

# **The ‘crazy, hectic’ life of a program officer**

**Minda R. Lynch**

**Branch Chief**

**Behavioral and Cognitive Sciences Research  
Branch**

**Division of Basic Neuroscience and Behavior  
Research**

**NIDA**

# NIH Intramural and Extramural Staff

- Intramural are the labs, clinics and research programs
- Extramural are Program Officers (also called Program Directors, Program Administrators, HSAs=Health Science Administrators) and Scientific Review Officers
- Project Officers administer contracts
- NIH Institutes and Centers are called “ICs”
- All “run” very differently, both in structure and function (e.g., council, hierarchical organization, leadership), use of NIH mechanisms (e.g., R21s, R36s, R13s etc.), reviews
- What do POs “do”? We stimulate, direct, oversee and ‘administer’ the extramural investments of NIH (chess analogy)

# Why might you “like” this job?

- Are you curious, inquisitive and analytical?
  - Are you a ‘people’ person?
    - Collaborations
    - Leading teams
    - Organizational efforts
      - Proposals
      - Presentations
    - Chairing sessions
- Do you enjoy a diverse set of challenges and responsibilities in your daily tasks?
- Do you like the forest more than the trees?  
(view from “the top”)

# Major categories of PO job tasks, roles and responsibilities

- Administrative (training, policies, procedures)
- Portfolio management (evaluation and dissemination)
- Scientific (promotion and stimulation)
- Communication and Teamwork (FOAs, meetings)
- Within and outside of IC

# From the beginning....

- You get great orientation/basic training from programs run out of the NIH OD (Extramural Core Program)
- You are provided with ongoing training, annually for certification, and as needed, with changing policies, practices and procedures (a lot!)
- You are also offered a barrage of great scientific sessions, lectures, and presentations (ESA STEP) in 'hot' topics of science, including those of interest in the press/general public
- In addition to lectures from Interest Groups and other offices at NIH; WALS lectures, etc.



CIT can broadcast your seminar, conference or meeting live to a world-wide audience over the Internet as a real-time streaming video. The event can be recorded and made available for viewers to watch at their convenience as an on-demand video or a downloadable podcast. CIT can also broadcast NIH-only or HHS-only content.

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- [ERA \(HHS Only\)](#)
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- [Focus on You Wellness](#)
- [CMAC \(HHS Only\)](#)

**ESA (HHS Only)**



**Extramural Staff training on The Role of Certificates of Confidentiality (HHS Only)**

Tuesday, December 11, 2012  
 Ann Hardy, Val Bonham, Leslie Wolf  
**241 views** (179 live, 62 VOD)

[MORE](#)



**New Policies and Procedures Related to Newly Proposed Human Subjects Research Active Awards (HHS Only)**

Tuesday, July 31, 2012  
 Ann Hardy  
**467 views** (342 live, 125 VOD)

[MORE](#)



**Human Subjects Protections in Extramural R&D Grants and Contracts (HHS Only)**

Thursday, July 12, 2012



CIT can broadcast your seminar, conference or meeting live to a world-wide audience over the Internet as a real-time streaming video. The event can be recorded and made available for viewers to watch at their convenience as an on-demand video or a downloadable podcast. CIT can also broadcast NIH-only or HHS-only content.

## STEP (HHS Only)

### Past Events by Category

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- [ERA \(HHS Only\)](#)
- [ESA \(HHS Only\)](#)
- [Focus on You Wellness](#)
- [GMAC \(HHS Only\)](#)



#### STEP Forum - Coexisting Diseases: How to Live with a Triple Whammy (HHS-Or

Thursday, May 09, 2013  
 Nadya Lumelsky  
**220 views** (187 live, 33 VOD)

[MORE](#)



#### STEP Forum - Pediatric Clinical Trials: It's Not Just Child's Play (HHS-Only)

Tuesday, April 16, 2013  
 Courtney Ferrell-Aklin  
**227 views** (181 live, 46 VOD)

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#### STEP Forum - Behavior Change: Why Is It So Hard? (HHS-Only)

Thursday, April 04, 2013  
 Coda Wells

http://publicaccess.nih.gov/

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U.S. Department of Health &amp; Human Services

www.h



## National Institutes of Health Public Access

*The Public Access Policy ensures that the public has access to the published results of NIH funded research to help advance science and improve human health.*

### Home

#### 1. Determine Applicability

#### 2. Address Copyright

#### 3. Submit paper to PMC

#### 4. Include PMCID in Citations

#### Identify Submission Method

#### Policy Details

#### Training/Communications

#### Glossary/FAQs

#### For Sponsored Programs

#### For NIH Employees

- For NIH Employee Authors
- For NIH Extramural Staff (NIH Access Only)

### Overview

The [NIH Public Access Policy](#) ensures that the public has access to the published results of NIH funded research. **It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication.** To help advance science and improve human health, the Policy requires that these papers are accessible to the public on PubMed Central no later than 12 months after publication.

### Preparation is Key to Avoiding Delays in Funding. Some suggestions:

- Use [My NCBI's](#) My Bibliography feature to monitor Public Access compliance for all the applicable papers that you author or arise from your NIH award. Be sure to create an account using your eRA Commons ID, or [link](#) your current account with your eRA Commons account.
- As you plan a paper or support one with your NIH award, discuss with the authors how the paper and the NIH awards that support it will comply with the Public Access Policy.



NIH Director Francis Collins speaks with 16-year-old inventor Jack Andraka about public access

### Latest News

- For non-competing continuation grant awards with a start of July 1, 2013 or beyond:
  - 1) NIH will delay processing of an award if it are not in compliance with the [NIH public access policy](#).
  - 2) Investigators will be required to use [My NCBI](#) to deposit their papers onto progress reports. Papers can be deposited using the RPPR, or included in the PHS using the My NCBI generated [PDF report](#).
- For an overview of policy changes, see this [video](#) excerpted from our January 2013 [webinar](#).

### How do I submit my paper to PMC?

Enter Journal Name

Grants Policy & Guidance - Windows Internet Explorer

http://grants.nih.gov/grants/policy/policy.htm#links

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Grants Policy & Guidance

- **Genome-Wide Association Studies:**

- [Genome-Wide Association Studies \(GWAS\)](#)

- **Human Subject Related Guidance:**

- [OER Human Subjects Web Site](#)
- [Office for Human Research Protections \(OHRP\)](#)
- [Human Subjects Research Enhancement Awards \(HSREA\)](#)

- **Inclusion Guidance:**

- [Inclusion of Women and Minorities As Participants In Research Involving Human Subjects - Policy Implementation Page](#)
- [Inclusion of Children As Participants In Research Involving Human Subjects - Policy Implementation Page](#)
- [Guidelines for Inclusion of Women, Minorities, and Persons with Disabilities in NIH-Supported Conference Grants](#)

- **Resource Sharing:**

- [Overview of Selected NIH Sharing Policies and Related Guidance on NIH-Funded Research Resources](#)
- [Model Organisms for Biomedical Research](#)
- [NIH Data Sharing Policy](#)
- [NIH Model Organisms Sharing Policy](#)
- [NIH Principles and Guidelines for Sharing of Biomedical Research Resources](#)
- [NIH Public Access Policy Page](#)

# Daily Activities

- Participation in dynamic interest, working groups or planning groups – some you lead, sometimes volunteer, sometimes assigned
- Within the IC and across ICs
- Some are trans-IC efforts run out of the NIH OD: OppNet, Blueprint, Common Fund
- These involve many, if not all ICs (sometimes mandatory with taps)
- Others are several ICs with shared interests (e.g., functional integration – CRAN)
- The goal or charge is usually a meeting, a track, a FOA (Funding Opportunity Announcement = Program Announcement or Request for Proposals)

# What is a FOA?

## Promoting and Stimulating ('Moving' or 'Directing') our Science

- We write Program Announcements that are active for three years: "Announce" the IC's current interests, gap areas of science to be stimulated/promoted, and priorities
- Recent examples: Glial-neuronal interactions, GABA, chronic administration, animal models of HIV/AIDS, more ecologically valid animal models of addiction, etc.
- Reviews are at Center for Scientific Review (CSR)
- RFAs are usually a one-shot, with a dedicated review at the IC and a pot of money (set-aside)
- More of a specific topic; e.g., decision making or risk taking related to HIV/AIDS (1/3 of our budget is earmarked for HIV/AIDS related research)


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## Funding Application - Request for Applications

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### RFAs Issued by NIDA

Title	RFA ID	Letter of Intent Receipt Date	Application Due Date
National Institute on Drug Abuse National Early Warning System (NEWS) Coordinating Center	<a href="#">RFA-DA-14-015 (U01)</a>	November 03, 2013	December 03, 2013
Comorbid HIV, Chronic Pain, and Substance Use among Older Adults	<a href="#">RFA-DA-14-012 (R21)</a>	October 15, 2013	November 15, 2013





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## Funding Application - Program Announcements

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### PAs Issued by NIDA

Title	PA ID	Release Date
Early Career Award in Chemistry of Drug Abuse and Addiction (ECHEM)	<a href="#">PAR-13-350 (R21/R33)</a>	September 11, 2013
Neuroscience Research on Drug Abuse	<a href="#">PA-13-336 (R03)</a> <a href="#">PA-13-337 (R21)</a> <a href="#">PA-13-338 (R01)</a>	August 26, 2013
Strategic Alliances for Medications Development to Treat Substance Use Disorders	<a href="#">PAR-13-334 (R01)</a>	August 10, 2013

# Trans-IC Activities (“Top-Down”)

- Opportunity Network for Basic Behavioral Science: Coordinated by NIH’s Office of Behavioral and Social Science Research (OBSSR); All Ics-mandatory participation
- NIH Blueprint – All ICs with neuroscience programs – Mandatory participation
- Common Fund from the NIH OD (The “Collins Fund”... previously Roadmap); competitive proposals for years of support; example – Science of Behavior Change



## Funding Opportunities

- [Current Funding](#)
- [Other BSSR Funding](#)
- [Submission Tips](#)

## Quick Links

- [About OppNet](#)
- [BSSR FAQs](#)
- [Current Funding](#)
- [Data & Statistics](#)
- [NIH Initiatives](#)
- [OppNet Members](#)
- [Submission Tips](#)



According to NIH Director Dr. Francis Collins, "Basic behavioral and social science research contributes to our understanding of the complex factors that affect individuals, our communities and our environments." Results from b-BSSR inform new approaches to ensure adherence, increase adoption of healthier practices, and reduce risky behaviors. Dr. Collins initiated the Basic Behavioral and Social Science Opportunity Network (OppNet) in November 2009 to expand the NIH portfolio in basic scientific inquiry that explains the mechanisms and processes that influence individual and group health-related behaviors. By June 2013, OppNet provided \$44,853,314 to 141 extramural research projects. Dr. Collins presented OppNet with a NIH Director's Honor Award in October 2011. [Read More >](#)

## News & Events

- [Frequently Asked Questions – RFA-MD-13-005](#)
- [Frequently Asked Questions – RFA-DA-14-002](#)
- [Improving Animal Models of Behavioral and Social Processes \(July 2012 workshop\)](#)
- [RFAs for FY2014](#)
- [Webinar on OppNet's R24 RFA on culture, health and well being](#)
- [OppNet Symposium Series: Human and Model Animal Research in the Basic Behavioral and Social Sciences](#)

# NIH Blueprint for Neuroscience Research

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## Blueprint Basics

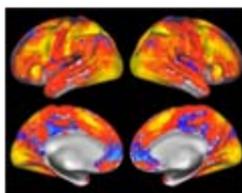
The NIH Blueprint for Neuroscience Research is a cooperative effort among the 15 NIH Institutes, Centers and Offices that support neuroscience research. [Read more about Blueprint.](#)

[Blueprint fact sheet \(PDF\)](#)



Search NIF for neuroscience data, literature and research tools now! [↗](#)

## New @ Blue



The NIH [BRAIN Initiative](#) is part of a new Presidential focus aimed at revolutionizing studies of the human brain. The goal is to produce new tools to ultimately reveal how individual brain cells and neural circuits interact in time and space. The Blueprint will be a lead contributor. Share your thoughts at [brainfeedback.nih.gov](#).



The Neuroimaging Informatics Tools and Resources Clearinghouse ([NITRC](#)) now offers a cloud-based computing environment to help researchers manage and analyze large volumes of brain imaging data. With NITRC-CE, an analysis that would typically require 24 hours can be [done in less than 10 minutes](#), for a nominal fee.



A [special issue of Neurology](#) marks the unveiling of the NIH Toolbox, a set of standard measures for assessing neurological and behavioral health in clinical studies. A series of articles describes the tests within the Toolbox, how the Toolbox was constructed and validated, and efforts to establish norms for Toolbox data.

## New Funding

- ▶ [PAR: SBIR grants for Innovative Neuroscience K-12 Education](#)
- ▶ [PA: Lab to Marketplace: Tools for Brain and Behavioral Research](#)
- ▶ [PA: Competing Renewal Awards of SBIR Phase IIB Grants for Brain and Behavioral Tools](#)

Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI)



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## Science of Behavior Change

Publications Search

- OVERVIEW
- WORKING GROUP MEMBERS
- RESEARCH FUNDING
- PUBLICATIONS/NEWS
- MEETING/ACTIVITIES

[Common Fund Home](#) > [Programs](#) > Science of Behavior Change

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### Program Snapshot

#### The Science of Behavior Change

The Science of Behavior Change program seeks to promote basic research on the initiation, personalization, and maintenance of behavior change. By integrating work across disciplines, this effort will lead to an improved understanding of the underlying principles of behavior change.

[Read more...](#)

### Program Highlights

Revisiting Pasteur's Quadrant: Use-Inspired Basic Research.



# Within IC Activities (Usually “Bottom-up”)

- Satellite symposia; for example, Genetics in Drug Abuse Research at CPDD
- Symposia submitted to national/society meetings; e.g., APA, SRNT, SAR, SFN...
- Stand-alone meetings, usually at NIH; e.g., half day “cutting edge” sponsored by NIDA Neuroscience Consortium

Click on Sign to add text  
place signatures on a PD

**NIDA/NIAAA/APA (Divisions 28 and 50)**

**Friday, August 2, 2013 • 3:00 p.m. – 4:50 p.m.**

**Hilton Hawaiian Village Beach Resort Coral Ballroom IV**

# **POSTER SESSION GUIDE**

Refreshments Compliments of Divisions 28 and 50  
of the American Psychological Association



# 73rd Annual Scientific Meeting



**The College on Problems  
of Drug Dependence**

# 2011 Meeting



**International Narcotics  
Research Conference**

## PRE-MEETING SATELLITES

- |   |                                     |
|---|-------------------------------------|
| <i>NIDA: Fundamental Genetics in Drug Abuse and Addiction</i><br>Chaired by Minda R. Lynch and Joni L. Rutter   | <b>Diplomat 1-2</b><br>June 17      |
| <i>International Women's Fourth Meeting and Conference:<br/>Drug Use, Abuse, and Dependence in Young Women:<br/>Promising Interventions and Treatments</i><br>Chaired by Frances E. Ashe-Goins and Wendee Wechsberg | <b>Great Hall 1-2</b><br>June 17    |
| <i>The 15<sup>th</sup> Annual NIDA International Forum: Building<br/>International Collaborative Research on Drug Abuse</i><br>Chaired by Steven Gust   | <b>Room 212-213</b><br>June 17 – 18 |
| <i>Addiction Studies Program for Journalists (ASPJ)</i><br>(By Invitation Only)   | <b>Diplomat 4-5</b><br>June 17 - 18 |
| <i>The International Study Group Investigating<br/>Drugs as Reinforcers (ISGIDAR)</i><br>Chaired by S. Barak Caine  | <b>Atlantic 3</b><br>June 18        |
| <i>11<sup>th</sup> Annual Meeting Center for Substance Abuse<br/>Treatment (CSAT)</i>   | <b>Atlantic 1</b><br>June 18        |

**CPDD/INRC REGISTRATION**  
**3<sup>rd</sup> Floor Registration**  
**Conference Center**

# IC Interest, working groups and consortia

## ● Examples over the years include:

- Child and adolescent working group
- Women, sex and gender working group
- Behavioral Science Interest Group
- HIV/AIDS workgroups and interest group
- Technology (TOADS)
- Nicotine and tobacco interest group
- Prescription drug and opiates interest group

[Library Resources](#)[Research Resources](#)[Clinical Research Resources](#)[Safety, Regulation & Guidance](#)[Other Resources](#)

- [Women Scientist Advisors Committee](#)

## Scientific Interest Groups

- [Adherence Research Network](#)
- [Antibody Interest Group](#)
- [Bioethics Interest Group](#)
- [Bioinformatics Interest Group](#)
- [Biological Visualization Interest Group](#)
- [Biomedical Computing Interest Group](#)
- [Biospecimens Interest Group](#)
- [Breastfeeding and Human Lactation Scientific Interest Group](#)
- [BTRIS Interest Group](#)
- [Cancer Stem Cell Interest Group](#)
- [Cell Cycle Interest Group](#)
- [Chemistry Interest Group](#)
- [Childhood Autoimmune Diseases Interest Group](#)
- [Cytokine Interest Group](#)
- [DNA Repair Group](#)
- [Drosophila Interest Group](#)
- [End-of-Life / Palliative Care Interest Group](#)
- [Engineering and Physical Sciences Interest Group](#)
- [Epigenetics Interest Group](#)

researchers share the latest techniques and information; act as informal advisors to the Deputy Director of Intramural Research (DDIR); provide advice for the annual NIH Research Festival; and serve as hosts for the Wednesday Afternoon Lecture Series. Many of these groups are cosponsored by neighboring academic and government institutions and welcome interested non-NIH scientists.

Information about group activities or new groups is published in [The NIH Catalyst](#) and on the [DDIR Web Board \(NIH staff only\)](#). Some central coordination for the groups is provided by the Office of Intramural Research.

# Neuroscience Consortium

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Organization ▼
CCTN
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Workgroups, Interest Groups and Consortia ▼
AIDS Workgroup
Child & Adolescent Workgroup (CAWG) ▼
Community Epidemiology Work Group (CEWG) ▼
Genetics Workgroup (GWG) ▼
Prescription Opioid and Pain Workgroup (POP)
Translational-Oriented Approaches, Devices & Strategies (TOADS) Workgroup ▼

## What We Do:

The mission of the NIDA Neuroscience Consortium is to provide a forum to facilitate the development of neuroscience research programs that bear on NIDA's mission to understand, prevent, and treat drug addiction.

The Consortium membership consists of interested individuals representing all divisions and offices within NIDA, including divisions of basic, clinical, and epidemiological research, review and grants management branches, and policy offices. The Consortium achieves its mission by sponsoring invited speakers at the "cutting edge" of neuroscience research to inform programmatic decisions that set research priorities, organizing symposia and workshops for the scientific community, and providing information and resources at scientific meetings. The public is encouraged to contact the Consortium with ideas to promote the neuroscience mission of NIDA and to locate contacts among the program staff for the development of neuroscience research.



## Featured Publication



Drugs, Brains, and Behavior - The Science of Addiction

As a result of scientific research, we know that addiction is a disease that affects both brain and behavior.

[Read more](#) ▶

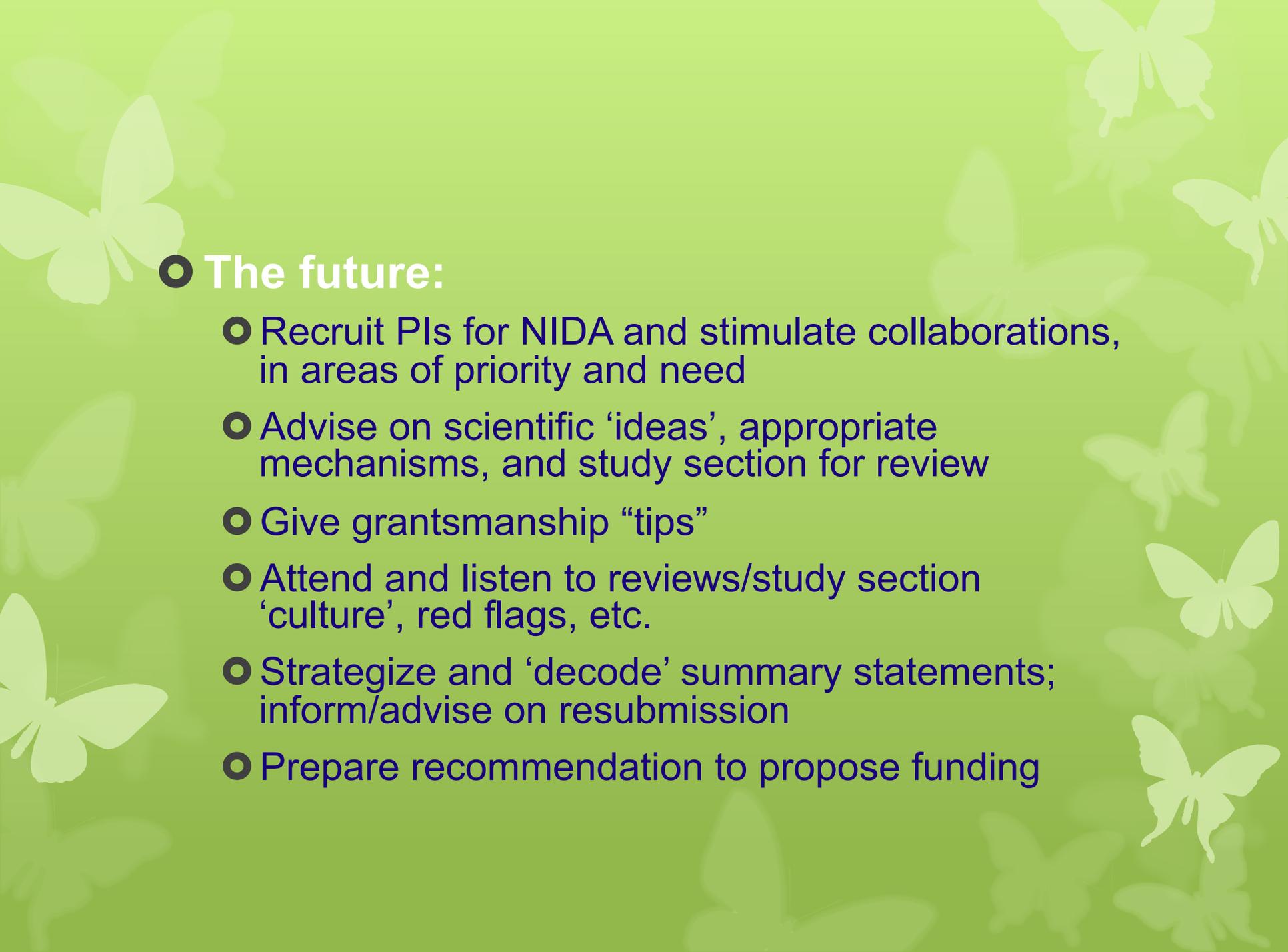
# Specific Planning/Task Groups

- Convened for a specific purpose and then abolished
- OppNet: Strategic Planning Group
- NIDA Prevention Initiatives Planning Group
- NIH Blueprint: Harnessing Neuroplasticity Meeting and Publication planning group
- Common Fund/SOBC: Meeting planning group

# Our “Bread and Butter”: Present and Future of NIDA Investments and the PO as a “Resource”

## ● The present:

- Track the science, monitor scientific developments – technology, findings that challenge conceptual or theoretical positions, new animal models, collaborative efforts that are cutting edge
- Monitor progress in portfolio – Annual progress reports/ approvals and recommendation for future support, “publication alerts” from PIs (Principle Investigators), phone calls and poster ‘visits’, including SFN booth
- Encourage new directions within scope, to follow the ‘hot science’



## ○ The future:

- Recruit PIs for NIDA and stimulate collaborations, in areas of priority and need
- Advise on scientific ‘ideas’, appropriate mechanisms, and study section for review
- Give grantsmanship “tips”
- Attend and listen to reviews/study section ‘culture’, red flags, etc.
- Strategize and ‘decode’ summary statements; inform/advise on resubmission
- Prepare recommendation to propose funding

# Interactions with our partners at the IC

- Many activities involve closely working with NIDA Grants Management
- Sometimes with our Office of Extramural Affairs (Review, e.g., RFAs)
- Sometimes with our Budget Officer (Financial Management Branch)

# Grants & Funding



- Grants Process**
  - Grants Process Overview
  - Planning Your Application
  - Writing Your Application
  - Submitting Your Application
  - Receipt and Referral
  - Peer Review Process
  - Award Management
  - Post Award Management
- Types of Grant Programs**
- How to Apply
- Peer Review Process
- Award Management
- Foreign Grants Information
- NIH Financial Operations

## Types of Grant Programs

NIH uses activity codes (e.g. R01, R43, etc.) to differentiate the wide variety of research-related programs we support. [NIH Institutes and Centers \(ICs\)](#) may vary in the way they use activity codes; not all ICs accept applications for all types of grant programs or they apply specialized eligibility criteria. Look closely at [Funding Opportunity Announcements \(FOAs\)](#) to determine which ICs participate and the specifics of eligibility.

A [comprehensive list of extramural grant and cooperative agreement activity codes](#) is available, or you can search for specific codes below:

- Search Activity Codes:   (e.g. R01, P01, T, K, F, etc.)
- Search All Text:   (e.g. Mentored, Training, etc.)
- Select from List:

**The following groupings represent the main types of grant funding we provide:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <a href="#">Research Grants (R series)</a></li> <li>• <a href="#">Career Development Awards (K series)</a></li> <li>• <a href="#">Research Training and Fellowships (T &amp; F series)</a></li> <li>• <a href="#">Program Project/Center Grants (P series)</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Resource Grants (various series)</a></li> <li>• <a href="#">Trans-NIH Programs</a></li> <li>• <a href="#">Inactive Programs (Archive)</a></li> </ul> |
|--|---|

### Related Resources

- [Related Archives](#)
- [Funding Opportunities \(RFAs, PAs\) & Notices](#)
- Guides, Tips, and Tutorials:**
- [Information for New Grantees](#)
- [NCI Grants Process Book \(PDF - 3 MB\)](#)
- [NIAID's All About Grants Tutorials](#)
- [Planning Your Application \(Helpful Tips\)](#)
- [Writing Your Application \(Helpful Tips\)](#)

# Our Tools

- NIH Research Portfolio Online Reporting Tools (RePORT)
- QVR accesses IMPAC II
- NIDA's NEPS (Shadow system)



# Research Portfolio Online Reporting Tools (RePORT)

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## The RePORT Expenditures and Results Tool (RePORTER)

Search a repository of NIH-funded research projects and access publications and patents resulting from that funding.



RePORTER

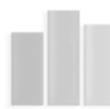
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AWARDS BY LOCATION



NIH DATA BOOK



FUNDING FACTS



CATEGORICAL SPENDING



REPORT CATALOG



SPECIAL REPORTS



ABOUT REPORT



# Query View Report (QVR)

Ask Carna

PUB 2013 DATA: available in QVR as of Wed Oct 24. Current FY is now 2014.

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eRA MODULES

HELP

## Looking For Specific Small Business Types And Venture -Capital Backed applications?

Details >



### Beyond the Basics - Start Here:

- PROJECT SEARCH
- PROJECT REPORTS
- PERSON SEARCH
- PERSON REPORTS
- LAST USED SEARCH

QVR Tips to Empower You: Planning & Evaluation Officers: Look for growth or decline in a scientific area. [Read all about it!](#)

### What's New in QVR

2013-09-23 Click here for [details on the new FACTS Contract report and public queries.](#)

BASIC SEARCH

Internet Explorer browser interface showing the address bar with <http://neps.nida.nih.gov/>, navigation buttons, and a menu bar with File, Edit, View, Favorites, Tools, and Help. The Favorites bar contains links for mc..., Dis..., Dog..., NIH..., Yah..., Res..., Pro..., The..., FOX Loc..., dcc..., HHS..., NIH..., and On... The taskbar shows Dropbox - Sign in and NEPS - Main Menu.



**NEPS: Main Menu**

MLYNCH1

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Women & Sex/Gender Differences Research Program ▼
Office of Translational Initiatives and Program Innovations (OTIPI)
Office of Management (OM) ▼
Administrative Management Branch (AMB)
Financial Management Branch (FMB)
<b>Grants Management Branch (GMB) ▼</b>
Grant Information Request

## What We Do:

The Grants Management Branch provides effective management and stewardship of NIDA's extramural grant resources, and exceptional customer service to our NIDA colleagues and grantees.

The GMB performs the following functions:

- Develops, implements, and coordinates the application of Institute standards, methods, and procedures for the management of grants and cooperative agreements
- Interprets grants management and cooperative agreement policies for Institute personnel
- Provides guidance to Institute staff, applicants, and grantees on the management and administrative aspects of grant and cooperative agreement programs
- Reviews grant and cooperative agreement applications, grantee reports of expenditures, and active grant projects to ensure compliance with NIH, PHS, and DHHS policies and procedures
- Executes grant award and cooperative agreement documents
- Prepares recurring and special reports and maintains records relating to grant applications and awards
- Maintains the Institute's grant and cooperative agreement



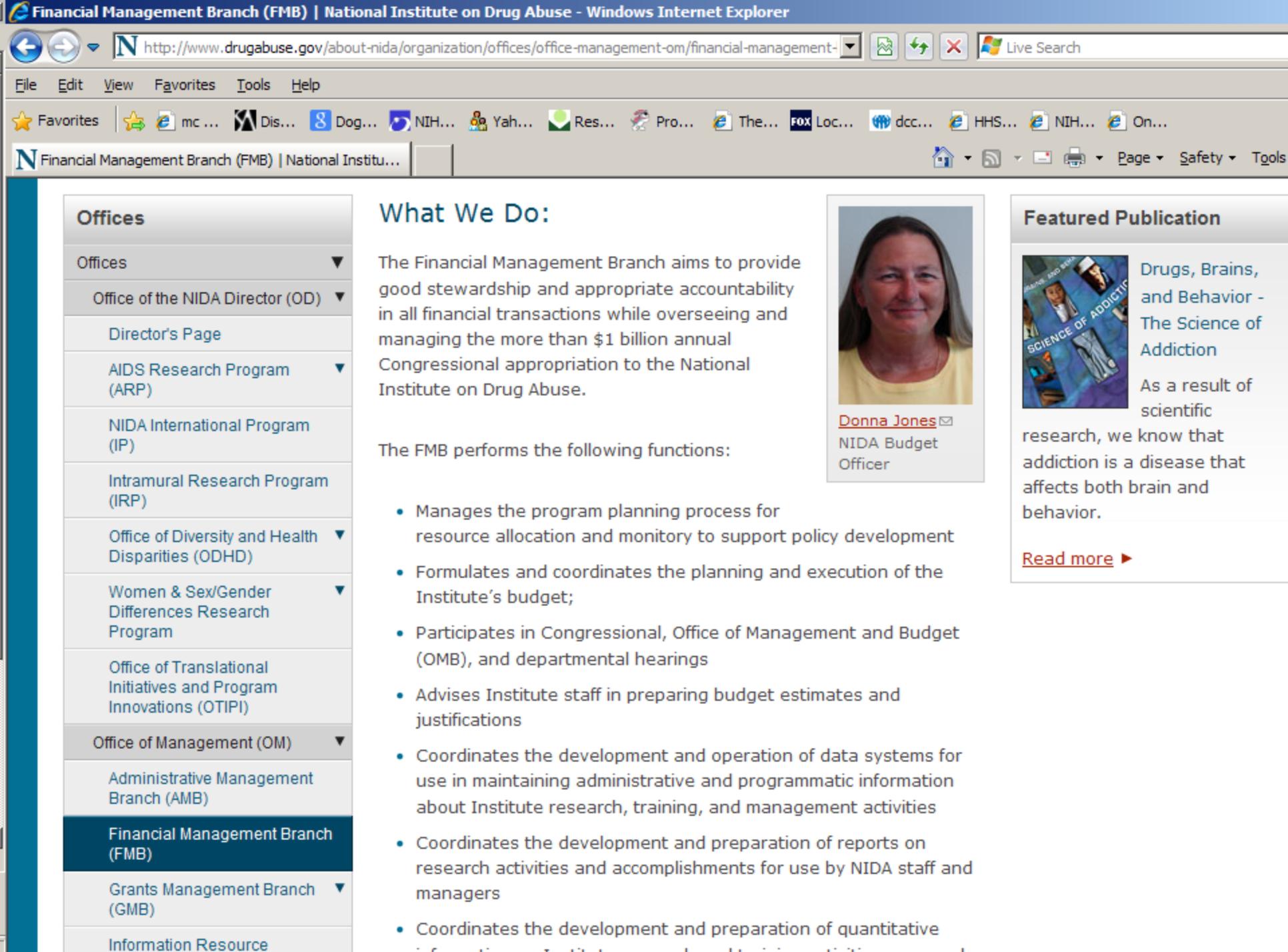
### Featured Publication



**Drugs, Brains, and Behavior - The Science of Addiction**

As a result of scientific research, we know that addiction is a disease that affects both brain and behavior.

[Read more ▶](#)



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Administrative Management Branch (AMB)
<b>Financial Management Branch (FMB)</b>
Grants Management Branch (GMB) ▼
Information Resource

## What We Do:

The Financial Management Branch aims to provide good stewardship and appropriate accountability in all financial transactions while overseeing and managing the more than \$1 billion annual Congressional appropriation to the National Institute on Drug Abuse.

The FMB performs the following functions:

- Manages the program planning process for resource allocation and monitory to support policy development
- Formulates and coordinates the planning and execution of the Institute's budget;
- Participates in Congressional, Office of Management and Budget (OMB), and departmental hearings
- Advises Institute staff in preparing budget estimates and justifications
- Coordinates the development and operation of data systems for use in maintaining administrative and programmatic information about Institute research, training, and management activities
- Coordinates the development and preparation of reports on research activities and accomplishments for use by NIDA staff and managers
- Coordinates the development and preparation of quantitative information



**Donna Jones** ✉  
NIDA Budget Officer

### Featured Publication



**Drugs, Brains, and Behavior - The Science of Addiction**

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[Read more ▶](#)

# More Bread and Butter: Organizational versus Grass-roots Efforts

- “Pounding the pavement” is grass roots: SFN booth, poster sessions, etc.
- Also, at the organizational level – Operations Planning on an annual basis
- Individual POs propose ‘concepts’ that move thru hierarchical levels of the organization and compete for director’s selection/approval
- These then give rise to PAs, RFAs, contracts, or challenges

# What do I like?

## #1 Learning!

- Integrating, synthesizing, the "view from the top"
- Expanding - new areas of science

## #2 Creativity

- Propose scientific ideas for symposia, satellites and funding announcements

## #3 Use expertise

- Highlight research findings that are "newsworthy"
- Review and recommend research findings for NIDA Notes
- Give opinions on the 'hottest' science - present to director and the institute
- Respond to questions from within, outside of the IC and public (Q and A internet days)

## #4 Sense of accomplishment

- "Making a difference"
- Helping people (applicants and grantees)