

## **National Center for Advancing Translational Sciences - HN9**

(1) Provides leadership for a national program to advance the discipline of translational science and catalyze the generation of innovative methods and technologies that will enhance the development, testing, and implementation of diagnostics and therapeutics across a wide range of human diseases and conditions; (2) conducts intramural research; (3) supports and coordinates research projects through research grants, contracts, and other mechanisms; (4) supports training in translational sciences; (5) collaborates with organizations and other institutions engaged in translational research and training activities; and (6) collects and disseminates research findings and related information.

## **Office of the Director - HN91**

(1) Develops and provides leadership for the Center's translational science programs; (2) manages and directs executive-level activities and functions; (3) provides policy guidance and overall operational coordination for the organizational units within NCATS; and (4) manages critical points of contact and related information flows to respond to external inquiries.

## **Office of Administrative Management - HN912**

(1) Directs the administrative management and financial management operations of NCATS; (2) develops, administers, and directs NCATS' internal control processes; (3) oversees development of and administers NCATS policies and procedures for administrative, program management, and information technology activities; and (4) oversees personnel management and workforce planning.

## **Administrative Services Branch - HN9122**

(1) Plans, directs, coordinates, and provides comprehensive administrative and management support for the Divisions and Offices of NCATS; (2) manages the budget, personnel, procurement, space and facilities, travel, property and other administrative functions as necessary to ensure the efficient and effective implementation and operation of the programs within NCATS; (3) develops, analyzes and implements policies, guidelines, and procedures on matters relating to administrative management and disseminates to relevant staff; and (4) advises the staff of NCATS of administrative policies and practices.

## **Extramural Services Section - HN9122A**

(1) Plans, directs, coordinates and provides comprehensive administrative and management support services for the Office of the Director and Research Management Support (RMS) programs including budget, personnel, procurement, space management, travel and property accountability. (2) Advise staff of the intramural program of administrative policies and practices. (1) Manage the space and facility planning and management support for the Divisions and Offices of NCATS (2) manages the NCATS crisis response team and coordinates with NIH emergency management staff.

## **Intramural Services Section - HN9122B**

(1) Plans, directs, coordinates and provides comprehensive administrative and management support services for Intramural programs including budget, personnel, procurement, space management, travel and property accountability. (2) Advise staff of the intramural program of administrative policies and practices. (1) Manage the acquisitions and procurement services for the Center. (2) identifies and implements best practices to negotiate, award, monitor and administer all business aspects of procurements for support services, equipment, and supplies; and (3) develops guidelines, procedures, and internal controls to implement Federal procurement policy related to small purchases and delegated procurement.

### **Financial Management Branch - HN9123**

(1) Plans, evaluates, and executes all aspects of the Center's financial management services; (2) formulates, presents, and executes the budget; (3) advises the director, executive officer, and senior staff on financial management matters; and (4) serves as the liaison to the NIH Office of Financial Management and the NIH Office of Budget, and ensures compliance with all instructions and policies related to financial management.

## **Information Technology Resources Branch - HN9124**

(1) Provides state-of-the-art biotechnology support to the NCATS Pre-Clinical/Clinical research and collaboration through supervision of center-wide resources including information technology resources and policies; and research support services and facilities. (2) Provides leadership and direction concerning new and existing technologies relevant to NCATS basic and clinical research programs to ensure infrastructure, tools and applications fully and comprehensively support the NCATS mission. (3) Improves management oversight, accounting procedures for services, risk management, performance and communications while collaborating with enterprise wide NIH IT initiatives.



## **Information Technology Services Section - HN9124A**

(1) Effectively use information technology to support and enhance NCATS Pre-Clinical/Clinical research and collaboration in the discovery of disease cures; (2) Provide leadership and direction to ensure information technology infrastructure, tools and applications fully and comprehensively support the NCATS mission; (3) Improve management oversight, reduce risk, and improve communications; (4) provides advisory staff services to the director, deputy director, office and Division directors, and their staffs regarding information management issues and systems; (5) provides computing , local area network (LAN), software, and equipment support to Center staff; (6) and collaborates with staff of other NIH institutes and centers in information technology projects of mutual interest, and represents the Center on various NIH committees and work groups concerned with information technology management.

## **Cybersecurity Section – HN9124B**

(1) Provides effective management of cybersecurity risk to NCATS assets, data, and capabilities of information technology resources supporting research, collaborations, and Center-wide programs; (2) implements a flexible and adaptable approach consistent with business needs and risk management that aligns NCATS information technology cybersecurity efforts around various functional areas; (3) develops the organizational understanding to manage cybersecurity risk to systems, assets, data, and capabilities; (4) implements and operates the appropriate safeguards to ensure delivery of critical infrastructure services; (5) implements and operates the appropriate activities to identify the occurrence of a cybersecurity event; (6) implements the appropriate activities to take action regarding a detected cybersecurity event; (7) implements the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

## **Ethics and Management Analysis Branch - HN9125**

(1) Implements and administers the Center's Ethics Program and serves as the liaison between the Center and the NIH Ethics Office; (2) administers the annual public and confidential financial disclosure process; (3) manages the outside and official duty activity review and approval process; (4) reviews and makes recommendations on requests for official activities and activities with outside organizations; (5) reviews, analyzes, and makes recommendations on other ethics clearance matters, including waivers, agreements, widely attended gatherings (WAGs), awards, and recusals; (6) provides ethics advice and analysis to managers, supervisors, and individual employees; and (7) organizes and arranges for employee awareness, training, and compliance relative to ethics matters; (8) implements and provides management advisory services and develops management and administrative policies and procedures, including workforce planning; (9) conducts studies and analyses of Center management functions, program and administrative operations, and policy compliance; (10) implements the A-76 program and data calls, risk management, and internal controls, telework, emergency planning activities, and delegations of authority; (11) coordinates, analyzes, and provides advice on all organizational change proposals for the Center; and (12) provides records management compliance and intranet content management for staff.

## **Office of Grants Management and Scientific Review - HN913**

(1) Provides advice and assistance to the Director of NCATS, NCATS Division Directors, and other NCATS officials on issues related to policy and procedures for extramural activities; (2) provides oversight and direction for scientific review and grants management activities of NCATS; (3) coordinates NCATS small business research programs and other special grants programs; (4) manages the operations of the national advisory council for NCATS; and (5) provides coordination, support, and staff services for committee management.

## **Office of Grants Management - HN9132**

(1) Collaborates with the scientific and program staff of the Center to provide technical advice and consultation necessary to fulfill the objectives of their grant programs; (2) provides fiscal and administrative policy review of grant applications; (3) assists in negotiating budgets and terms of grant awards in accord with recommendations of the scientific review groups and grant management policies and procedures; (4) reviews and analyzes progress and expenditure reports of active grants; (5) provides assistance to individual recipients of grant awards and to grantee institutional business officials in the interpretation and application of DHHS, PHS, NIH, and Center policies and procedures relative to the business management aspects of the grant programs; and (6) provides coordination to Center staff, enabling the branch to fulfill its responsibilities in the administration of the NCATS extramural program.

## **Office of Grants Management Branch O - HN91322**

(1) Collaborates with the scientific and program staff of the Center to provide technical advice and consultation necessary to fulfill the objectives of their grant programs; (2) provides fiscal and administrative policy review of grant applications; (3) assists in negotiating budgets and terms of grant awards in accord with recommendations of the scientific review groups and grant management policies and procedures; (4) reviews and analyzes progress and expenditure reports of active grants; (5) provides assistance to individual recipients of grant awards and to grantee institutional business officials in the interpretation and application of DHHS, PHS, NIH, and Center policies and procedures relative to the business management aspects of the grant programs; and (6) provides coordination to Center staff, enabling the Branch to fulfill its responsibilities in the administration of the NCATS extramural program.

## **Office of Grants Management Branch G - HN91323**

(1) Collaborates with the scientific and program staff of the Center to provide technical advice and consultation necessary to fulfill the objectives of their grant programs; (2) provides fiscal and administrative policy review of grant applications; (3) assists in negotiating budgets and terms of grant awards in accord with recommendations of the scientific review groups and grant management policies and procedures; (4) reviews and analyzes progress and expenditure reports of active grants; (5) provides assistance to individual recipients of grant awards and to grantee institutional business officials in the interpretation and application of DHHS, PHS, NIH, and Center policies and procedures relative to the business management aspects of the grant programs; and (6) provides coordination to Center staff, enabling the Branch to fulfill its responsibilities in the administration of the NCATS extramural program.

## **Office of Grants Management Branch M - HN91324**

(1) Collaborates with the scientific and program staff of the Division of Pre-Clinical Innovation and Division of Clinical Innovation to provide technical advice and consultation necessary to fulfill the objectives of their grant programs; (2) provides fiscal and administrative policy review of grant applications; (3) assists in negotiating budgets and terms of grant awards in accord with recommendations of the scientific review groups and grant management policies and procedures; (4) reviews and analyzes progress and expenditure reports of active grants; (5) provides assistance to individual recipients of grant awards and to grantee institutional business officials in the interpretation and application of DHHS, PHS, NIH, and Center policies and procedures relative to the business management aspects of the grant programs; and (6) provides coordination to Center staff, enabling the Branch to fulfill its responsibilities in the administration of the NCATS extramural program.



## **Office of Scientific Review - HN9133**

(1) Plans and administers scientific review activities, including the organization and management of Initial Review Groups (IRGs) and other FACA and non-FACA committees constituted to review NCATS extramural grants, cooperative agreements, and contract proposals; (2) performs initial scientific and administrative review of research, research center, program project, conference, and research training grant applications, cooperative agreements, XO2 pre-applications, and R&D contracts; (3) plans and directs site-visits and IRG and Special Emphasis Panel (SEP) meetings; (4) establishes review criteria and standards for the IRGs and SEPs and provides technical leadership to the review process; and (5) prepares summary statements and provides pertinent information concerning the review of applications to the advisory councils.

## **Office of Rare Diseases Research - HN914**

(1) Guides and coordinates NIH-wide activities involving research into combating and treating the broad array of rare (orphan) diseases; (2) manages the NIH Rare Diseases and Orphan Products Coordinating Committee (Trans-NIH Rare Diseases Working Group); (3) develops and maintains a centralized database on rare diseases; (4) coordinates and provides liaison with Federal and non-Federal national and international organizations concerned with rare disease research and orphan products development; (5) advises the OD/NIH on matters relating to NIH-sponsored research activities that involve rare diseases and conditions; and (6) responds to requests for information on highly technical matters and matters of public policy relative to rare diseases and orphan products.

## **Office of Policy, Communications and Education - HN915**

(1) Provides leadership and direction to the planning, coordinating, reporting, analytical, evaluative, and legislative functions that support NCATS program development, science policy formulation, and overall program direction and decision-making activities of the NCATS executive staff; (2) advises the NCATS Director on policy matters pertaining to NCATS scientific programs and trans-NIH programs involving NCATS staff; (3) communicates information about NCATS programs and accomplishments to a wide range of audiences; (4) advises the NCATS Director on effective communications strategies; (5) fosters relationships and partnerships with stakeholders; (6) assists in the development of content for internal and external web sites and audiences; (7) develops and executes a strategy for education and training for the disciplines that constitute translational science; (8) facilitates and supports partnerships with NIH OD, other ICs, patient groups, other governmental agencies, nonprofits and the private sector to achieve the goals of the Center; and (9) oversees and manages educational outreach initiatives including public education programs aimed at increasing understanding of translational science and the translational science spectrum.

## **Science Policy Branch -HN9152**

(1) Advises the NCATS Director on policy matters pertaining to NCATS scientific programs and trans-NIH programs involving NCATS staff; (2) Develops and coordinates science policy and program planning and evaluation for the Center, including agenda development, science priority setting for annual and future budgets, strategic planning, policy research coordination and development, science policy briefings, and special planning efforts on specific issues or initiatives; (3) serves as liaison with government, academic and private sector planning, evaluation, legislative, and science policy agencies and organizations; (4) develops, maintains and updates the Center's science classification/coding system and other program data systems, including designing and preparing reports on NCATS scientific, programmatic and funding activities; (5) acquires data and performs analyses for use in NCATS planning and development of research agenda; (6) coordinates the presentation of the Center's plans and reports; and (7) develops and coordinates program evaluation and assessment activities to determine the content, significance and effectiveness of NCAT's activities.

## **Communications Branch -HN9153**

(1) Develops and conducts comprehensive, strategic communications about NCATS' programs, policies and achievements to reach a nationwide audience of biomedical researchers, journalists, academic leaders, constituency groups, and other members of the public; (2) designs, develops and manages content for the NCATS external website; social media outreach; presentations by NIH and NCATS leadership; and other external communications including fact sheets, newsletters and e-notices; (3) advises the NCATS director and other NCATS leadership on effective communications strategies; (4) leads proactive and reactive media relations, including messaging, interview coordination and coverage tracking; (5) promotes conferences and similar events, and provides support for advisory council

## **Education Branch –HN9154**

(1) Advises the Center Director and senior staff on a broad range of issues regarding public education and community involvement related to translational science; (2) develops and coordinates internal NCATS activities to define translational science; (3) collaborates with NCATS divisions and other ICs to develop and disseminate evidence-based tools and best practices to improve the understanding of translational science and the translational science spectrum ; (4) develops, implements, and evaluates education programs to engage a broad range of the public in the understanding of translational science and associated issues; (5) develops community engagement programs to educate a broad range of the public in understanding the NCATS mission and its activities

## **Office of Strategic Alliances - HN916**

(1) Facilitates and supports partnerships, collaborations, and strategic alliance initiatives for NCATS with NIH OD, other ICs, patient groups, other governmental agencies, nonprofits and the private sector to achieve the goals of the Center; (2) oversees and manages NCATS technology transfer activities including negotiating and granting patent license agreements as well as overseeing NCATS intellectual property, prosecution of patent portfolio, and licensing agreement portfolio; (3) serves as an information resource on collaborations, licensing policies, regulations and procedures to the NCATS and NIH community, other Federal agencies and non-governmental entities; (4) advises the Director, Deputy Director, and senior staff on policy matters and other relevant issues; (5) monitors management of PHS technology transfer programs and internal controls procedures; (6) coordinates and conducts review, approval, and coordination activities related to CRADA and PHS CRADA policy; (7) initiates, negotiates and executes a variety of transactional agreements to support NCATS mission and scientific initiatives; (8) in coordination with OER makes determinations regarding invention-related waiver requests from grantees; (9) in coordination with NIH OTT Monitoring and Enforcement Branch, monitors and evaluates product development efforts by the licensees of selected IC inventions; and (10) provides assistance to IC intramural and extramural staff and grantee institutions regarding policies and procedures related to inventions. (10) Serves as the NCATS focal point for the management of all Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Program activities, and implementation of pertinent legislation, outreach, training, rules, and regulations and associated matters related to the SBIR/STTR Program.

### **Office of Special Initiatives – HN917**

(1) Addresses longstanding problems and gaps in translational sciences, and identifies opportunities to significantly advance translational research; (2) develops novel and disruptive technologies, approaches, and solutions for problems in the translational field; (3) promotes widespread national and international adoption and dissemination of tools and resources to the scientific, research, and industrial sectors; (4) promotes and engenders partnerships with key stakeholders; (5) recruits and maintains highly technical staff to provide leadership and expertise in newly emerging fields of translational research; and (6) seeks novel ways to leverage Center investments that can further propel translational science.



**Office of Drug Development Partnership Programs – HN918**

(1) Promotes innovations in the pre-clinical drug development process; (2) works with external partners to advance innovation in early-stage clinical trials; (3) supports the national response to public health emergencies; and (4) promotes the expansion of the therapeutic landscape by working to identify novel targets.

**Office of Translational Medicine – HN919**

(1) Provides general clinical and regulatory leadership, collaboration, and input related to advancing clinical and translational science to the NCATS intramural and extramural programs; (2) plans, supports and extends internal and external facing NCATS Divisions, Offices, Programs, and associated efforts in advancing clinical and translational science; (3) consults with stakeholders within and across both public and private sectors, including patients, industry, and regulators to advance NCATS and related trans-NIH priorities; and (4) represents NCATS on clinically relevant matters, including national responses to public health emergencies, across NIH and the USG.

## **Division of Pre-Clinical Innovation - HN92**

(1) Plans, conducts, and supports research across the pre-clinical phases of the translational science spectrum; (2) plans, conducts, and supports research to develop new methods and technologies to enhance pre-clinical processes; (3) plans, conducts, and supports research to evaluate existing and developing approaches, technologies, and processes in the pre-clinical spectrum; (4) supports training programs relevant to pre-clinical phases of translational science; (5) allocates resources to pre-clinical extramural and intramural investigators; and (6) collaborates with ICs and the scientists they support; (7) consults with stakeholders, including patients, industry, and regulators.

## **Office of the Scientific Director – HN922**

(1) Manage the work of the Scientific Director and Deputy Scientific Director; (2) coordinate the office operations to support the leadership and staff in the DPI Branches; (3) gather data and submit reports to fulfill the policy and reporting requirements for the NIH intramural program; (4) coordinate the DPI intramural training program for all types of trainees; (5) provide targeted learning opportunities for all DPI staff.

## **Early Translation Branch – HN923**

(1) Apply disease biology insights to identify and develop promising compounds by leveraging expertise in assay design, quantitative high throughput screening and medicinal chemistry; 2) Biofabricate 3D functional tissues in human cells derived from pluripotent stem cells to better mirror the complexity of human physiology in research; 3) Create and test physiologically disease-relevant assay platforms to create models that are better predictors of human response to new drugs; 4) Develop informatics tools and expertise to analyze large data sets and use machine learning and artificial intelligence to predict biological activity.

## **Chemical Genomics Branch – HN924**

(1) Provide oversight and direction to the DPI programs that are funded by external resources such as Foundations, other NIH Institutes and Centers, other Federal Agencies, and the Common Fund; 2) Forge relationships with Foundations to devise strategies for drug discovery; 3) Create assays to test the effects of chemical compounds on cellular, molecular or biochemical processes; 4) Support chemical technologies ranging from novel small molecule library design to inventive bioanalytical techniques; 5) Improve functional genomics screening to better understand gene function and identify biologically relevant targets using RNAi and CRISPR; 6) Develop better toxicity assessment methods to test whether a chemical has the potential to disrupt cellular processes and lead to negative health effects; 7) Improve prediction of the effects of compounds by testing them in induced pluripotent stem cell (iPS) platforms.

## **Therapeutic Development Branch – HN925**

(1) Develop new systems, novel approaches and methodologies to achieve conceptual breakthroughs in the preclinical therapeutic space; 2) Provide collaborative access to technology and expertise in the scientific disciplines of early discovery biology and medicinal chemistry; drug metabolism and pharmacokinetics; toxicology; and chemistry, manufacturing and controls (CMC) synthesis and formulation; 3) Provide project management and discipline expertise to projects conducted with external collaborators to investigate complex problems associated with the preclinical development of therapeutic modalities; 4) Work with regulatory agencies enable investigational new drug applications.

## **DPI Core Facilities – HN926**

(1) Analyze and purify chemical entities ranging from small molecules to antibodies; (2) utilize advanced instrumentation to facilitate medicinal, synthetic, and analytical chemistry, as well as biology efforts focused on early-stage development; (3) provide expert analysis of the results from various analytical techniques such as mass spectrometry, nuclear magnetic resonance spectroscopy, liquid and gas chromatography, and semi-preparative and chiral purification; (4) manage data and instrumentation through an integrated laboratory information management system; (5) develop and employ rigorous analyses, methods, processes, and technologies to increase productivity, efficiency and integrity of chemistry efforts; (6) transform data obtained from large-scale experiments into actionable decisions in chemistry and biology; (7) enable experimental decision-making; (8) develop algorithms and software to disseminate research results; (9) collaborate with investigators to develop robust assay designs and analytics; (10) process and analyze data; (11) research and develop novel methods to enhance analysis of data generated in DPI laboratories; (12) use machine learning and artificial intelligence to enhance understanding of biological processes; (13) Provide state-of-the-art research technologies to NCATS intramural laboratories; (14) provide technologies for automated High Throughput Screening (HTS); (15) Compound Management (CoMa) for both small molecules and biologics; (16) automated tissue culture capabilities; (17) high content screening (HCS) capabilities; (18) custom instrumentation development and production; (19) offline instrumentation maintenance and support; (20) continuously researching and evaluating next generation technologies and biological systems.



## **Analytical Chemistry Core – HN926A**

(1) Analyze and purify chemical entities ranging from small molecules to antibodies; (2) utilize advanced instrumentation to facilitate medicinal, synthetic, and analytical chemistry, as well as biology efforts focused on early-stage development; (3) provide expert analysis of the results from various analytical techniques such as mass spectrometry, nuclear magnetic resonance spectroscopy, liquid and gas chromatography, and semi-preparative and chiral purification; (4) manage data and instrumentation through an integrated laboratory information management system; (5) develop and employ rigorous analyses, methods, processes, and technologies to increase productivity, efficiency and integrity of chemistry efforts.

## **Informatics Core – HN926B**

(1) Transform data obtained from large-scale experiments into actionable decisions in chemistry and biology; (2) enable experimental decision-making; (3) develop algorithms and software to disseminate research results; (4) collaborate with investigators to develop robust assay designs and analytics; (5) process and analyze data; (6) research and develop novel methods to enhance analysis of data generated in DPI laboratories; (7) use machine learning and artificial intelligence to enhance understanding of biological processes.

## **Research Services Core – HN926C**

(1) Provide state-of-the-art research technologies to NCATS intramural laboratories; (2) provide technologies for automated High Throughput Screening (HTS); (3) Compound Management (CoMa) for both small molecules and biologics; (4) automated tissue culture capabilities; (5) high content screening (HCS) capabilities; (7) custom instrumentation development and production; (8) offline instrumentation maintenance and support; (9) continuously researching and evaluating next generation technologies and biological systems.

## **Division of Clinical Innovation - HN93**

(1) Plans, conducts, and supports research across the clinical phases of the translational science spectrum; (2) plans, conducts, and supports research to develop new methods and technologies to enhance clinical processes; (3) plans, conducts, and supports research to evaluate existing and developing approaches, technologies, and processes in the clinical spectrum; (4) supports training programs relevant to clinical phases of translational science; (5) allocates resources to clinical extramural and intramural investigators; (6) collaborates with ICs and the scientists they support; and (7) consults with stakeholders, including patients, industry, and regulators.

**CTSA Program Branch – HN932**

(1) Manages and coordinates the Clinical and Translational Science Awards (CTSA) Program; (2) plans, conducts, and supports the CTSA Education and Training Program; (3) trains, cultivates, and develops the translational science workforce; (4) plans and coordinates the development of strategic and funding initiatives for the CTSA Program; and (5) develops, implements, and promotes the use of innovative informatics, technology, and telehealth initiatives.

**Education & Training Section – HN932A**

(1) Plans, conducts, and supports the Clinical and Translational Science Awards (CTSA) Education and Training Program; (2) trains and cultivates the translational science workforce; and (3) fosters the development of the emerging field of translational science.

**Initiatives & Consortium-Wide Activities Section – HN932B**

(1) Plans and coordinates the development of strategic initiatives related to the Clinical and Translational Science Awards (CTSA) Program; (2) plans and coordinates the development of funding initiatives for the CTSA Program; and (3) provides evaluation activities related to CTSA Program goals and objectives.

**Digital & Mobile Technologies Section – HN932C**

(1) Advances the use of cutting-edge informatics and technology; (2) promotes telehealth and telemedicine initiatives; and (3) develops, implements, and disseminates novel mobile technologies.



**Clinical Affairs Branch – HN933**

(1) Provides a national resource for rapid response to public health emergencies; (2) promotes identification, development, and dissemination of innovative clinical trial and recruitment designs; (3) promotes clinical research quality standards; and (4) provides policy, oversight, and guidance for human subjects research protection.

**Trial Innovation Network Section – HN933A**

(1) Provides a national resource for rapid response to public health emergencies via the Trial Innovation Network; (2) promotes identification, development, and dissemination of innovative clinical trial designs; and (3) promotes identification, development, and dissemination of innovative recruitment strategies.

**Clinical Research Resources Section – HN933B**

(1) Promotes clinical research quality standards; (2) Ensures protection of human subjects research in Clinical and Translational Science Award (CTSA) Program projects; and (3) develops, implements, and monitors human subjects research protection policy.