

## **National Center for Complementary and Integrative Health – HND**

(1) Studies the integration of alternative treatment, diagnostic and prevention systems, modalities, and disciplines with the practice of conventional medicine and as a complement to such medicine and the integration of such alternatives into health care delivery systems in the United States; (2) ensures that scientists with appropriate expertise in research on complementary and alternative medicine are incorporated into the review, oversight, and management processes of all research projects and other activities funded by the Center; (3) coordinates efforts with other Institutes and Federal agencies to ensure appropriate scientific input and management; (4) identifies and evaluates alternative and complementary medical treatment, diagnostic and prevention modalities in each of the disciplines and systems with which the Center is concerned, including each discipline and system in which accreditation, national certification, or a State license is available; (5) conducts or supports the following activities: outcomes research and investigations, epidemiological studies, health services research, basic science research, clinical trials, and other appropriate research and investigational activities; (6) assists the NIH Director in designating specific personnel in each Institute to serve as full-time liaisons with the Center in facilitating appropriate coordination and scientific input; (7) establishes, updates, and makes publicly accessible a bibliographic system for the collection, storage, and retrieval of worldwide research relating to complementary and alternative treatment, diagnostic and prevention modalities, disciplines and systems; (8) establishes an information clearinghouse to facilitate and enhance, through the effective dissemination of information, knowledge and understanding of alternative medical treatment, diagnostic and prevention practices by health professionals, patients, industry, and the public; and (9) supports the development and operation of multipurpose centers to conduct research and other activities with respect to complementary and alternative treatment, diagnostic and prevention modalities, disciplines and systems; the provision of support for the development and operation of such centers shall include accredited complementary and alternative medicine research and education facilities.

## **Office of the Director - HND1**

1) Provides leadership, direction, coordination, planning, evaluation, and reporting of NCCIH extramural and intramural programs and policies; 2) ensures compliance of the Center's programs and policies with relevant legislation, regulation, and policies; 3) provides management and administrative services to the Center, including budget, human resources, general administration, ethics, EEO, grants management, and committee management; 4) maintains outreach and liaison with other government and professional organizations and institutions; 5) develops, coordinates and implements a variety of communication, information dissemination, and outreach activities targeted to the general public, scientific and health care provider communities, the Congress, and the media; and 6) advises the Director, NIH and other components of the NIH regarding matters relevant to CAM research.

## **Office of Administrative Operations - HND12**

(1) Advises the Director, Deputy Director, and senior Center staff on administrative matters; (2) plans and directs management functions of the Center including financial management, personnel management, purchase and maintenance of equipment and supplies, and acquisition and management of space; (3) is responsible for execution of the research management and support and intramural budgets; (4) develops, implements, and supervises the Center's program planning and evaluation activities by initiating and conducting a wide variety of analytical studies that provide a rational basis for key policy and program decisions; and (5) has broad responsibility for the supervision of the Center's computer-related activities.

## **Office of Policy, Planning, and Evaluation - HND13**

(1) Advises the Director, Deputy Director, and senior Center staff on policy matters and other relevant issues that may affect Center programs and initiatives; (2) develops and implements the program planning, analysis, and evaluation activities of the Center; (3) serves as liaison with the NIH legislative analysis community, keeping abreast of their policy and program developments; and (4) conducts the Center's legislative liaison activities, including drafting testimony, reports, and memos concerning the Center's and NIH's complementary and alternative medicine-related activities, responding to Congressional requests for information, and analyzing and tracking legislation regarding complementary and alternative medicine.

## **Office of Communications and Public Liaison - HND14**

(1) Represents the Center's Director for press and other public matters; (2) prepares reports, publications, press releases, exhibits, and education programs, and responds to inquiries from the press, professional organizations, scientists, and the general public about the complementary and alternative medicine research programs and policies of the NIH; (3) communicates the goals and results of NIH's complementary and alternative medicine-supported research and provides information about the Center's mission, programs, activities, and initiatives to the general public and specific target audiences, both directly and via intermediaries, such as the news media; (4) advises the Director, Deputy Director, and other Center staff on communication matters and, as appropriate, assists staff in meeting their communication needs; (5) assures compliance with NIH and Departmental procedures for the review and clearance of public materials, including manuscripts, speeches, and publicly available electronic documents; and (6) serves as the contact point for members of the public who wish to communicate with Center staff, and also facilitates collaborative relationships between the Center and the many publics it serves.

## **Office of Clinical and Regulatory Affairs - HND16**

1) Serves as a source of technical and scientific expertise for planning, coordination, implementing and monitoring of NCCIH-supported extramural and intramural clinical trials; 2) develops policy and provides advices and counsel to investigators and NCCIH intramural and extramural staff and leadership on all aspects of clinical trial design, conduct, oversight, and participant safety; 3) ensures that the Center meets and complies with all relevant regulatory and policy requirements and obligations; 4) oversees the NCCIH Data Safety Monitoring Board(s); and 5) provides education for NCCIH staff managing clinical research.

## **Division of Extramural Research - HND2**

1) Develop, oversee, and manage NCCIH-funded extramural research, research training, and research capacity building programs and initiatives; 2) advise the NCCIH Director on scientific needs, priorities and directions for the field, and on policy issues and matters involving CAM research; 3) coordinate efforts and activities with other relevant NIH Institutes and Centers, and federal and non-federal organizations and institutions; 4) develop efforts to contribute to: the elimination of health disparities, and research pertaining to international health.

## **Basic and Mechanistic Research in Complementary and Integrative Health Branch - HND27**

Supports extramural research and research-related activities with respect to basic and mechanistic research aimed at understanding the biological effects and mechanism of action of complementary and integrative health strategies; clarifying scientific hypotheses; and supporting the development of translational tools.; and leading and directing the development of new methods and approaches resulting in the establishment of the foundational scientific information on the biological properties, safety, and efficacy of complementary and integrative health approaches.



## **Clinical Research in Complementary and Integrative Health Branch - HND28**

Supports extramural research and research-related activities with respect to clinical research aimed at determining the specific effects of complementary and integrative health interventions; studying the usefulness and safety of complementary and integrative health strategies in general populations or health care settings; identifying and validating biomarkers or other signatures of biological effect; developing and validating measures of outcome; validating treatment algorithms and measures of quality control; and supporting the development of translational tools.

### **Division of Intramural Research - HND3**

(1) Develops, plans and directs the Center's Intramural laboratory and clinical research program including the conduct of postdoctoral research training in complementary and alternative medicine; (2) evaluates scientific progress and opportunities and establishes intramural program priorities. (3) allocates funds, space, and personnel ceilings and integrates new research activities into the program structure; (4) collaborates with other NIH programs and research institutions and maintains an awareness of scientific developments in program areas; (5) advises the Center Director and senior staff on the Intramural Research Program and matters of scientific interest; and (6) serves as a national resource for federal and non-federal investigators to conduct and be trained as complementary and alternative medicine researchers.

## **Clinical Investigations Branch – HND32**

(1) Provides the infrastructure needed to promote high quality clinical research and to ensure patient safety including: protocol review, clinic infrastructure, nursing and physician support, clinical informatics, data and safety management; (2) monitors and maintains quality assurance of the intramural clinical research program; (3) develops and implements clinical program priorities, allocates clinical resources; (4) integrates the established research themes and projects with clinical relevance from various Intramural Research laboratories and branches; (5) evaluates program effectiveness and represents the IRP in management and scientific decision-making meetings within the Institute; (6) coordinates the credentialing of health care providers within the Institute; (7) coordinates and provides clinical research training for NCCIH staff and fellows and (8) develops novel approaches for carrying out translational research in an efficient and cost-effective manner.

## **Section on Affective Neuroscience and Pain – HND322**

(1) Conducts studies of human brain anatomy and function related to pain, pain modulation, complementary and alternative therapies, placebo effect, emotions and cognition; (2) conducts studies using quantitative sensory test, MRI and PET in normal volunteers and patients; (3) uses transcranial magnetic stimulation (TMS) to modify brain activity related to pain processing and therapies; (4) works in interdisciplinary and collaborative studies using MRI, PET and TMS in support of other research programs.

## **Pain and Integrative Neuroscience Laboratory – HND33**

Examines the molecular, cellular, system and behavioral mechanisms of pain processing and pain modulation.

## **Section on Behavioral Neurocircuitry and Cellular Plasticity – HND332**

(1) Conducts behavioral and neuroimaging studies in rodents related to pain mechanisms and management; (2) investigates co-morbidities of chronic pain conditions, including anxiety, depression and cognitive dysfunction; (3) studies the effects of environmental, social and physical factors on pain processing; (4) examines early markers of the transition from acute to chronic pain.

## **Section on Sensory Cells and Circuits – HND333**

(1) Conducts fundamental research on molecules, cells, and circuits that detect and encode noxious stimuli; (2) studies the structure and functions of the somatosensory system using imaging, electrophysiology, and behavior and; (3) Investigates the genetic and epigenetic underpinnings of acute and chronic pain.

#### **Division of Extramural Activities - HND4**

(1) Provides leadership and advice in developing, implementing, and coordinating extramural programs and policies; (2) provides advice and guidance to the Director and other Center officials on issues relating to policy and procedures for extramural affairs and represents the Center on extramural program and policy issues within the Department and with outside organizations; (3) provides scientific and technical peer and objective review of applications for grants, cooperative agreements, and contracts; (4) oversees Center grants management activities; (5) provides information and guidelines for grant applications; (6) oversees National Advisory Council on Complementary and Alternative Medicine (NACCAM) activities and provides committee management services and logistical support for NACCIH and other NCCIH committee activities as appropriate; (7) undertakes program evaluation and planning activities in conjunction with other Center Divisions and Offices; and (8) represents the Center on overall NIH extramural and collaborative program policy committees and coordinates such policy within the Center.



## **Office of Scientific Review - HND42**

(1) Plans and administers scientific review activities, including the organization and management of Initial Review Groups (IRGs), constituted to review NCCIH's 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, and contracts; (3) plans and directs site visits and IRG meetings; (4) establishes review criteria and standards for the IRGs and provides technical leadership to the review process; (5) evaluates new procedures for improving the quality and timeliness of the review process; (6) prepares summary statements and provides pertinent information concerning the review of applications to the Council; (7) represents the Institute on trans-NIH committees and working groups concerned with initial review policies and procedures; (8) maintains liaison with other NIH components regarding peer review policy and procedures; (9) represents NCCIH at scientific meetings and other gatherings of the scientific community with respect to review policy and procedures; and (10) conducts special projects as requested by the Director, NCCIH.

### **Office of Grants Management - HND43**

(1) Interprets, plans, and applies existing grants management policies and procedures; (2) participates in the development of the Center policies and procedures relating to the business management of grants programs and provides fiscal and administrative policy review of grant applications; (3) assists program staff in analyzing and negotiating grant budgets as well as in proposing a grant payment hierarchy; (4) determines the amount and terms of grant awards and encumbers funds; (5) maintains records of grant expenditures and balances on hand and provides this information to program scientific staff and other Center officials; (6) maintains an official grant file system of all documents as required by DHHS and NIH policy; (7) collaborates with the Office of Scientific Review to achieve efficient and effective execution of the Center's grants program; and (8) prepares and distributes grant-related materials required by the Advisory Council