the Faculty Counts in NIH Data Table 1.

Other xTRACT FAQ

Q: Can I go into xTRACT and update the data set for my grant at any time?

A: Yes, throughout the year you can go into xTRACT to keep the data set updated.

Q: What does RTD stand for?

A: RTD stands for ‘Research Training Dataset’.

Q: How do I enter new Clearly Associated trainees for an RPPR?

A: Enter new Clearly assoc trainee as "participating trainees" in xTRACT. Their funding sources will not include this training grant and therefore they will be automatically classified as Clearly Associated vs. Appointed trainees. See section 6.1, page 58, of the xTRACT Guide.

Q: How to include a Faculty Degree in the RTD in xTRACT?

A: Faculty Degree is added by editing each Faculty Member’s information in xTRACT under the Participating Faculty Section.

Q: Where is the biosketch, or where is it uploaded, for a Faculty Member in xTRACT?

A: Biosketches are not uploaded or saved in xTRACT. Biosketches can be saved for each Participating Faculty member in M-FACTIR.

Q: What data can be Uploaded into xTRACT from M-FACTIR? (remaining information must be manually entered into xTRACT)

A: Currently xTRACT supports upload templates for the following information:
   • Participating Faculty: Commons ID, Rank, Research Interest, Training Roles1, Training Roles2, Training Roles3, Predocs in Training (count), Predocs Graduated, Predocs Continued in Research and Related Careers, Postdocs in Training, Postdocs Completed Training, Postdocs Continued in Research and Related Careers. (see xTRACT User Guide)
   • Participating Students: Commons ID, Student Type, In-Training Indicator, Start Date, End Date, Research Topic, Faculty Commons User Id 1 (mentor), Faculty Commons User Id 2 (see TRACT User Guide)

Q: Does the Faculty Upload Report take into account the fact that xTRACT asks for only Trainees in the past 10 years?

A: Mentor/Trainee relationships beyond 10 years are NOT included in the report counts.

Q: For K12, how to use M-FACTIR and xTRACT for K12s?
A: M-FACTIR reports are intended for T32. Please reach out to PIBS directly if you are assembling data for K12 grants.

Q: Can I revise the tables from xTRACT after finalization or make additional comments?

A: Yes – you are able to ‘un-finalize’ your report and go back and edit the tables. If you want to add comments you can convert the report into a Word document or a PDF and add comment boxes. Alternatively, use the ‘text’ part of the grant application to clarify any information presented elsewhere.

*For more information on xTRACT please review the NIH xTRACT User Guide*