National Cancer Institute - HNC

Plans, conducts and coordinates a national program involving (a) research on the detection, diagnosis, cause, prevention, treatment, and palliation of cancers and on rehabilitation of the cancer patient; and (b) demonstration of the effectiveness of cancer control methods and techniques. Specifically: (1) conducts and directs research performed in its own laboratories and through contracts; (2) supports and coordinates research projects by scientific institutions and individuals through research grants; (3) supports personnel training in fundamental sciences and clinical disciplines through individual and institutional research training awards and clinical education awards; (4) supports construction of laboratories and related facilities necessary for research on cancer; (5) supports field tests and community demonstration projects of methods and techniques for cancer control; (6) collaborates with voluntary organizations and other institutions engaged in cancer research, training, and control activities; (7) encourages and coordinates cancer research by industrial concerns where such concerns evidence a particular capability for programmatic research; (8) collects and disseminates information on cancer research and control; and (9) consults with appropriate individuals and agencies in the development, coordination, and support of cancer research programs in other countries.

Office of the Director - HNC1

(1) Serves as the focal point for the National Cancer Program; (2) develops a National Cancer Plan and monitors implementation of the plan; (3) directs and coordinates the Institute's programs and activities; and (4) develops and provides policy guidance and staff direction to the Institute's programs in areas such as program coordination, program planning, clinical care, and administrative management.

Office of Communications and Public Liaison - HNC14

(1) Provides communications leadership and expertise, to include the development of communications policies, goals, objectives, plans, and strategies in support of the mission and priorities of NCI; (2) advances the public face of NCI; (3) implements NCI's legislatively mandated cancer information dissemination and education requirements; (4) develops cancer information in various formats for varied audiences and manages the NCI clearance process; (5) provides oversight and manages content for the NCI website, social media posts, presentations, publications, and inquiry responses; (6) manages information and dissemination activities on cancer at the national and international levels; (7) develops and/or coordinates internal communications activities; (8) serves as the Institute's point-of-contact for the Information Quality Act and the Office of Management and Budget's Information Quality Bulletin for Peer Review; (9) oversees NCI media relations and press operations; (10) initiates, develops, and maintains collaborative relationships and partnerships with other federal, state, and not-for-profit organizations; (11) conducts user-centered design research to evaluate and maximize the efficacy and usefulness of new communications technology

Office of Director - HNC141

(1) Provides strategic communications counsel; develops, and executes strategic, over-arching communications plans for NCI; (2) serves as the point of contact for liaison with the DOCs; (3) provides expertise to, and coordination between NCI's organizational components engaging in communications and education activities; (4) reviews and advises on products and materials developed by NCI Programs for alignment with Institute, NIH, and HHS positions and policies; (5) identifies information-related needs to inform the development of NCI content and resources; (6) plans and directs daily operations of the office; (7) serves as the Institute's manager of communications services, to include library services, distribution center, graphic and printing services; (8) works with NIH to identify and expand opportunities to share and leverage federal resources on communications functions; (9) oversees and manages the NCI digital communications platforms; (10) explores, develops, and implements new digital communication strategies for disseminating state-of- the-art cancer information to health care providers, the general public, and patients and their families.

Cancer Information Service Branch - HNC1412

(1) Provides oversight and management of NCI's multi-channel contact center [the Cancer Information Service (CIS)] to respond to cancer information inquiries, clinical trials information, education, and recruitment inquiries, and smoking cessation information inquiries and counseling; (2) coordinates inquiry response for NCI and its Divisions, Offices, and Centers (DOCs), as needed, to ensure an accurate and timely response; (3) ensures CIS effectively disseminates key NCI messages and content; (4) establishes and monitors service access metrics and customer service quality standards for CIS activities; (5) provides oversight and management of the Smoking Quit lines operated via Interagency agreements with CDC, VA, and other federal agencies.

Office of Public Affairs - HNC14P

(1) In support of NCI's divisions, offices, and centers (DOCs), serves as the information source for public affairs matters relating to the Institute's programs; (2) coordinates cross-divisional communications issues/activities related to special programs and/or initiatives; (3) reviews programs and materials developed by NCI components to ensure accuracy and consistency with Institute positions and policies; (4) coordinates special events; (5) establishes and maintains professional relationships with international, national and local organizations and with communications staff in government and non-government organizations; (6) oversees the development of information channels and strategies for disseminating information internally and externally; (7) serves as the main point of contact for all international and national media inquiries about NCI's research programs and activities; (8) develops and manages relationships with the minority media; (9) provides management and oversight of the NCI Exhibit Program.

Media Relations Branch - HNC14P2

(1) Supports NCI's research and related programs by fostering relationships with media outlets, develops official responses to NCI-related news articles and broadcasts, keeps NCI leadership informed of related media coverage, and serves as point of contact for all media inquiries about NCI's research programs and activities; (2) monitors and analyzes national, international, and minority media to identify trends and recommends action to respond to emerging media issues; (3) develops short- and long-term media policies, goals, objectives, plans and strategies in support of NCI programs and activities; (4) facilitates interviews between journalists and NCI staff and prepares staff for interviews by conducting in-house formal and informal media training; (5) disseminates NCI cancer research materials via the media.

Internal Communications Branch - HNC14P3

(1) Develops and implements internal communications activities and products, including creating and maintaining intranet sites, and establishing collaboration sites for the Institute; (2) collaborates with other NCI Divisions, Offices, and Centers to manage a framework of internal communications to increase awareness of NCI's research and activities among staff; (3) plans and executes select special events for the Institute.

External Relations Branch - HNC14P4

(1) Advances the public's awareness and understanding of current, innovative cancer research, and other NCI priorities by collaborating and fostering relationships with NCI stakeholders, federal agencies, national, and international organizations; (2) informs, educates, and engages NCI grantees and other stakeholders about NCI's mission, role in cancer research, programs, and resources; (3) manages the NCI Exhibit Program; (4) builds capacity of foreign journalists, scientists, and public affairs staff to communicate about cancer research.

Office of Dissemination and Digital Communications - HNC14Q

(1) Provides management oversight and guidance for NCI's digital communications to ensure NCI's information is communicated to the appropriate audiences using multiple channels; (2) develops NCI's digital strategy and content management framework; (3) designs, develops, and manages the software applications that support NCI communications, such as Canccr.gov, Canccr.gov/espanol websites, and the Physician Data Query (PDQ) database; (4) manages NCI's enterprise social media channels; (5) monitors and reports usage of NCI web and social media channels; (6) provides oversight of compliance-to federal requirements and standards for Cancer.gov, Cancer.gov/espanol, and NCI's social media channels (508, security, privacy, etc.); (7) establishes standards, policies, and guidelines for digital communications at NCI; (8) conducts research that provides understanding of views and attitudes of NCI stakeholders around cancer-related issues to guide decisions about NCI's communications; (9) conducts user research and provides insights from usage data to ensure NCI communications products meet the needs of users effectively; (10) manages and provides operational oversight of the NCI Contact Center.

Web and Social Media Branch - HNC14Q2

(1) Ensures NCI content is presented in an effective and engaging way to the appropriate audiences; (2) manages NCI enterprise websites, Cancer.gov and Cancer.gov Espanol; (3) manages findability of NCI content on external search engines and on NCI websites; (4) produces visuals, audio, and video in support of NCI content; (5) develops strategies to enable OCPL and NCI Divisions, Offices, and Centers to leverage social media for science communications; (6) manages NCI enterprise social media channels; (7) ensures compliance with all relevant federal web and social media standards, policies, and guidelines.

Communications Platforms and Systems Branch - HNC14Q3

(1) Leads development, implementation, and maintenance of content authoring/management and web publishing platforms; (2) develops and maintains NCI communications resource platforms, such as NCI LION and Visuals Online; (3) provides oversight for technical implementation of analytics and measurement tools; (4) ensures compliance with all HHS, NIH, NCI systems and security requirements; (5) coordinates and collaborates with the NCI Center for Bioinformatics and Information Technology on systems management issues; (6) provides project management oversight for the activities of the digital communications support contract.

Analytics and Audience Research Branch - HNC14Q5

(1) Conducts research that provides understanding of NCI stakeholder's views and attitudes around cancer-related issues to guide decisions about NCI's communications; (2) conducts usability research for NCI's communication products; (3) collects and analyzes usage data and user feedback from NCI's Web and digital platforms; (4) consults with NCI Divisions Offices and Centers on audience research and analytics.

Office of Cancer Content - HNC14T

(1) Manages NCI's Physician Data Query (PDQ) comprehensive cancer information database and its associated syndication program, including its PDQ summaries, NCI dictionaries, drug information, biomedical images, and list of clinical trials; (2) develops and updates fact sheets, patient education publications, research content, "corporate" content, and other web content, including news and social media content; (3) manages OCPL's Spanish-language content translation activities and oversight; (4) provides scientific review and guidance to OCPL, including ensuring plain language as appropriate and scientific accuracy; (5) manages the NCI clearance process; (6) oversees the correct usage of the NCI logo and brand; (7) manages and oversees the Executive Secretariat, including inquiries regarding NCI and its research; (8) coordinates data calls for the Institute.

PDQ Cancer Information Branch - HNC14T2

(1) Assembles cancer scientific literature and provides to PDQ Editorial Boards for review; (2) manages the PDQ Editorial Boards and maintains the PDQ cancer information summaries in English and in Spanish for health professionals and patients; (3) maintains NCI's Dictionaries for drug, genetics, and cancer terminology; (4) manages the PDQ licensing and syndication program, providing technical support to NCI licensees and syndication partners and triaging questions as appropriate; (5) creates biomedical images and other graphic materials to enhance PDQ and NCI content; (6) maintains NCI's Cancer Genetics Services Directory; (7) develops NCI's consumer oriented drug information summaries; (8) maintains a list of open and closed cancer clinical trials published on NCI's cancer.gov website.

Science Writing and Review Branch - HNC14T3

(1) Develops fact sheets, patient education publications, and other educational web content; (2) develops structured and unstructured narrative content (for news releases, social media postings, web content, and publications) about NCI research priorities and research findings; (3) oversees Spanish-language translation strategy and ensures quality and accuracy of Spanish translations; (4) reviews OCPL information products for scientific accuracy and appropriateness; (5) provides scientific writing and editing support to OCPL and other NCI OD offices.

Executive Communications Support Branch – HNC14T4

(1) Manages and oversees communications needs for NCI's Immediate Office of the Director, including direct support of executive-level writing and strategic communications planning for the director; (2) Manages the Executive Secretariat function, including controlled correspondence, public inquiries regarding NCI and its research, and records management; (3) coordinates and manages data calls and periodic activity reporting requirements for the Institute; (4) manages clearance processes (including NIH and HHS clearance of media and other materials as required) to ensure quality and consistency across the Institute.

Office of Management - HNC17

(1) Advises and assists the Institute Director and senior management on all aspects of business and administrative management of the Institute and its programs; (2) provides leadership, direction, and policy guidance to all aspects of management; (3) manages the NCI ethics program; (4) plans, coordinates, and directs the following functions of the Institute: Budget and Financial Management; Grants; Administrative Services; Acquisitions; Technology Transfer; Workforce Management and Development; Management Policy and Compliance; Space and Facilities Management; Government and Congressional Relations, and the Information Technology related to these functions; (5) interprets, analyzes, and evaluates management and administrative information and concepts affecting the overall mission of the Institute; (6) develops and disseminates administrative policies and guidelines and coordinates their implementation; (7) implements legislation, administrative orders, and other requirements; (8) serves as the coordinating point for administrative management issues that cross NCI Program lines.

Office of Management Policy & Compliance - HNC177

(1) Provides broad management oversight and advice to the Deputy Director for Management and other senior NCI staff on implementation, review, and management of Federal, Departmental and NIH administrative management requirements; (2) acts as the NCI focal point and liaison with NIH and other Federal agencies in the coordination and reporting of administrative management activities assigned to the Office; (3) designs and conducts management analyses (including studies, surveys, and projects) of Institute management functions, program and administrative operations, and policy compliance; (4) manages NCI's programs for delegations of authority, manual issuances/fact sheets, organizational and functional analysis, records, forms, regulations, and OMB clearances; (5) provides leadership and guidance for NCI's business management planning efforts; (6) develops policies on administrative management and prepares and issues procedures and guidelines for implementation of administrative policies and requirements; (7) directs and coordinates NCI's management control program including: (a) conducting risk assessments and management control studies with a focus on early identification and prevention of fraud, waste, abuse, and conflict of interest or the appearance of these, and (b) assuring follow-up on external and internal audit findings/recommendations; (8) conducts Institute reviews of alleged fraud, waste, abuse or mismanagement and/or employee misconduct; and (9) analyzes and provides advice and updates on administrative management issues for Institute managers and staff, and as requested/required by NIH and DHHS.

Office of Space and Facility Management - HNC178

(1) Acquires and manages real property assets; (2) coordinates NCI acquisitions for space and facilities; (3) develops and maintains an NCI Space Master Plan, manages NCI's Space Management Database, and represents NCI in the development of the NIH Master Plan; (4) manages the NCI Construction Grants Program; (5) manages and monitors all assets and costs associated with NCI facilities, leases, utilities, space and renovations/construction including NIH Facility Management Repair and Improvement (R&I) funds; (6) represents NCI on the NIH Critical Response Team; serves as the NCI Emergency Coordinator; and implements decisions for all off-campus NCI buildings regarding security, building access, and parking; (7) provides daily support to facilities and staff through the operations of the Project Management Branch; (8) coordinates and maintains NCI's data and reports in the NIH Census System; and (9) provides Express Services (minor facility services) for NCI facilities.

Project Management Branch - HNC1782

(1) Manages real property allocated to the Institute and acts as the Institute's contact point with NIH in the acquisition and renovation of real property; (2) develops pre-planning concepts for design and construction projects of NCI facilities; (3) coordinates relocation of Institute staff, offices, and labs; and (4) manages the implementation of design and construction projects for the Institute.

Emergency Management and Physical Security Branch - HNC1784

1) Manages NCI's Physical security program to include security assessments, guards, visitors and systems. 2) Manages NCI's continuation of operations planning and emergency preparedness to include the areas of prevention, protection, mitigation, response and recovery. 3) Responsible for compliance with federal, agency, NIH and NCI polices and directives that relate to physical Security and emergency management. 4) Responsible for the emergency coordinator duties as outlined by NIH.

Business Operations Branch - HNC1785

(1)Plans and directs the operations of the Office of Space and Facilities Management (OSFM) by providing a broad range of business, administrative and management support functions related to personnel, procurement, travel, training, budget and finance, contract actions, service and supply fund, space management, conference room and property culpability (2)Development of detailed budget and program analyses to include projections, spending trends, contract burn rates and other accountability reports (3) coordination of NCI Space and Facilities acquisitions; direct leasing acquisitions as authorized by the GSA (4) Preparation of construction contract documents (5) Serves as liaison with the NIH, DHHS and other governmental entities in matters relating to real property, construction, leasing and overall facilities operations at the NCI (6)Provides guidance and assistance to the Director, Branch Chiefs and OSFM staff on strategic, operational and administrative matters, regulations and organizational procedures that governs the work of the OSFM.

Facilities Planning Branch - HNC1786

(1) Responsible for the implementation of short term and long range strategic planning for the management of space data, real property and personal property assets of the NCI. (2) Manages space planning, architectural interior design, design review and coordination for new and existing space renovated within NCI administrative office buildings and biomedical research facilities. (3) Administers and maintains NCI’s Computer Aided Facility Management System and space portfolio. (4) Provides expert advice and guidance to organizations on the selection and design of items such as equipment and furnishings, to ensure longevity, aesthetic value, functionality and efficiency. (5) Maintains furniture inventory for the purpose of reuse and retrofit of existing space

Office of Acquisitions - HNC17B

(1) Manages and conducts a comprehensive program of all research and development contracting, non-research and development contracting, station support contracting, commercial item acquisitions using simplified acquisition procedures, GSA Federal Supply Schedule acquisitions and simplified acquisitions for customer ICs. (2) Provides advice and assistance regarding all phases of the acquisition cycle from planning to closeout with the purpose of accomplishing all acquisitions needed for the scientific mission and all related acquisitions required by its customers.

Acquisition Oversight, Policy and Operations Branch – HNC17B1

(1) Develops, interprets and evaluates Consolidated Operations Acquisitions Center (COAC) and NIH policies, standards, and procedures pertaining to R&D, Non-R&D, station support, and simplified acquisitions; (2) manages the automated Institute contract management information system; (3) manages and performs contract close-outs; (4) performs Quality Assurance and other reviews of OA contract files and acquisition documents; (5) oversees and performs outreach activities related to planning, development and implementation of the socio-economic contract programs, including the Small Business Innovative Research (SBIR) Program; (6) oversees NCI purchase card program; and (7) processes applications for all warrants and certifications, and oversees and conducts acquisition training and for OA staff.

Treatment and Support Branch - HNC17B2

(1) Participates in planning research/research support contract programs for components of the Division of Cancer Treatment and Diagnosis, the Office of the Director, customer ICs and for other components when needed to respond to the acquisition needs of the National Cancer Institute or balance workload across the Office of Acquisitions; (2) advertises proposed acquisitions; (3) assists in reviewing contract proposals submitted in response to Requests for Proposals (RFPs); (4) negotiates and makes contract awards; and (5) manages post award business aspects of contract, and assists Contracting Officer Representatives in managing scientific aspects of those contracts.

Strategic Acquisition Branch - HNC17B3

(1) Participates in the planning for non-research acquisitions for the NCI; (2) advertises, solicits proposals, assists in review, negotiates and awards; and (3) manages all business-related aspects of the awards during the pre- and post-award phase, and assists Contracting Officer Representatives as necessary in their oversight and management of those awards.

Prevention, Control, and Population Sciences Branch - HNC17B4

(1) Participates in planning research/research support contract programs for the Division of Cancer Prevention and the Division of Cancer Control and Population Sciences and for other components when needed to respond to the acquisition needs of the National Cancer Institute or balance workload across the Office of Acquisitions; (2) advertises proposed acquisitions; (3) assists in reviewing contract proposals submitted in response to Requests for Proposals (RFPs); (4) negotiates and makes contract awards; and (5) manages post-award business aspects of contracts, and assists Contracting Officer Representatives in managing scientific aspects of those contracts.

Epidemiology, Therapeutics and Sciences Branch - HNC17B5

(1) Participates in planning research/research support contract programs for the Division of Cancer Epidemiology and Genetics, the Division of Cancer Biology, the Center for Cancer Research, components of the Office of the Director and the Division of Cancer Treatment and Diagnosis, and for other components when needed to respond to the acquisition needs of the National Cancer Institute or balance workload across the Office of Acquisitions; (2) advertises proposed acquisitions; (3) assists in reviewing contract proposals submitted in response to Requests for Proposals (RFPs); (4) negotiates and makes contract awards; and (5) manages post award business aspects of contract, and assists Contracting Officer Representatives in managing scientific aspects of those contracts.

Management Operations and Support Branch - HNC17B6

(1) Serves as Contracting Officer authority and participates in planning the research and research support contract programs for the National Cancer Institute-Frederick (NCI-Frederick), a Federally Funded Research and Development Center (FFRDC); (2) administers the contract for the operation, management and administration of the FFRDC in accordance with FAR 35.017(a)(3); (3) administers other contracts which support the FFRDC; (4) develops acquisition plans and conducts recompetitions, evaluations, and awards of the contracts that support the operation of the FFRDC; and (5) performs other business-related functions, including: (a) negotiating and administering intra/interagency agreements, (b) serving as law enforcement authority, (c) obtaining legal input for contract and intra/interagency issues, (d) managing environmental and energy programs, (e) managing the maintenance and renovation of all buildings and grounds, and (f) obtaining other resources and services for the research programs of the FFRDC via appropriate acquisition and/or other mechanisms.

Office of Grants Administration - HNC17C

(1) Plans and directs the business management activities of the National Cancer Institute in research grant programs in cancer prevention, treatment, diagnosis, biology, cancer control, and population sciences, cancer centers, training, and resources programs; (2) monitors the financial assistance process to ensure that all required business management actions are performed by the awardee and the government in a timely manner both before and after award; (3) evaluates and monitors the business management capability and performance of applicant organizations and awardees as well as internal operating procedures associated with the business management aspects of the financial assistance process; and (4) interprets and develops financial assistance policy; (5) creates, manages, and maintains a fully integrated grants process electronic suite to include the official electronic grants file data base; (6) identifies, reviews and resolves audit exceptions; and (7) maintains liaison with other components of NIH, HHS and officials of other Federal agencies.

Business Operations Branch - HNC17C2

(1) Provides staff assistance and coordination in management planning, policy development and implementation of Department and NIH policies and regulations; (2) conducts studies and analyses of Office management functions, operating policies and personnel requirements and functions; (3) develops and provides data for grant review, award and workload status for administrative and management use, and develops management reports; (4) designs and conducts various types of audits of financial assistance awards for compliance with regulations and for internal control monitoring; (5) manages overall administrative activities, including budget, personnel, procurement, space management, communications and property accountability; (6) coordinates the Office Information Technology plan; (7) develops and monitors internal control systems for financial assistance awards; (8) provides responses to Freedom of Information and Privacy Act inquiries; (9) prepares and distributes financial assistance awards; and (10) controls and maintains financial assistance files for the Institute.

Grants Portfolio Management Branch A - HNC17C3

(1) Monitors the financial assistance process for research grant and cooperative agreements for programs of extramural cancer prevention and control, radiation research, research training and health professional education, cancer centers and resources, including the following cancer programs: Basic Prevention Science, Breast and Gynecologic Cancer, Cancer Biomarkers, Chemopreventive Agent Development, Community Oncology and Prevention Trials, Early Detection, Gastrointestinal and Other Cancers, Lung and Upper Aerodigestive Cancer, Nutritional Science, and Prostate and Urologic Cancer; (2) reviews programmatic guidelines, Requests For Applications (RFAs), Program Announcements (PAs), and funding plans developed by program staff; (3) participates in developing funding plans for special programs; (4) reviews all financial assistance applications, financial status reports, and other pertinent documents to insure awardee compliance with established administrative and financial policies and procedures and sound business practices; (5) negotiates and makes grant and cooperative agreement awards; (6) manages the business aspects of grants and cooperative agreements and assists program directors with interpreting policies; (7) reviews grantee organizations to ensure that they have the necessary fiscal and administrative capabilities to handle Federal funds properly; and (8) interprets and develops financial assistance policy.

Grants Portfolio Management Branch B - HNC17C4

(1) Monitors the financial assistance process for research grant and cooperative agreements for a program of extramural preclinical and clinical cancer diagnosis and treatment research including the following cancer programs: AIDS Cancers, Biochemistry and Pharmacology, Biological Response Modifiers, Cancer and Nutrition, Clinical Oncology, Clinical Trials, Diagnostic Imaging, Diagnostics Research Imaging Technology Development, Molecular Imaging, Radiotherapy Development, Surgical Oncology, and Technology Development; (2) reviews programmatic guidelines, Requests For Applications (RFAs), Program Announcements (PAs), and funding plans developed by program staff; (3) participates in developing funding plans for special programs; (4) reviews all financial assistance applications, financial status reports, and other pertinent documents to insure awardee compliance with established administrative and financial policies and procedures and sound business practices; (5) negotiates and makes grant and cooperative agreement awards; (6) manages the business aspects of grants and cooperative agreements and assists program directors with interpreting policies; (7) reviews grantee organizations to ensure that they have the necessary fiscal and administrative capabilities to handle Federal funds properly; and (8) interprets and develops financial assistance policy.

Grants Portfolio Management Branch C - HNC17C5

(1) Monitors the financial assistance process for research grant and cooperative agreements for a program of extramural basic and applied research on cancer cell biology and cancer immunology including the following cancer programs: Biological Carcinogenesis, Cancer Cell Biology, Cancer Cell Immunology, Hematology, Oncology, Chemical and Physical Carcinogens, Mouse Models of Human Cancers, Radiation Effects, Tumor Biology and Metastasis; (2) reviews programmatic guidelines, Requests For Applications (RFAs), Program Announcements (PAs), and funding plans developed by program staff; (3) participates in developing funding plans for special programs; (4) reviews all financial assistance applications, financial status reports, and other pertinent documents to insure awardee compliance with established administrative and financial policies and procedures and sound business practices; (5) negotiates and makes grant and cooperative agreement awards; (6) manages the business aspects of grants and cooperative agreements and assists program directors with interpreting policies; (7) reviews grantee organizations to ensure that they have the necessary fiscal and administrative capabilities to handle Federal funds properly; and (8) interprets and develops financial assistance policy.

Grants Portfolio Management Branch D - HNC17C6

(1) Monitors the financial assistance process for research grant and cooperative agreements for a program of extramural basic and applied research on cancer control, population sciences, and cancer epidemiology and genetics including the following cancer programs: Applied Research, Behavioral Research, Cancer Surveillance Research, Cancer Survivorship, and Epidemiology and Genetics Research; (2) reviews programmatic guidelines, Requests For Applications (RFAs), Program Announcements (PAs), and funding plans developed by program staff; (3) participates in developing funding plans for special programs; (4) reviews all financial assistance applications, financial status reports, and other pertinent documents to insure awardee compliance with established administrative and financial policies and procedures and sound business practices; (5) negotiates and makes grant and cooperative agreement awards; (6) manages the business aspects of grants and cooperative agreements and assists program directors with interpreting policies; (7) reviews grantee organizations to ensure that they have the necessary fiscal and administrative capabilities to handle Federal funds properly; and (8) interprets and develops financial assistance policy.

Administrative Resource Center - Division of Cancer Control and Population Sciences– HNC17F

(1) Provides advice to management and staff on issues that relate to administrative and business management practices; (2) provides administrative support and coordination for the grants portfolio for the Division; (3) provides general administrative support services in the areas of budget, procurement, personnel management, property accountability, space and facilities planning, travel, and other administrative functions; (4) coordinates with the Office of Management on administrative and management activities; (5) implements administrative and management initiatives and guidance; (6) participates in the development and dissemination of policies, guidelines, and procedures on matters relating to administrative management; and (7) contributes to NCI administrative activities reports and statistics per the request of Institute staff and in response to requirements from NIH and DHHS; (8) brings NCI-wide common issues to the attention of the Office of Management, and analyzes effects of changes in administrative policies and practices; and (9) makes recommendations to improve the effectiveness and efficiency of administrative functions.

Office of Budget and Finance - HNC17G

(1) Manages, plans and directs all aspects of the financial management activities of the Institute and its programs, including budget formulation, presentation, submission, explanation and defense, and execution; (2) serves as the principal advisor to Institute senior management on the management of all financial and personnel resources of the Institute, and serves as the primary contact with NIH, DHHS, and OMB for financial management activities; (3) provides financial advice and information on all aspects of the budget process to the Institute Director and others appearing before committees or examiners, participates in budget hearings, and coordinates the preparation of responses to questions from the Congress and others concerning the financial management of the Institute; (4) establishes standards and requirements for all Institute financial data bases that report financial information, ensuring compatibility with NIH and Departmental systems, and provides reliable accounting and financial management and personnel resource utilization data; (5) prepares and presents financial reports, special trend and projection analyses, historical data, and fiscal models to inform funding and policy decisions and communicate to Institute management, staff, and/or advisory groups; NIH; and the general public; (6) manages and provides guidance regarding supplemental Institute-wide non-appropriated funds; and (7) facilitates deployment at NCI of new business systems for all aspects of finance and budgeting.

Office of Extramural Finance and Information Analysis - HNC17H

(1) Manages, plans, directs and coordinates all aspects of the financial management of the Institute's extramural grant programs, including the budget process as it relates to NCI grants; (2) serves as the principal advisor to Institute senior management on extramural financial management, makes policy recommendations, manages NCI's grants-related financial information systems, and serves as the primary contact regarding NCI extramural research financial management activities; (3) establishes standards and requirements for the Institute's financial data base that report extramural financial information, ensuring compatibility with NIH and Department systems, and provides reliable extramural accounting and financial management data; (4) prepares and presents extramural informational analyses, financial reports, special trend and projection analyses, historical data, and fiscal models to inform funding and policy decisions and communicate to institute management, staff and/or advisory groups, NIH, and the general public; and (5) facilitates deployment at NCI of new business systems for extramural finance and budgeting.

Financial Analysis Branch – HNC17H2

(1) Participates in the development and management of NCI grants, funding plans, and policies; (2) analyzes historical data and trends to prepare budget projections and develop financial recommendations and help implement NCI's current and long-term goals; (3) tracks the Grants Operating budget to ensure that grants are awarded in a timely and efficient manner; (4) assembles and reports financial information and documentation for institute management, other NCI staff, advisory groups, and NIH; (5) provides audit controls to the Division, Office, and Centers (DOCs) in the financial assessment throughout the fiscal year; (6) provides statistical and actual data and analysis in order to examine the feasibility of implementing a specific policy.

Information Analysis and Applications Branch – HNC17H3

(1) Manages NCI's grants financial information system; (2) provides Institute extramural grants financial management data integrity across all NCI, NIH, and departmental systems; (3) provides extramural grants information and financial reports for historical trends, projection analyses, budget tracking, and fiscal models in response to special inquiries from senior institute management; (4) designs, develops, tests, deploys, and maintains financial applications; (5) advises on technical direction and offers recommendations to OEFIA senior management; (6) represents OEFIA and the Institute's technical and data interests in committees, tech groups, and meetings; (7) performs Project Officer oversight of the OEFIA on-site development contract; (8) ensures functionality and content of the OEFIA intranet.

Office of Government and Congressional Relations - HNC17J

(1) Advises the NCI Director, staff, and advisors on the full range of legislative and Congressional activities as they relate to the NCI mission and the National Cancer Program, and provides leadership and direction for NIH legislative analysis, development, and liaison; (2) serves as the point of contact for Members of Congress, the White House, and DHHS, responding to inquiries, facilitating relationships, and coordinating the preparation of testimony and statements before these and other related groups; (3) reviews, processes, and responds to all requests to NCI that fall under the jurisdiction of the Freedom of Information (FOI) and Privacy Acts; (4) serves as NCI's liaison for all U.S. Government Accountability Office (GAO) and DHHS Office of Inspector General activities; and (5) maintains the State Cancer Legislative Database program.

Administrative Resource Center - Office of Management - HNC17K

(1) Provides advice to management and staff on issues that relate to administrative and business management practices; (2) provides general administrative support services in the areas of budget, procurement, personnel management, property accountability, space and facilities planning, travel, and other administrative functions; (3) coordinates with the Office of Management on administrative and management activities; (4) implements administrative and management initiatives and guidance; (5) participates in the development and dissemination of policies, guidelines, and procedures on matters relating to administrative management; and (6) contributes to NCI administrative activities reports and statistics per the request of Institute staff and in response to requirements from NIH and DHHS; (7) brings NCI-wide common issues to the attention of the Office of Management, and analyzes effects of changes in administrative policies and practices; and (8) makes recommendations to improve the effectiveness and efficiency of administrative functions.

Support Services Branch - HNC17K2

(1) Property accountability and control; including management and oversight of property management contract; (2) mail and courier services; (3) guidance, advice, and problem resolution related to timekeeping, leave and payroll issues, including those that are associated with the Integrated Time and Attendance System (ITAS); (4) maintenance of employee directories for NCI including the NIH Enterprise Directory (NED) System; (5) records management for the NCI Director's Office; including management and oversight of the records management contract; (6) timekeeping for NCI Voluntary Leave Transfer Program (VLTP) and Voluntary Leave Bank Program (VLBP) including coordination with NIH, and advice and guidance to participants, Leave Approving Officials, and timekeepers; (7) coordinates the self-service credit card program for NCI to include implementation of NIH policy.

Administrative Resource Center - Division of Cancer Prevention – HNC17L

(1) Provides advice to management and staff on issues that relate to administrative and business management practices; (2) provides administrative support and coordination for the grants portfolio for the Division; (3) provides general administrative support services in the areas of budget, procurement, personnel management, property accountability, space and facilities planning, travel, and other administrative functions; (4) coordinates with the Office of Management on administrative and management activities; (5) implements administrative and management initiatives and guidance; (6) participates in the development and dissemination of policies, guidelines, and procedures on matters relating to administrative management; and (7) contributes to NCI administrative activities reports and statistics per the request of Institute staff and in response to requirements from NIH and DHHS; (8) brings NCI-wide common issues to the attention of the Office of Management, and analyzes effects of changes in administrative policies and practices; and (9) makes recommendations to improve the effectiveness and efficiency of administrative functions.

Administrative Resource Center - Division of Cancer Biology and Division of Extramural Activities - HNC17M

(1) Provides advice to management and staff on issues that relate to administrative and business management practices; (2) provides administrative support and coordination for the grants portfolio for the Division; (3) provides general administrative support services in the areas of budget, procurement, personnel management, property accountability, space and facilities planning, travel, and other administrative functions; (4) coordinates with the Office of Management on administrative and management activities; (5) implements administrative and management initiatives and guidance; (6) participates in the development and dissemination of policies, guidelines, and procedures on matters relating to administrative management; and (7) contributes to NCI administrative activities reports and statistics per the request of Institute staff and in response to requirements from NIH and DHHS; (8) brings NCI-wide common issues to the attention of the Office of Management, and analyzes effects of changes in administrative policies and practices; and (9) makes recommendations to improve the effectiveness and efficiency of administrative functions.

Office of Workforce Planning and Development - HNC17N

(1)Develops, implements and maintains the NCI human capital plan; advises on workforce planning, development and organizational performance; (2) serves as a catalyst for business and human capital strategies by working with all staff- especially at the Division level - to encourage and identify workforce planning and developmental opportunities consistent with NCI's mission and values; (3) creates, implements and manages supervisory and leadership training and development programs specific to NCI for managers, supervisors and employees; (4) creates, implements and manages internship programs specific to NCI, including overseeing FTE positions for the internship programs; (5) coordinates quality of work life programs and develops associated policy.

Workforce Development Branch - HNC17N3

(1) Creates, implements and manages leadership development programs specific to NCI; (2) creates, implements and manages organizational development services for NCI, working with senior leaders to identify organizational areas of improvement and implement appropriate interventions; (3) creates, implements and manages individual, group and team coaching services to enhance communication and productive workplace behaviors across the NCI; and (4) creates, implements and manages mandatory supervisory training, tracking compliance.

Workforce Planning Branch - HNC17N4

(1) Creates, implements and manages succession planning process at NCI (2) collect and analyze workforce analytics and recommend appropriate interventions; (3) creates, implements and manages internship programs and manages FTE positions for internship programs; (4) implements and manage NCI Orientation and Onboarding programs for new NCI staff; and (5); creates, implements, and manages career development and mentoring programs and services for all NCI staff.

Technology Transfer Center - HNC17P

(1) Serves as the focal point for the implementation of pertinent legislation, rules and regulations relating to collaborative agreements, inventions, patents, licenses and royalties, and associated matters for NCI; (2) provides advice, guidance, and assistance to NCI on the development and management of intellectual property; registration and management of patents; terms and negotiation of collaborative agreements; management and administration of licenses and royalties; transfer of research materials; and interpretation of laws, policies, rules and regulations, especially those related to the implementation of the Federal Technology Transfer Act of 1986 and other pertinent legislation; (3) proposes and implements innovative development strategies and academic and industry partnerships for NCI technology; (4) proposes and assists in the development of Institute policy and prepares and disseminates operating procedures and guidelines for NCI on matters related to assigned areas of responsibility; (5) reviews, analyzes, negotiates, and executes planned collaborative agreements [including Cooperative Research and Development Agreements (CRADA), Clinical Trials Agreements, Material Transfer Agreements, and Confidential Disclosure Agreements] to ensure that they are in accord with applicable NCI, NIH, and DHHS policy and procedures; (6) arranges for and monitors receipt of CRADA funds from collaborators; (7) advises and assists NCI extramural grantees and contractors with issues related to grantees' and contractors' intellectual property developed with NIH support; (8) serves as liaison with individuals, committees, and organizations within and outside the Federal Government who are interested or involved in matters relating to the Branch's assigned areas of responsibility; (9) serves as a technology transfer service center for other NIH ICs; and (10) negotiates and grants patent and biological materials license agreements.

Ethics Office - HNC17Q

(1) Administers a comprehensive ethics program that reflects statutory responsibilities and integrity in service to the public and maintains the associated Privacy Act system of records; (2) develops and recommends policies and procedures related to employee standards of conduct, financial interests and disclosure, outside activities, gifts administration, official duty activities, sponsored travel, and procurement integrity; (3) administers the annual public and confidential financial disclosure process including reviewing and certifying financial disclosure reports and reports of holdings in substantially affected organizations, and develops new employee ethics agreements; (4) reviews and approves requests for outside activities, official duty requests, and sponsored travel for conformance with regulations and policies; (5) provides advice and assistance to employees regarding the application of the ethics laws, regulations, and policies; (6) develops NCI ethics training plans and provides training in ethics and procurement integrity; (7) provides liaison to the DHHS Office of the General Counsel, the Office of Government Ethics, the NIH Ethics Office, other agencies, and outside organizations as needed; (8) provides advice to the Office of the Director regarding conflict of interest of individuals involved in the conduct of biomedical research, including Government employees, advisory committee members, and non-Government employees such as peer reviewers, Data Safety Monitoring Board (DSMB) members, and members of working groups; (9) reviews: (a) procurements over one million dollars involving justification of other than full and open competition; (b) gifts acceptance under NCI statutory authorities; and (c) memoranda of understanding of public private partnership proposals and co-sponsorships with non-federal entities; and (10) identifies management issues requiring action by the Office of General Counsel such as copyright, intellectual property, contract, or personnel authorities.

Administrative Resource Center - Office of the Director - HNC17S

(1) Provides advice to management and staff on issues that relate to administrative and business management practices; (2) provides general administrative support services in the areas of budget, procurement, personnel management, property accountability, space and facilities planning, travel, and other administrative functions; (3) coordinates with the Office of Management on administrative and management activities; (4) implements administrative and management initiatives and guidance; (5) participates in the development and dissemination of policies, guidelines, and procedures on matters relating to administrative management; and (6) contributes to NCI administrative activities reports and statistics per the request of Institute staff and in response to requirements from NIH and DHHS; (7) brings NCI-wide common issues to the attention of the Office of Management, and analyzes effects of changes in administrative policies and practices; and (8) makes recommendations to improve the effectiveness and efficiency of administrative functions.

Administrative Resource Center - Center for Cancer Research - HNC17T

(1) Provides advice to management and staff on issues that relate to administrative and business management practices; (2) provides general administrative support services in the areas of budget, procurement, personnel management, property accountability, space and facilities planning, travel, and other administrative functions; (3) coordinates with the Office of Management on administrative and management activities; (4) implements administrative and management initiatives and guidance; (5) participates in the development and dissemination of policies, guidelines, and procedures on matters relating to administrative management; and (6) contributes to NCI administrative activities reports and statistics per the request of Institute staff and in response to requirements from NIH and DHHS; (7) brings NCI-wide common issues to the attention of the Office of Management, and analyzes effects of changes in administrative policies and practices; and (8) makes recommendations to improve the effectiveness and efficiency of administrative functions.

Administrative Resource Center - Division of Cancer Epidemiology and Genetics - HNC17U

(1) Provides advice to management and staff on issues that relate to administrative and business management practices; (2) provides general administrative support services in the areas of budget, procurement, personnel management, property accountability, space and facilities planning, travel, and other administrative functions; (3) coordinates with the Office of Management on administrative and management activities; (4) implements administrative and management initiatives and guidance; (5) participates in the development and dissemination of policies, guidelines, and procedures on matters relating to administrative management; and (6) contributes to NCI administrative activities reports and statistics per the request of Institute staff and in response to requirements from NIH and DHHS; (7) brings NCI-wide common issues to the attention of the Office of Management, and analyzes effects of changes in administrative policies and practices; and (8) makes recommendations to improve the effectiveness and efficiency of administrative functions.

Administrative Resource Center - Division of Cancer and Treatment Diagnosis - HNC17V

(1) Provides advice to management and staff on issues that relate to administrative and business management practices; (2) provides administrative support and coordination for the grants portfolio for the Division; (3) provides general administrative support services in the areas of budget, procurement, personnel management, property accountability, space and facilities planning, travel, and other administrative functions; (4) coordinates with the Office of Management on administrative and management activities; (5) implements administrative and management initiatives and guidance; (6) participates in the development and dissemination of policies, guidelines, and procedures on matters relating to administrative management; and (7) contributes to NCI administrative activities reports and statistics per the request of Institute staff and in response to requirements from NIH and DHHS; (8) brings NCI-wide common issues to the attention of the Office of Management, and analyzes effects of changes in administrative policies and practices; and (9) makes recommendations to improve the effectiveness and efficiency of administrative functions.

Information Technology Resource Center - HNC17W

(1) Provides oversight of the Office of Management information technology (IT) program, and manages its portfolio of administrative and management applications and reporting technology tools; (2) oversees the strategic planning, development, integration and financial support of the functional aspects of technology applications -- including procurement, contract and grants management, personnel and financial management, and other database and platform solutions that support the business needs of the Institute; (3) develops new functionality, conducts data mining and analysis for senior management, and develops and executes plans and solutions, to meet current and future information management needs; (4) establishes and sustains a governance process to ensure prioritization and resource availability for new applications; and (5) partners with the NCI Center for Biomedical Informatics and Information Technology (CBIIT) to ensure that the Office of Management's portfolio of IT applications and systems comply and operate within all infrastructure and security requirements created and supported by CBIIT.

Office of Workforce Management - HNC17X

(1)Serves as the primary liaison to the NIH Office of Human Resources and NCI' s Administrative Resource Centers; (2) implements and maintains the NCI human capital plan and develops metrics; (3) develops human resources policies, procedures, and tools; (4) advises on workforce and position/organizational management; (5) coordinates and manages quality review of workforce transaction processing; (6) manages NCI-wide awards program; and (7) coordinates NCI-wide performance management appraisal program.

Office of Workforce Relations – HNC17Y

(1) Serves as the point of contact for NCI managers and supervisors regarding management of employee productivity, performance and conduct; (2) advises on the development and implementation of individual actions to enforce compliance with Federal laws, regulations and HHS/NIH/NCI policies and programs; (3) serves as primary liaison to HHS Office of the General Counsel, NIH Workforce Relations Division and Office of Equity, Diversity, and Inclusion to facilitate effective resolution of issues through the Merit Systems Protection Board, Equal Employment Opportunity Commission and Federal Courts; (4) coordinates resolution of formal complaint processes within NCI and externally with the Office of Equity, Diversity, and Inclusion, and NIH Office of the Ombudsman; (5) provides specialized training to NCI supervisors to develop management skills for policy compliance, implement best practices, and facilitate effective supervisory and employee relations; and (6) identifies and implements strategies to promote collaboration and mediate interpersonal conflicts.

Center for Biomedical Informatics and Information Technology - HNC1D

(1) Advises the Director, NCI, on all aspects of NCI's biomedical informatics and information technology (IT) program and advocates for the appropriate use of data science, informatics, and IT in basic, translational, and clinical research; (2) develops strategic plans to address NCI's biomedical informatics and IT needs; (3) leads the development and coordination of all NCI IT assets, and maintains all NCI-wide IT informatics infrastructure; (4) collaborates with external stakeholders (NIH, HHS, and external research communities) on informatics and business management IT initiatives required to fulfill NCI's biomedical informatics requirements; (5) establishes, communicates, and coordinates informatics exchange and technology standards in conformance with Federal requirements; and (6) provides centralized, integrated computer support services to the NCI scientific and business computing communities.

Infrastructure and IT Operations Branch - HNC1D2

(1) Plans, deploys, and maintains the Institute-wide IT infrastructure, including network resources, scientific and business data repositories, telecommunications and collaboration tools, and wireless devices; (2) implements and maintains the operational security architecture for the NCI's IT infrastructure; (3) oversees the day-to-day IT operational security ensuring compliance with all relevant federal security plans, standards, and NIH-wide policies; (4) provides a variety of data protection, disaster recovery, IT training, NCI Help Desk, and problem tracking services.

Cancer Informatics Branch - HNC1D3

(1) Provides biomedical informatics support, consultation, training and services to the NCI's staff, and, through NCI programs, the broader research community; (2) supports NCI and HHS-wide biomedical information ontology and standards development activities to ensure relevance to NCI requirements and objectives; (3) administers the acquisition, use, evaluation, and distribution of biomedical research software licenses.

Business Operations Branch - HNC1D4

(1) Advises and supports the NCI research community, IT managers, and NCI staff with respect to federal regulations, standards, policies, and best practices for planning and managing bioinformatics and information technology investments in a federal environment; (2) coordinates CBIIT's strategic and capital planning processes ensuring conformance with all relevant federal management requirements (3) oversees the management and reporting of CBIIT's financial resources.

Evaluation and Strategic Initiatives Branch – HNC1D5

(1) Leads the identification, definition, and evaluation of NCI client community segments and engages NCI staff forums to assess NCI's IT and biomedical informatics needs; (2) researches and recommends state-of-the art biomedical informatics products, solutions, and programs to meet identified needs; (3) collects and analyzes feedback on CBIIT's services and support activities to identify and recommend service improvements; (4) develops, tests and implements new service models or re-engineers existing models.

Office of Data Sharing – HNC1D6

(1) Coordinates the interpretation and implementation of data sharing policies, including the NIH Genomic Data Sharing (GDS) Policy, across the NCI for compliance; (2) provides workflow management and coordination of submissions and requests to dbGaP and other data collections; (3) advocates for the proper balance of open access, open source, open data sharing policies while respecting the importance and criticality of intellectual property concerns for individuals, organizations a healthy commercial marketplace, and the rights of the public to participate in and benefit from publicly funded research; (4) provides outreach to the extramural and intramural communities to educate and provide support in achieving compliance with data sharing policies, including the NIH GDS policy; (5) develops and monitors metrics relevant for understanding the influence, uptake, and compliance of the wide community of cancer researchers with NIH and NCI data sharing policies and guidance; (6) advocates for data sharing, encourages open data-access publications, promotes open-access licenses for data, annotations, software, and other research data and information artifacts across NCI and the wide cancer research community to accelerate cancer research and create a healthy commercial marketplace where business models are not based on controlled access to cancer research or data on cancer care; (7) coordinates with and provides leadership as appropriate to other key organizations within NIH (e.g., dbGaP and the Office of Science Policy) to enhance data-sharing efforts and refine metadata and data standards; (8) represents NCI on NIH governance committees; (9) acts as a central clearinghouse for data sharing education, training, and knowledge management; (10) convenes ad-hoc and regularly schedule meetings of thought leaders, policy developers, and stakeholders to help refine NIH and NIH data-sharing strategies.

Center to Reduce Cancer Health Disparities – HNC1E

(1) Strengthens the NCI cancer research portfolio in basic, clinical, translational, and population- based research to address cancer health disparities through collaborations with NCI Divisions, Offices, and Centers; (2) advises on strategic priorities, program direction, and scientific policy to strengthen cancer disparities research, diversity training, women's health, and sexual and gender minority opportunities; and (3) leads NCI's efforts in workforce diversity through the training of students and investigators from diverse backgrounds.

Integrated Networks Branch – HNC1E2

(1) Strengthens the NCI cancer research portfolio in basic, clinical, translational, and population-based research to address cancer health disparities through collaborations with NCI Divisions, Offices, and Centers; (2) advises on strategic priorities, program direction, and scientific policy to strengthen cancer disparities research, diversity training, women's health, and sexual and gender minority opportunities; and (3) leads NCI's efforts in workforce diversity through the training of students and investigators from diverse backgrounds.

Diversity Training Branch - HNC1E4

(1) Provides leadership, coordination, and advice to the Director, Center to Reduce Cancer Health Disparities (CRCHD), NCI Divisions, Offices and Centers, and others, as appropriate, on enhancing workforce diversity through the training of students and investigators from diverse backgrounds in cancer and cancer health disparities research; and (2) provides technical expertise, information, and advice to the NCI leadership and NCI advisory boards concerning the development, implementation, tracking, and evaluation of research training programs to enhance diversity among competitive investigators conducting cancer and cancer health disparities research.

NCI Frederick Office of Scientific Operations - HNC1H

(1) Oversees and manages scientific operations at NCI-Frederick and serves as the Project Office for the three main operation and support contracts at NCI-Frederick; (2) directs and develops advanced technologies which are made available to customers of NCI-Frederick; (3) implements programmatic decisions approved by the NCI Director and the Associate Director for NCI-Frederick to transition new efforts to NCI-Frederick by developing contractual requirements and budgets, arranging for needed space, and providing technical and project management advice to the Contracting Officer; (4) works closely with customers (including other NCI and NIH components, the Food and Drug Administration, the Department of Defense, the Department of Agriculture, and the Department of Homeland Security) and contractors to assure that contractors understand customers' needs and that the customers receive planned outcomes; (5) assists the NCI Associate Director for Frederick with the administrative and business operations of NCI-Frederick; (6) assists the NCI Associate Director for Frederick with planning and prioritizing of space and the maintenance of all buildings and grounds; (7) monitors contractor performance, obtains customer satisfaction feedback, and provides this information to the Management Operations and Support Branch for the Award Fee processes; (8) tracks and reports funds received and costs associated with all work performed at NCI-Frederick;.(9) develops and manages educational, employee outreach, and public outreach programs including programs for students K-12 and internship opportunities for high school and undergraduate students; (10) coordinates the expansion of student/fellowship mentoring programs at the NCI-Frederick; and (11) coordinates NCI-Frederick facility "activities" such as the Spring Research Festival; Take Your Child to Work Day; the Summer Student Seminar Series; Summer Student Poster Day; the Housing Resources List; speaker requests; and visits for students, teachers, and other interested groups.

Small Business Innovation Research (SBIR) Development Center - HNC1J

(1) Serves as the NCI 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, rules and regulations and associated matters related to the SBIR/STTR Program; (2) performs all program management activities for NCI SBIR and STTR contract and grant awards; (3) provides advice, guidance, and assistance regarding these NCI programs and related activities (including both grants and contracts) to NCI program components, prospective recipients, and awardees; (4) proposes and implements innovative strategies to promote the commercialization of innovative high impact technologies including research tools, medical devices, and therapeutics through the SBIR and STTR Programs; (5) assesses the commercial potential of NCI technology priorities; (6) develops solicitations and conducts post solicitation activities in collaboration with division program staff, and reviews and approves all NCI SBIR and STTR solicitations prior to publication; (7) performs market analyses, markets the SBIR and STTR Programs, and communicates funding opportunities; (8) evaluates proposals including their commercialization potential; (9) generates final programmatic decisions on which NCI SBIR/STTR proposals will be recommended for funding to the NCI Executive Committee; and (10) offers a range of expertise and services to other NIH Institutes and Centers on a reimbursable basis. Activities include: (a) targeted outreach to small businesses across the Country in order to increase the number and quality of SBIR proposals; (b) market research and analysis of IC technology priority areas to identify those that have the strongest commercial potential; (c) facilitating SBIR awardee commercialization through multiple strategies which will include launching the new SBIR Phase IIB Bridge Award; and (d) mentoring awardees to advise them on both their technology development and commercialization strategies.

Office of HIV and AIDS Malignancy - HNC1K

(1) Coordinates and works with the Divisions and other Offices to manage the portfolio of HIV/AIDS and AIDS-malignancy research within NCI; (2) advises the NCI Director and other NCI managers on issues related to research in HIV/AIDS and AIDS-malignancies; (3) coordinates, helps prioritize, and facilitates the NCI research effort in HIV/AIDS and AIDS malignancies and works with NCI management to redirect the HIV/AIDS and AIDS malignancy research effort, as appropriate, into the highest priority areas; (4) interfaces with the NIH Office of AIDS Research (OAR) and other ICs with regard to research in HIV/AIDS and AIDS malignancies in the NCI; and (5) directly manages certain AIDS and AIDS-malignancy research programs, such as the AIDS and Cancer Specimen Resource, the AIDS-Associated Malignancies Clinical Trial Consortium (AMC), the NCI Component of the Centers for AIDS Research (CFARS), and the NCI component of the Women's Interagency HIV Study (WIHS).

Center for Strategic Scientific Initiatives - HNC1L

(1) Plans, implements, and coordinates strategic initiatives in emerging areas of cancer research that span the cancer research continuum and the various cancer research communities that comprise the NCI portfolio; (2) works with NCI leadership, colleagues across the NCI, and extramural scientific communities to identify gaps and opportunities, conceptualize and implement trans-NCI scientific goals and priorities, support the development of these strategic scientific initiatives, and make data and knowledge broadly available to the scientific communities; and (3) provides oversight, coordination and interface with the NIH for the various functions that comprise analysis and coding of NCI's cancer research portfolio.

Office of Cancer Centers - HNC1M

(1) Plans, develops, directs, and administers a program of exploratory and core support grants and supplemental initiatives designed to develop and enhance cancer research in multidisciplinary comprehensive and/or specialized cancer centers devoted to basic, clinical, and population sciences; (2) establishes program priorities, allocates resources and evaluates program effectiveness with regard to Institute goals and objectives; (3) represents the program in scientific management and decision-making meetings within the Institute and in trans-NIH collaborations; (4) coordinates program activities with related activities throughout the Institute and, when appropriate, develops and advances research and other initiatives deemed of high priority; (5) reviews and presents grant applications and, as required, provides reports to the National Cancer Advisory Board; (6) maintains and tracks data on essential activities of cancer centers, including new cancer diagnoses, clinical trials enrollment, and research funding, for purposes of peer review and NCI program assessment and planning; and (7) maintains liaisons with appropriate federal and non federal organizations, institutions, and scientists.

Center for Global Health – HNC1N

(1) Provides a focus for the NCI's global research programs, membership in multi-national cancer organizations and diplomatic relations related to cancer research and control of cancer on an international basis; (2) coordinates international research efforts with other NCI components, NIH Institutes, and other governmental and non-governmental organizations and institutions, both domestically and internationally, regarding cancer research and control strategies; (3) develops programs in cancer research in designated countries to achieve mutually beneficial goals that translate into advances in both research and clinical effectiveness in specific populations; (4) evaluates international developments in program areas of responsibility, prepares analyses of international needs and research efforts, and recommends new and/or continuing program emphasis; and (5) provides in-country assistance for NCI and NIH research programs and other efforts.

Planning, Operations, and Evaluation Branch – HNC1N2

(1) Leads and coordinates office-wide strategic planning efforts and coordinates international cancer control planning support efforts and disseminates information to assist evidence-based strategic planning and implementation; (2) Formulates, develops and cultivates outreach for partnerships, including coordination among intra/interagency partners, NGOs, bilateral organizations, etc.; (3) Facilitates the dissemination of evidence to inform US policy and coordinates NCI representation at USG, bilateral, and multilateral meetings and negotiations pertinent to the CGH mission; (4) Develops and implements policies on administrative management, including human resource and communication operations and IT systems; (5) Monitors NCI's global cancer portfolio and programs. Systematically analyzes global research investments and identify new opportunities for program development; and (6) Evaluates CGH's global health programs and initiatives in order to enhance our services and develop programs that are relevant in global health settings.

Public Health, Networks, and Research Branch – HNC1N3

(1) Coordinates and facilitates international epidemiologic and surveillance research and program implementation efforts within CGH, other NCI Divisions and Centers, NIH Institutes, and domestic or international partners; (2) Provides scientific leadership and strategies in developing sustainable cross-regional partnerships (e.g., North-South, South-South); (3) Advances global cancer research efforts by bringing together research networks and partners committed to improve and promote cancer control and treatment strategies through development of a multi-disciplinary approach to carry out clinical investigations to reduce global gaps in cancer research and scientific training; (4) Provides leadership and guidance to stimulate research and programmatic commitment in the field of implementation science; and (5) Facilitates within CGH and NCI the process of providing expertise and assistance in scientific review of global cancer research.

Center for Cancer Genomics -HNC1P

(1) Serves as the focal point for coordinating and executing NCI's expanding activities in cancer genomics; (2) provides strategic vision and leads the development of national and international collaborative research priorities related to the genomics program in support of the National Cancer Program; (3) coordinates and supports research in NCI intramural programs and through extramural research grants and contracts, and facilitates relationships across various cancer research communities; (4) works with governmental agencies (both scientific and regulatory) and non-governmental organizations to promote the translation of genomic science and the responsible use of genetic information; and (5) ensures that technologies, databases, internet portals, tools, and strategies are integrated and made broadly available to all sectors of the cancer research community.

Office of Cancer Genomics - HNC1P2

(1) Provides genomics information, technology, methods, informatics tools, and reagents to serve the needs of the cancer research community; (2) supports, leads, and/or manages major research programs, including: the Cancer Genome Anatomy Project (CGAP) , the Initiative for Chemical Genetics (lCG), and Therapeutically Applicable Research to Generate Effective Treatments (TARGET); and (3) establishes and maintains relationships with advisory groups for each of the above programs and ensures public availability of data for all efforts.

Center for Cancer Genomics Programs Office - HNC1P3

(1)Serves as the primary office for the management of genomic characterization programs and resources; 2) provides oversight for the NCI Genome Characterization Pipeline, including data generation and analysis, tissue accrual, biospecimen quality and distribution, and informatics through management of contracts and grants; and 3) provides genomics information, technology, methods and informatics tools to serve the needs of the cancer research community.

Center for Cancer Training – HNC1Q

(1) Plans, directs, organizes, oversees, evaluates, and supports NCI training and career development programs to catalyze the development of a diverse 21st century workforce capable of advancing cancer research through a scientifically integrated approach; (2) liaises and coordinates training activities with appropriate Institute, NIH, and other federal and non-federal organizations, institutions, and scientists; (3) coordinates and provides research training and career development activities for fellows and trainees in NCI's laboratories, clinics, and other research groups; (4) develops, coordinates, and implements extramural opportunities in support of cancer research training, career development, education and curriculum development at institutions nationwide; (5) identifies workforce needs in cancer research and adapts NCI's training and career development programs to address these needs; and (6) develops and implements courses, workshops, and training opportunities to prepare a cadre of highly skilled individuals to successfully support and advance the cancer research enterprise; and (7) attracts, supports, and retains talent from diverse populations to create an intramural culture of inclusion.

Cancer Training Branch – HNC1Q2

(1) Plans, develops, administers, manages, and assesses the extramural grant-supported research training and health professional career development programs of the NCI; (2) reviews and presents grant applications and provides background information and special reports, as required, to the National Cancer Advisory Board; (3) defines and transmits guidance to program applicants, fellows, awardees and the general public and solicits the submission of applications in areas of specific workforce needs.

Intramural Diversity Workforce Branch - HNC1Q3

(1) Attracts, recruits, and fosters a community of scientists from diverse backgrounds; (2) supports trainees and new recruits through onboarding and mentoring; (3) develops and implements activities and programs to create a lasting culture of inclusion.

Office of Training and Education – HNC1Q4

(1)Facilitates and promotes training opportunities for trainees utilizing NCI, NIH, and academic courses; (2) plans and implements new courses and training programs to prepare Fellows as successful independent biomedical researchers; (3) provides opportunities for second mentors and expanded collaborative interactions; (4) provides funding mechanisms to reward outstanding research efforts by postdoctoral fellows; (5) assists Fellows' applications for funding mechanisms such as the Career Development Awards to facilitate their competitiveness as candidates for academic faculty positions; (6) assists trainees as they transition into academic positions and offer exposure to other career paths; and (7) assists investigators in the recruiting of new postdoctoral candidates.

Center for Research Strategy – HNC1R

(1) Coordinates the development of scientific opportunities within priority initiatives across the NCI Divisions, Offices and Centers; (2) facilitates trans-NIH collaboration where scientific integration would benefit from strategic coordination and planning; (3) Provides direct support in the form of analysis, advice, and assistance to the Director, NCI, in identifying scientific areas that represent important areas of emerging opportunity, public health challenges, or research gaps that deserve increased emphasis and would benefit from additional research; (4) develops criteria against which NCI investments are evaluated for success; (5) monitors the direction and application of NCI's scientific knowledge and resources, making recommendations for addressing areas of scientific opportunity, funding gaps, and funding mechanism management.

Division of Cancer Prevention - HNC4

(1) Plans and directs an extramural program of cancer prevention research for the Institute; (2) develops and supports research training and career development in cancer prevention; (3) coordinates program activities with other Divisions, Institutes, or Federal and state agencies, and establishes liaison with professional and voluntary health agencies, cancer centers, labor organizations, cancer organizations, healthcare delivery and managed-care organizations, and trade associations; and (4) coordinates community-based clinical research in cancer prevention and dissemination of cancer treatment practice through a consortium of community clinical centers.

Office of the Director - HNC41

(1) Plans, develops, directs, and coordinates the Institute's research activities related to prevention in community clinical oncology centers, conducted through independent and cooperative studies and programs with cancer centers, universities, state and other health agencies, private industry and other Federal agencies; (2) develops and maintains liaison with public health groups and agencies, cancer centers, public and professional educational organizations, labor organizations, trade and professional associations, voluntary health organizations, and regulatory agencies in order to facilitate communication, information exchange, and cooperation; (3) collaborates with other Divisions, Offices, Institutes, and/or national and international research organizations in projects and activities related to cancer prevention; and (4) disseminates relevant prevention, early detection, psychosocial, and rehabilitation information to the lay and professional communities.

Protocol Information Office - HNC413

(1) Supports the mission of the Division by using quality processes, collaborative relationships and clinical information technology to facilitate the movement of prevention science from concept to practice; (2) using a centralized and standardized method, provides systematic review, tracking and reporting on all Division of Cancer Prevention (DCP) Phase I, II and III clinical trials; and (3) works directly with members of all the clinically-focused DCP Research Groups to forge and foster interaction within the matrix structure thus optimizing opportunities for improving the quality of scientific peer review of clinical research sponsored by the Division.

Cancer Prevention Fellowship Program – HNC414

(1) Advises the Director and Deputy Director, Division of Cancer Prevention, on matters pertaining to the management of fellowship training programs; (2) coordinates application processes for the DCP cancer fellowship training programs; (3) performs a variety of activities related to recruitment into the training program; (4) develops and presents new programs, and ongoing curricula, for trainees; (5) conducts evaluations of training programs on a regular basis and provides recommendations for program improvements; (6) plans and develops curriculum, recruits attendees, coordinates application processes, and administers the NCI Summer Curriculum in Cancer Prevention; (7) administers the Cancer Prevention Fellowship Program; and (8) develops, coordinates and administers a divisional and NCI bi-weekly colloquia series for staff and fellow training in cancer prevention research and application.

Breast and Gynecologic Cancer Research Group - HNC42

(1) Designs, develops, implements and monitors research efforts for breast and gynecologic cancers in the areas of chemoprevention, nutrition, and other prevention strategies that include nutritional pharmacologic, biologic, genetic, vaccines or immunologic interventions and cancer screening and early detection; (2) designs, develops and implements research through clinical trials screening, testing and validating new technologies that identify and modify premalignant lesions; (3) monitors clinical trials to develop agents using measures of efficacy that include modulation of surrogate endpoint biomarkers or cancer incidence reduction; and (4) interacts and communicates with extramural and intramural investigators in other NCI divisions and organizations of the National Cancer Program.

Prostate and Urologic Cancer Research Group - HNC43

(1) Designs, develops, implements and monitors research efforts for prostate and urogenital cancers in the areas of chemoprevention, nutrition, and other prevention strategies that include nutritional pharmacologic, biologic, genetic, vaccines or immunologic interventions and cancer screening and early detection; (2) designs, develops and implements research through clinical trials screening, testing and validating new technologies that identify premalignant lesions; (3) monitors clinical trials to develop agents using measures of efficacy that include modulation of surrogate endpoint biomarkers or cancer incidence reduction; and (4) interacts and communicates with extramural and intramural investigators in other NCI divisions and organizations of the National Cancer Program.

Lung and Upper Aerodigestive Cancer Research Group - HNC44

(1) Designs, develops, implements and monitors research efforts for lung and upper aerodigestive cancers in the areas of chemoprevention, nutrition, and other prevention strategies that include nutritional pharmacologic, biologic, genetic, vaccines or immunologic interventions and cancer screening and early detection; (2) designs, develops and implements research through clinical trials screening, testing and validating new technologies that identify premalignant lesions; (3) monitors clinical trials to develop agents using measures of efficacy that include modulation of surrogate endpoint biomarkers or cancer incidence reduction; and (4) interacts and communicates with extramural and intramural investigators in other NCI divisions and organizations of the National Cancer Program.

Gastrointestinal and Other Cancer Research Group - HNC49

(1) Designs, develops, implements and monitors research efforts for gastrointestinal and other cancers in the areas of chemoprevention, nutrition, and other prevention strategies that include nutritional pharmacologic, biologic, genetic, vaccines or immunologic interventions and cancer screening and early detection; (2) designs, develops and implements research through clinical trials screening, testing and validating new technologies that identify premalignant lesions; (3) monitors clinical trials to develop agents using measures of efficacy that include modulation of surrogate endpoint biomarkers or cancer incidence reduction; and (4) interacts and communicates with extramural and intramural investigators in other NCI divisions and organizations of the National Cancer Program.

Chemopreventive Agent Development Research Group - HNC4B

(1) Provides scientific and administrative oversight for preclinical chemoprevention agent development up to early phase I chemopreventive agent research utilizing physiological endpoints in healthy volunteers. Research includes all classes of agents (e.g. pharmaceuticals, micronutrients) and includes synthesis/extraction, and mechanistic studies (e.g. assays using high-throughput gene analysis technology, cell cultures from high-risk tissue, carcinogenesis related biochemical activities, technologies focusing on molecular targets and their modulation leading to the identification and optimization of promising chemopreventive agents). (2) Assists extramural investigators to bridge the gap between discovery and clinical testing through management of a program of Rapid Access to Preventive Intervention Development. (3) Works with DCP clinical research groups in clinical trials development, agent acquisition, IND - directed toxicology and related research. (4) Communicates with extramural and intramural investigators and industry and provides technical support and research resources for chemopreventive agent development.

Community Oncology and Prevention Trials Research Group - HNC4C

(1) Develops programs to improve clinical oncology practice in community settings and provide broader access by the public to research advances supporting clinical trials and translational research in the full range of prevention of clinical cancer and prevention of morbidity; (2) coordinates community oncology activities through the Community Clinical Oncology Program (CCOP) and the Minority-Based Community Clinical Oncology Program (MBCCOP) with other research programs of the National Cancer Institute and the National Cancer Program; (3) plans, promotes and supports the design, development, implementation and follow-through of cancer prevention clinical trials through the CCOP Research Bases and investigator-initiated RO1, UO1, and PO1 mechanisms; (4) develops and maintains a national resource on methodology and procedures to conduct prevention clinical trials that includes such areas as recruitment, training, compliance, retention, audits, human subject protection issues (informed consent), and specimen banking/testing; (5) supports research on the roles of nurses and other health care providers in the full spectrum of prevention research from the identification of high risk populations and design and implementation of clinical trials to dissemination and application of research results including research on recruitment, retention, and management of morbidity related to prevention trials participation; (6) develops and supports research on the management of symptoms related to cancer its treatment, including supportive care during and after treatment and palliation and end of life issues; and (7) promotes and supports research on the psychosocial and symptom management aspects of prevention clinical trials in order to understand the impact of interventions and their application in appropriate target populations.

Nutritional Science Research Group - HNC4D

(1) Plans, develops, directs, and coordinates a research program in diet, nutrition, and cancer as it relates to cancer prevention; (2) develops, refines, and tests hypotheses of diet and the etiology and prevention of cancer; (3) develops quantitative methods to monitor nutritional intake in large populations and to convert diet into nutrient content; (4) studies baseline dietary data on populations in chemoprevention trials and assesses strategies for altering diet in relation to cancer risks, weighing scientific knowledge and the impact of such strategies, and conducts applied research on diet and cancer; and (5) oversees diet, nutrition, and cancer activities, coordinating these with related activities in other Divisions, other Institutes, and other research and health agencies.

Cancer Biomarkers Research Group - HNC4G

(1) Supports and facilitates a broad spectrum of research activities that address early development and initial validation stages of molecular biology and genetics including biomarkers that can be applied in risk prediction, early detection and primary prevention of cancer; (2) coordinates national and international research programs for the development of clinically useful biomarkers in preneoplastic lesions that accurately predict the risk of subsequent invasive cancer or the presence of early cancer in asymptomatic individuals not previously diagnosed with the disease; (3) supports the development of databases on the utility of biomarkers and expression patterns that will serve as background information for larger validation and efficacy studies; and (4) promotes collaboration and communication among programs in other Divisions of the NCI, other Institutes within NIH, organizations with the National Cancer Program and academic and industrial leaders from relevant disciplines.

Early Detection Research Group - HNC4H

(1) Develops scientific information and concepts for dissemination of knowledge regarding early detection techniques, practices, and strategies to reduce mortality and morbidity from cancer; (2) manages and supports clinical trials of early detection and biorepository related to prostate, lung, colon, and ovarian cancers and analyzes research results on screening for breast and other cancers; and (3) supports clinical trials and other appropriate research, fosters technological development and statistical modeling of new technologies, and encourages the publication of scientific findings and adoption of early detection practices.

Biometry Research Group - HNC4J

(1) Plans and conducts independent and cooperative research studies on cancer epidemiology, prevention, screening, and diagnosis using methods of mathematical and analytic statistics; (2) plans and conducts independent and collaborative studies in biostatistical and epidemiologic methodology and in mathematical modeling of processes relevant to cancer prevention activities; (3) provides consultation and advice on biostatistical methodology and study design to staff of the Division and investigators in other Divisions of NCI and outside; and (4) provides expertise in statistics and biometry to program managers and scientific decision-makers within the NCI and outside.

Division of Extramural Activities - HNC5

(1) Administers and directs the Institute's grant and contract review activities; (2) provides initial technical and scientific merit review of grants and contracts for the Institute; (3) represents the Institute on overall NIH extramural and collaborative program policy committees, coordinates such policy for the review and administration of grants and contracts; (4) coordinates the Institute's review of research grant and training programs with the National Cancer Advisory Board and the President's Cancer Panel; (5) coordinates the implementation of committee management policies within the Institute and provides the Institute's staff support for the National Cancer Advisory Board and the President's Cancer Panel; (6) monitors and coordinates the operation of the divisional Boards of Scientific Counselors to assure uniformity and timeliness of the concept review of projects to be developed under contract or in response to RFAs; (7) coordinates program planning and evaluation in the extramural area; (8) provides scientific reports and analyses to the Institute's grant and contract programs; and (9) administers Program and Review Extramural Staff training to ensure that extramural scientific staff are appropriately trained to do their jobs in support of the Institute's vision, can conduct primary and second level review, oversee management and leadership of NCI awarded grant and contract portfolios, and are knowledgeable of the policies that impact all extramural responsibilities.

Office of the Director - HNC51

(1) Directs and administers the operations of the Division including those activities relating to grant review and administration and contract review, as well as Committee and Board activities; and (2) initiates, coordinates and implements Institute policies and procedures relating to grants and contracts review.

Program and Review Extramural Staff Training Office - HNC519

(1) Supports the development of NCI Program and Review Staff through consultation and collaboration with key Institute officials and other NCI and NIH training programs to provide Institute-specific work related training; (2) performs consulting services that are designed to enhance learning and to facilitate optimal individual, group, and organizational performance; (3) formulates, organizes, plans, and executes goals and objectives toward significantly enhancing NCI-specific training and development opportunities for scientific and professional staff within the various Divisions, Offices and Centers; (4) manages and coordinates NCI DEAS support training for the DEA and other Divisions, if requested; and (5) coordinates other work-related resource development and training as requested by staff.

Committee Management Office - HNC51A

(1) Provides leadership, guidance, and resources to current and prospective committee members, the public, and those managing federal advisory committees at the NCI and its client-Institutes; (2) maintains and applies comprehensive knowledge of the laws, regulations, and policies governing Federal advisory committees; (3) provides committee management expertise and effort necessary for performing the above activities for other Institutes to fulfill the requirements of service center agreements; (4) provides logistical support for board meetings, subcommittees, and work groups; (5) facilitates committee-related travel for boards, committees, including peer review meetings; and (6) works closely with the NCI Ethics Office in appointment of Presidential and other member appointments.

Office of Extramural Applications - HNC52

(1) Directs and implements the analysis and classification of the science content of Institute-supported research projects including research grants, center grants, research contracts, and training programs; (2) prepares analyses and reports, and answers inquiries concerning the scientific and budgetary aspects of the NCI Portfolio; (3) coordinates Divisional Information Technology and Information Systems activities with other relevant NCI and NIH units in support of Division business processes; and (4) designs, develops, and manages the electronic dissemination of information related to the Division's activities and mission.

Research Analysis and Evaluation Branch - HNC523

(1) Serves as the Institute's officially designated centralized source of scientific information and science-based budget information on Institute-supported research projects; (2) analyzes and classifies the science content of all Institute-supported projects; (3) prepares analyses comparing the distribution of funds among research areas which serve as a basis for budget projections; (4) prepares special and routine reports and analyses and answers inquiries concerning the scientific and budgetary aspects of Institute-funded research including research grants, center grants, research contracts, intramural research projects, and training programs; (5) maintains liaison with other organizations involved in related classification activities; and (6) provides advice to Institute staff on possible overlap in the areas of scientific investigation covered by Institute-funded grants and contracts at a given institution.

Office of Referral, Review and Program Coordination - HNC53

(1) Directs and administers the grant, contract and cooperative agreement referral and review functions within the Division of Extramural Activities; (2) develops, coordinates, and implements policies relating to grant and cooperative agreement review and administration and contract review; (3) develops improved research award mechanisms; and (4) coordinates research-oriented special initiatives within NCI, ensuring necessary staff interaction with other NCI programmatic areas.

Program Coordination and Referral Branch - HNC535

(1) Serves as the information and coordinating point within NCI for the clearance and tracking of all NCI extramural program initiatives; (2) coordinates the shared interests of all trans-NCI program initiatives through the Center for Scientific Review and other NIH Institutes and Centers; (3) responsible for the clearance and publication of all Request for Applications (RFAs), Program Announcements (PAs) and Notices in the "NIH Guide for Grants and Contracts"; (4) coordinates the clearance of all NCI grant mechanism guidelines and policies through the NIH Office of Extramural Research; (5) serves as the NCI contact point for the approval of the use of cooperative agreements mechanisms and for the conversion of grants to cooperative agreements; (6) serves as liaison to the Center for Scientific Review, NIH to assure appropriate referral of applications to the Institute and their distribution and assignment to appropriate program units within the NCI; (7) receives and distributes advance copies of applications for program project grants and applications submitted in response to RFAs and PAs, and coordinates this information with review and program staff; (8) serves as the primary NCI information referral point for the extramural scientific community on a broad ranges of subjects, including grant guidelines, application information, new initiatives announced as RFAs or PAs, and the review process; (9) directs applicants to appropriate Program Directors and Scientific Review Administrators for information on the status of the review and award of their grant applications; (10) tracks and analyzes trends of Center for Scientific Review referral to study sections and the resultant review outcomes; and (11) works with NCI program staff to address unresolved review and referral issues with the Center for Scientific Review and other Institutes and Centers.

Resources and Training Review Branch - HNC536

(1) Plans, coordinates and manages the scientific merit review of cancer center, clinical cooperative group, training, and education grant and cooperative agreement applications by chartered review committees and special emphasis panels; (2) arranges for and participates in on-site assessments of the research capabilities and facilities of selected applicants; (3) identifies and recommends appropriate review committee members and site visitors as required for the review of assigned applications; (4) provides input and advice on grant review policy and procedures, application patterns, research trends, and other related information as required; and (5) coordinates grant review activities with staff of other NCI Divisions, other DEA Branches and the Center for Scientific Review.

Research Programs Review Branch - HNC537

(1) Plans, coordinates and manages the scientific merit review of program project grants, specialized centers, and other grant mechanisms, as necessary, by chartered review committees and special emphasis panels; (2) arranges for and participates in on-site assessments of research capabilities and facilities of selected applicants; (3) identifies and recommends appropriate review committee members and site visitors as required for the review of assigned applications; (4) provides input and advice on grant review policy and procedures, application patterns, research trends, and other related information as required; and (5) coordinates grant review activities with staff of other NCI Divisions and other DEA Branches.

Research and Technology Branch - HNC538

(1) Participates with the Director, Division of Extramural Activities, in the planning, development, implementation, and evaluation of Institute policies, procedures, and guidelines for Institute initiatives including Request for Applications (RFAs), Request for Proposals (RFPs) and the scientific evaluation of grant and contract applications and proposals; (2) Manages the peer review for technical merit of all research and development, scientific resource, and scientific support contract proposals submitted to NCI in response to published Requests for Proposals and the Small Business Innovation Research (SBIR) Program; and (3) utilizes up to five chartered committees, an authorized intramural committee, and ad hoc review groups to avoid conflict of interest situations and/or to ensure review by peers with appropriate expertise.

Special Review Branch - HNC539

(1) Manages and expedites the peer review of grants which require non-routine treatment because of special legislation, high programmatic priority or other special circumstances; (2) organizes and manages the scientific merit review of the applications; (3) prepares summary reports of the recommendations of each committee review; (4) distributes reports to program officials; (5) provides details of the summary reports or relevant review proceedings to the boards as required; (6) represents the NCI in areas of review policy and procedures at both the NIH and constituency levels; (7) provides input and advice on grant review policy and procedures, application patterns, research trends, and other related information as required; and (8) coordinates grant review activities with staff of other NCI Divisions and other DEA Branches.

DEA Processing and Distribution Unit – HNC53A

(1) Serves as the National Cancer Institute's (NCI) focal point for the receipt, computerized data entry, distribution of, and file maintenance for all grant applications, accompanying related materials, and summary statements produced as a result of the review process; (2) centrally organizes and stores grant applications and accompanying materials prior to review and evaluation; (3) provides mailing and auxiliary clerical services for NCI review components; (4) provides support services for the Presidentially appointed National Cancer Advisory Board (NCAB) including physical maintenance, preparation, processing, and mailing of pertinent information to board members and NCI review and programn1atic staff; (5) supports logistical operations of the Division of Extramural Activities; and (6) centralize ordering and distribution of office supplies.

Applied Information Systems Branch - HNC522

(1) Satisfies the information requirements of the Division and coordinates IRM activities with other relevant NCI and NIH units and provides high quality information analysis, design, development, and coordination of applications in support of Divisional business processes; (2) serves as the focal point for the Division in the development, deployment and application of specialized software and data bases required for the conduct of review, referral, coding, advisory, and other extramural applications; (3) serves as liaison with NCI ISTB, other NCI computer professionals, and other trans-NIH units, such as the NIH Center for Scientific Review (CSR), OPERA, OER, IMPAC II and ERA systems, and with other NCI units charged with execution of extramural Information Resources Management functions; (4) supports resources and World Wide Web (Inter- and Intranet) applications connectivity and design; (5) establishes, administers, and monitors contracts to provide design, production, and maintenance for microcomputer equipment and information storage and retrieval systems not covered by Core Services of NCI; (6) formulates DEA-specific office automation policy; (7) provides user and technical support and training for DEA applications to staff/lead users; (8) coordinates general use/support and training with Core Services; (9) provides Divisional-specific applications of video teleconferencing and audiovisual services in support of review and Board activities; (10) as necessary, provides management with recommendations for establishing and implementing policies for conducting Divisional computer-assisted presentations; and (11) reviews user created applications and recommends and/or designs changes to improve efficiency and effectiveness.

Center for Cancer Research - HNC7

(1) Conducts cutting edge basic and clinical research on the discovery of causes and mechanisms of cancer for the prevention, diagnosis and treatment of these diseases; (2) trains and supports young investigators in basic and clinical cancer research; (3) translates fundamental research pioneering into clinical research and molecular medicine; (4) provides patient care, treatment and public education; and (5) contributes to the mission of the National Cancer Institute by integrating and coordinating Center activities with other NCI activities intramurally and extramurally.

Office of the Director - HNC71

(1) Plans, directs, coordinates and evaluates the Institute's program of basic research on cancer biology, immunology, cell biology and carcinogenesis; (2) establishes program priorities, allocates resources, integrates the projects of the various laboratories and branches, evaluates program effectiveness and represents the program area in management and scientific decision making meetings within the Institute; and (3) advises the Institute Director and staff on intramural basic research and other areas of science related to basic research on cancer.

Biostatistics and Data Management Section - HNC71-2

(1) Collaborates in the design, conduct and analysis of intramural and national clinical trials, pre-clinical and laboratory studies; (2) designs, develops and utilizes systems for the collection and management of data for intramural clinical studies; (3) conducts studies to identify important prognostic factors and develops statistical models relevant to cancer treatment; (4) establishes intramural and/or contract funded experimental collaborations for testing the models developed; and (5) consults with Division Director and Associate Director in establishing policies and budgets concerning intramural and extramural statistical activities.

Basic Research Laboratory - HNC713

(1) Plans and conducts research on the cellular, molecular, genetic, biochemical and immunological mechanisms affecting the progression, diagnosis and treatment of cancer; and (2) collaborates with scientists from other research programs within the National Cancer Institute and the National Institutes of Health.

Center for Structural Biology – HNC716

((1) Plans, develops and conducts research studies on the molecular structure and interactions of biological macromolecules and therapeutics pertinent to human health, with a particular emphasis on cancer and infection; (2) supports training of personnel in advanced structural methods; (3) develops and applies new tools for molecular characterization using novel biophysical and biochemical techniques including cryo-electron microscopy, Nuclear Magnetic Resonance (NMR) Spectroscopy, x-ray diffraction and scattering methods; (4) leads methods development to enable full understanding of large, multi-component molecular machines; and (5) applies structural and chemical insights to develop mechanistic understanding to inform therapeutic strategies.

Molecular Targets Program – HNC717

(1) Plans, conducts and provides leadership and infrastructure for applied, interdisciplinary, collaborative research supporting the translation of CCR's basic science advances into new tools, reagents and leads for molecular target validation, drug discovery and development; (2) exploits chemical and biodiversity repositories, including the NCI Natural Products Repository, for molecularly targeted lead-discovery; and (3) provides research support for NCI-designated, high-priority intramural drug discovery, development, preclinical and clinical research initiatives focused on specific molecular targets, pathways or processes.

Chemical Biology Laboratory – HNC718

Performs multidisciplinary research at the interfaces of chemistry, biology and materials science to discover and develop new small molecules, peptides, macromolecules, arrays and materials that impact cancer and AIDS diagnostics and treatment. Specifically, the Lab performs/develops: (1) carbohydrate-based drug design, and the high-resolution structural analysis of sugars, glycopeptides and small molecule drug candidates by NMR spectroscopy. (2) glycan microarray technology to study the roles of anti-carbohydrate immune responses in the development, progression, and treatment of cancer. (3) synthetic probes to investigate metabolic and epigenetic signaling pathways in cancer. (4) computer-aided drug design (5) chemical probes of signal transduction pathways and gene expression and small molecule microarrays to identify RNA- and DNA-binding small molecules. (6) new small-molecule imaging agents for cancer treatment and diagnosis. (7) materials for use in tissue regenerative therapy, parenteral delivery of therapeutics, delivery of cells, and antibacterial therapy. (8) pharmacological agents to modulate phospho-dependent cell signaling.

Office of the Clinical Director - HNC719

(1) Provides oversight of patient care and related clinical operations of CCR intramural branches conducting human subjects research, including the credentialing of medical practitioners; (2) develops, implements, and evaluates policies and procedures related to the conduct of human subjects research; (3) oversees and supports the scientific review and monitoring process for clinical protocols, including logistical and technical support for the NCI Institutional Review Board (IRB); (4) provides biostatistical expertise for trial design and analysis; (5) provides research nursing in support of approved human subjects research; (6) develops and leads training for clinical research personnel; (7) coordinates efforts to promote patient accrual; (8) oversees data management, auditing and monitoring of in-house and multi-institutional trials.

RNA Biology Laboratory – HNC71A

(1) Plans, develops and conducts research in all areas of RNA Biology, including RNA biogenesis, post-transcriptional modifications, mechanisms of RNA degradation, RNA structure, functions for various classes of RNAs, the roles of RNA in disease, and development of RNA-based- and RNA-targeted therapies; (2) utilizes in vitro and in vivo methods in viral, prokaryotic and eukaryotic model systems to determine RNA structure, function, mechanisms of RNA regulation, and assess novel RNA-based therapeutic interventions.

Cancer Data Science Laboratory – HNC71B

(1) Coordinates basic and applied cancer computational and bioinformatics activities across the CCR component of the NIH Intramural Research Program; (2) directs data science fields such as integrative genomics, network approaches to biology, computational modeling and mathematical oncology; (3) supports high-end computational analysis projects for entire CCR community; and (4) integrates CCR computational activities with ongoing trans-NIH computational and data science efforts across research in the CCR.

Experimental Immunology Branch - HNC72

Plans and conducts research directed at understanding and modifying immunological responses to tumor and other antigens. Areas of research emphasis include: (1) characterization of the cellular interactions leading to immune responses; (2) definition of the structure and function of cellular membranes; (3) identification of the cellular and molecular requirements for lymphocyte functions; (4) characterization of the structure and function of immune-related molecules and their genes; and (5) application of this information to studies of clinical immunology.

Lymphocyte Cytotoxicity Section - HNC723

Elucidates the cell biology and biochemistry of cytotoxic lymphocytes, including (a) the mechanism of their cytotoxic activity, (b) the identity of the cytotoxic mediators used to damage target cells, (c) the means of delivery of the lethal hit, and (d) the physiology of lymphocyte induced cell death.

Immune Targeting Section - HNC724

Experimentally manipulates immune responses in order to redirect the specificity and intensity of immune responses by (a) investigating both afferent and efferent immune processes, (b) developing novel molecular, chemical, and cellular procedures to alter the outcome of immune reactions, (c) targeting cytotoxic effector cells against tumor cells, and (d) targeting antigen to antigen presenting cells using bispecific antibodies. Develops methods that could be adapted to human use to treat patients suffering from viral infections, cancers, and autoimmtine diseases.

Human Immunology Section - HNC725

Performs basic research into (a) the identification of cell surface molecules on lymphocytes and (b) the function of such molecules in cell adhesion and recognition which will help in understanding the molecular basis of normal and aberrant human immune responses that will be useful for treating human disease.

Cell Medicated Immunity Section - HNC726

Conducts research in animal models and humans elucidating the mechanisms responsible for (a) the regulation of normal cellular immune function, and (b) the dysregulation of cellular immune function in abnormal situations. Emphasis will be placed on developing in vivo and in vitro models that will be relevant for human disorders such as those involving (a) infections, (b) primary and acquired immune deficiency syndromes, (c) autoimmune diseases, and (d) foreign tissue graft rejection.

Molecular Regulations Section - HNC727

Conducts research on the elucidation of molecular mechanisms regulating major histocompatibility complex (MHC) gene expression whose products are pivotal in eliciting and propagating immune responses and whose expression is tightly regulated. Emphasis will be placed on (a) examination of transcriptional regulation of MHC genes, (b) identification of positive and negative regulatory DNA sequence elements governing MHC gene expression, and (c) identification and isolation of cognate factors which bind to DNA regulatory sequence elements to regulate tissue specific expression in vivo.

Immune Regulations Section- HNC728

Conducts studies into the cellular, molecular, and biochemical mechanisms mediating regulation of the immune response, with emphasis on (a) the generation of antigenspecific T cell and B cell repertoires, and (b) the regulation of in vitro and in vivo T cell and B cell responses.

Lymphocyte Development Section - HNC729

Studies: (a) the signaling events that drive intrathymic differentiation of immature thymocytes into mature T cells; (b) the specificity of receptor-ligand interactions involved in thymus development; and (c) the biochemical events that result in positive and negative selection of the developing T cell repertoire.

Laboratory of Tumor Immunology and Biology - HNC74

(1) Plans and conducts research to identify immunologic markers specific for, or associated with, various carcinomas, with the ultimate aim of employing these toward the diagnosis, prognosis and treatment of human cancer; (2) performs research in the generation and characterization of monoclonal antibodies to tumor associated determinants and conjugate monoclonal anti-bodies to isotopes or toxins, to aid in the diagnosis, localization and potentially the elimination of tumor cells; (3) plans and conducts experiments to develop immunoassays that will aid in the characterization of human carcinoma cell populations, and in the diagnosis or prognosis of human carcinomas; (4) investigates the association between specific genetic elements and tumorigenesis, employing techniques of molecular biology; (5) plans and conducts research on those factors involved in the differentiation and antigenic modulation of carcinoma cell populations.

Experimental Oncology Section - HNC742

(1) Plans and conducts research to: (a) generate and characterize monoclonal antibodies that are reactive with mammalian carcinoma cells; (b) identify and characterize· specific proteins that are associated with the neoplastic state, with emphasis on human carcinoma. systems; (c) develop immunoassays that will aid in the characterization of human carcinoma cell populations and in the diagnosis or prognosis of human carcinomas; (2) investigates the use of antibody conjugates that will aid in the detection or therapy of carcinoma lesions; (3) plans and conducts experiments to determine those factors which influence the antigenic phenotype and state of differentiation of human carcinoma cell populations..

Laboratory of Cellular Oncology - HNC78

(1) Plans and conducts fundamental research on the cellular and molecular basis of neoplasia; (2) develops and employs mammalian tissue culture cell systems and animal models to study the induction and maintenance of benign and malignant neoplasia and reversal of the neoplastic state; (3) elucidates structure-function correlations through detailed examination of individual genes which have been implicated in neoplasia; (4) examines spontaneous tumors from humans and other species for the presence of exogenous genes or altered cellular genes.

Laboratory of Cell Biology - HNC79

Plans and conducts research: (1) to define the mechanisms in the transformation of a normal cell to a neoplastic cell; and (2) to study the comparative functions and structures of neoplastic cells as compared to normal cell precursors.

Pigment Cell Biology Section - HNC794

(1) Characterizes parameters important to the growth and differentiation of melanocytes and their significance to the proliferation and metastasis of transformed melanocytes (termed malignant melanoma). (2) Characterizes melanogenic enzymes and structural matrix proteins that regulate the quality and quantity of melanin pigment produced within melanocytes.

Biochemistry of Proteins Section - HNC795

(1) Studies intracellular protein quality control by the action of ATP dependent molecular chaperones and proteolytic complexes. (2) Analyzes the regulatory roles of rapid degradation of specific proteins during normal cell growth and in response to stress.

Multidrug Resistance Section - HNC796

(1) Researches role of multidrug transporters (P-gp) in resistance of cancer cells to natural product anticancer drugs. (2) Characterizes the domains of P-gp responsible for substrate binding and coupling of ATPase to substrate transport.

Transport Biochemistry Section - HNC797

(1) Characterizes the mechanism of action of transport proteins involved in the development of multidrug resistance in cancer cells.

Crystallography Section - HNC799

(1) Studies how protein structure determines function of soluble and membrane proteins.

Chemical Immunology Section - HNC79B

(1) Studies the structure and function of p53 tumor suppressor protein. (2) Characterizes the biochemical and functional details of major histocompatibility complex (MHC)-peptide and MHC-peptide-T cell receptor interactions. 3) Examines fundamental details of the immune response aimed at providing principle-based development of immunotherapies.

Laboratory of Molecular Biology - HNC7B

(1) Plans and conducts research studies involving the mechanism by which the expression of genetic information is controlled in both animal and bacterial cells; (2) measures DNA, RNA and protein synthesis in intact cells and develops cell-free systems which carry out these functions; (3) employs such cell-free systems to investigate how hormones, viruses and other agents which are known to stimulate cellular growth, alter functional activity, or cause tissue regression, effect the processes or transcription or translation; and (4) isolates cells resistant to chemotherapeutic drug, determines the basis for this resistance and develops new drugs to circumvent this resistance; and (5) develops new agents for cancer treatment employing genetically modified bacterial toxins.

Biochemical Genetics Section - HNC7B2

Conducts studies to determine the molecular basis of genetic recombination and the control of gene expression using biochemical and genetic techniques to study these processes in bacterial and bacteriophage systems.

Gene Regulations Section – HNC7B4

Plans and conducts research on the control mechanisms of gene expression in bacterial and animal cells using meth0ds which include development of cell-free systems reproducing the in vivo regulation, ·as well as primary structural analysis of genetic regulatory regions.

Biotherapy Section - HNC7B5

(1) Designs toxin-based therapeutic agents to eliminate cells displaying cancer-associated targets on their cell surface; and (2) conducts experiments into the mechanisms of action of toxins and toxin-related proteins.

Clinical Immunotherapy Section - HNC7B6

(I) Plans and conducts research on the development of new immunotoxins and recombinant toxins for the treatment of cancer and AIDS; and (2) carries out the preclinical development of these agents, designs treatment protocols, and in collaboration with other branches within the Institute, conducts clinical trials involving the agents developed.

Developmental Genetics Section - HNC7B7

Initiates and conducts research to understand, in molecular terms, the genetic signals and the organization of regulatory circuits that control macromolecular synthesis during adaptation and development of microbial systems.

Molecular Biology Section – HNC7B9

(1) Genetically engineers Pseudomonas toxin so that it binds selectively to cancer cells and kills them, (2) isolates new antibodies that bind to cancer cells, (3) investigates mechanisms of drug resistance in cancer cells, (4) develops approaches to overcome drug resistance; and (5) uses drug resistance genes for gene therapy.

DNA Molecular Biology Section – HNC7BA

Plans and conducts research to understand biochemical mechanisms of multicomponent cellular processes, including pathways of DNA replication, regulation of DNA replication and protein folding by molecular chaperons, and heat shock proteins.

Laboratory of Cellular and Molecular Biology - HNC7J

(1) Plans and conducts research to elucidate mechanisms of cellular transformation by biological, physical and chemical carcinogens and oncogene activation; (2) develops and applies methods for use in the search for causative agents/genes in human malignancies; and (3) develops and applies approaches aimed at prevention/control of the neoplastic process.

Laboratory of Human Carcinogenesis - HNC7K

Conducts investigations to assess: (a) molecular mechanisms of human carcinogenesis; (b) experimental approaches in biological systems for the extrapolation of carcinogenesis data and mechanisms from experimental animals to the human situation; and (c) host factors that determine differences in carcinogenic susceptibility among individuals.

Molecular Genetics and Carcinogenesis Section - HNC7K4

Conducts studies using human epithelial cells to assess: (a) activation of proto-oncogenes by chemical and physical carcinogens; (b) inactivation and dysregulation of tumor suppressor genes by chemical and physical carcinogens; and (c) direct and indirect mechanisms of genotoxicity caused by chemical and physical carcinogens.

Laboratory of Immune Cell Biology - HNC7Y

(1) Characterizes the transmembrane signalling pathways that underlie lymphocyte activation; (2) studies the control of lymphocyte growth and differentiation, with emphasis on molecular and genetic mechanisms; (3) determines the relationship between T cell antigen receptor structure and function, both in terms of ligand recognition and subsequent cellular responses; (4) examines the membrane and nuclear events that result in the selection of an immune repertoire during thymic development; (5) analyzes the role of tissue specific kinases and phosphatases in lymphocyte development and function; (6) studies the immunological development of T cells bearing the gd cell surface receptor; and (7) characterizes the genes and gene products that are involved in activation-induced programmed cell death.

Developmental Therapeutics Branch – HNC7Z02

(1) Plans and conducts research on the effect of chemotherapeutic agents on cellular macromolecules and on the biological consequences of these effects in order to elucidate the detailed mechanisms of action and pharmacodynamics biomarkers of drugs that are or may become useful in the treatment of cancer or HIV infections; (2) develops and tests novel therapeutic strategies for the treatment of cancers by conducting clinical research in medical oncology across a spectrum of diseases and disease mechanisms; (3) trains physician-scientists in a laboratory-to-clinic translational research setting to promote the development of their expertise in medical oncology research and to support their board certification by the American Board of Internal Medicine (ABIM).

Laboratory of Biochemistry and Molecular Biology - HNC7Z04

(1) Investigates basic mechanisms underlying cell growth, division, differentiation and homeostasis, with a focus on the biology of chromosomes and the cell nucleus; and (2) fosters an interdisciplinary approach in which the methods of biophysics, biochemistry, genetics, and cell biology are used in an interactive and collaborative research environment to solve problems of fundamental importance.

Laboratory of Metabolism - HNC7Z05

(1) Studies mechanism of chemical carcinogenesis, (2) studies control of gene expression, (3) studies mammalian development and (4) cell cycle control, (5) conducts research on the mechanism of cytochrome P450 mediated drug and carcinogen metabolism; (6) applies biochemical, biophysical and computational approaches to elucidate structure-function relationships, and develop molecular models of cytochorme P450s and oncoproteins;and (7) develops rapid kinetic approaches to elucidate hemeprotein dynamics and its relationship to function.

Endocrinology Section - HNC7Z052

(1) Conducts research to understand the mechanisms of thyroid hormone synthesis and its relation to thyroid diseases; (2) studies the mechanisms underlying differentiation of the thyroid gland and its relationship to thyroid cancer; and (3) investigates the evolutionary, structural, and regulatory analysis of cellular peroxidase and the role of these enzymes in carcinogen metabolism and tumorigenesis.

Chemistry Section - HNC7Z053

(1) Studies the enzymology and chemistry of drug and carcinogen metabolism; (2) uses modem techniques of cDNA expression of human enzymes and transgenic animals to determine the role of individual enzymes in the metabolism of specific chemicals of therapeutic and toxicological significance; and (3) performs studies to understand the role of metabolism in carcinogenesis and human cancer susceptibility.

Nucleic Acids Section - HNC7Z054

(1) Conducts research to establish the role of chemicals in the etiology of cancer because chemical carcinogens are actively metabolized and the extend of this metabolism is believed to be a major determinant in their effect on organisms. They can either be neutralized to nonhazardous derivatives or activated to metabolites that can damage DNA, mutate genes, and sometimes transform cell; and (2) investigates the pathways of metabolism and the enzymes' involved in rodent model systems and in humans.

Protein Section - HNC7Z055

(1) Studies the relationship between chromatin structure and gene expression in normal and transformed cells; (2) studies the molecular mechanisms whereby chromosomal proteins modulate the structure and function of chromatin; (3) studies the pathways whereby posttranslational modifications of chromosomal proteins affect gene expression; and (4) studies the function and mechanism of action of HMG chromosomal proteins.

Laboratory of Receptor Biology and Gene Expression - HNC7Z06

(1) Conducts research on the mechanisms of action of the steroid/thyroid/RAR receptor superfamily, particularly in relationship to the involvement of these biological regulators in human cancer; (2) studies the interaction of receptors and other regulatory proteins with chromatin and evaluates the role of nucleoprotein structure in regulation of gene expression; (3) develops models for the organization of chromatin in the eukaryotic nucleus and evaluates the potential roles of aberrant nuclear organization in carcinogenesis; and (4) utilizes viral systems (HTLV-1, HIV, MMTV) to study the mechanisms of gene regulation in mammalian cells and to elucidate the role of anomalous regulatory pathways in cancer and other human disease states.

Hormone Action and Oncogenesis Section - HNC7Z063

(1) Investigates mechanisms of hormonal carcinogenesis related to breast cancer in human and murine systems; (2) plans and develops laboratory research on transcriptional regulation of gene expression in eukaryotic cells, and altered states of expression involved in oncogenic transformation; (3) studies mechanisms of gene regulation by steroid hormones; (4) investigates the interplay between hormone induction pathways and mechanisms of tissue specific expression; (5) conducts research to understand the mechanisms involved in the interaction of transcription factors with organized nucleoprotein templates; (6) characterizes cell specific transcription factors from human and murine mammary cells; (7) studies the participation of chromatin structure in gene regulation in living cells; and (8) develops models for the organization of chromatin in the eukaryotic nucleus, and evaluates potential roles of aberrant nuclear organization in carcinogenesis.

HIV Dynamics and Replication Program - HNC7Z07

(1) Plans, directs, manages, and evaluates a comprehensive research program that includes studies of (a) the biochemistry of retroviral enzymes and their drug interactions; (b) host factors that either enhance or interfere with the replication of HIV and other retroviruses; (c) identification of novel drug targets and the evaluation and development of compounds that interfere with the replication of HIV; (d) the development of model systems to evaluate anti-HIV compounds; (e) the mechanism of genetic variation of HIV and other retroviruses; (f) population genetics of HIV in model systems and in HIV-infected patients; (g) modeling of virus evolution and dynamics; and (h) epidemiology of resistant virus and related issues aimed at gaining a basic understanding of issues important to the virtually inevitable evolution of resistance by HIV to otherwise highly effective antiviral therapies; (2) establishes Program priorities, allocates resources and integrates the activities of the Program's laboratories; (3) evaluates Program effectiveness and represents the Program in management and scientific decision-making meetings within the Division and Institute; and (4) advises the Division Director, and supports the activities of the Board of Scientific Counselors, the National Cancer Advisory Board, and other national and international advisory and scientific groups concerning HIV drug resistance and related topics.

Host Virus Interaction Branch – HNC7Z073

(1) Develops and implements novel assays for HIV levels, diversity, and specific mutations in patient samples; (2) plans, develops, and implements research studies of the genetics and pathogenesis of HIV in the context of untreated HIV infected patients as well as antiviral therapeutic trials that involve laboratory research using patient-derived material to better understand the evolution of resistance to antiviral drugs; and (3) coordinates research studies and interacts with other research laboratories and branches within the DRP that employ cell culture and animal model systems as well as mathematical modeling.

Retroviral Replication Laboratory - HNC7Z075

Plans, directs, manages, and evaluates programs involving (a) studies of the general problem of retroviral replication and the role(s) played by positive and negative host factors; (b) development of retroviral vectors that can be used to study viral replication and evaluate antiviral compounds in cells in culture and in intact animals; (c) studies of the HTLV family of human retroviruses; (e) basic research relevant to the evolution of drug resistance in HIV; (e) studies on the biochemistry of drug targets, particularly reverse transcriptase, including how drugs interact with their targets and how resistance-inducing mutations alter these interactions as well as normal functions of the target protein; (t) development of new techniques and reagents that could be useful in gene therapy and that may also lead to new methods of combating retrovirus-induced disease, including AIDS; (g) focus on the development of tissue culture and animal models for studying the genetic variation of HIV and evaluating potential anti-HIV therapies (and other retroviruses, as appropriate) in easily manipulated systems; (h) use of patient-derived material to better understand the evolution of resistance to antiviral drugs; (i) determination of how viral replication and reverse transcription induces genetic variation during virus replication; (j) physical and genetic analysis of retroviral replication and of the viral and host proteins involved in these processes; and (k) analysis of retroviral recombination and its role in genetic diversity.

Mouse Cancer Genetics Program - HNC7Z11

(1) Plans, directs, manages, and evaluates a diverse research effort in mouse genetics; (2) establishes program priorities, allocates resources, integrates the activities of the program's principal investigators, evaluates program effectiveness and represents the program in management and scientific decision making meetings within the Division and Institute; (3) advises the Division Director and supports the activities of the Board of Scientific Counselors, the National Cancer Advisory Board, and other national and international advisory and scientific groups.

Genetics of Cancer Susceptibility Section - HNC7Z114

Studies functional analysis of the murine homolog of human breast cancer susceptibility genes BRCAI and BRCA2 and the identification of proteins interacting with BRCAI and BRCA2.

Neural Development Section - HNC7Z115

(1) Studies the role of neurotrophins and their receptors in mouse development; (2) studies gene targeting and mouse models.

Cancer and Developmental Biology Laboratory - HNC7Z12

(1) Plans, develops, and conducts research studies in all areas centered on the analyses of embryonic development, particularly the mechanisms of growth control and the regulation of differentiation through growth factors, cytokines, and their receptors; (2) performs studies on how embryos grow and develop from the fertilized egg which is not only of intrinsic interest but also relevant to understanding the origins and development of a wide variety of cancers; (3) studies fundamental mechanisms of cell signaling control, gene expression, and normal development; (4) investigates aberrant mechanisms involved in the etiology of cancer and other diseases, with the goal of preventing or treating such diseases; and (5) investigates (a) growth control and inductive interactions in differentiation and (b) aberrant gene expression as well as mutation and derangement of signaling carcinogenesis.

Genetics of Vertebrate Development Section - HNC7Z123

(1) Analyzes role of growth factors in organ and tissue development; and (2) develops techniques and procedures for the tissue modification of gene expression.

Cell Signaling in Vertebrate Development Section - HNC7Z124

Analyzes signal transduction pathways in mammalian development and cell proliferation.

Lymphoid Malignancies Branch - HNC7Z16

(1) Conducts basic research in molecular biology and genomics to define the pathogenesis of lymphoid malignancies; (2) identifies and validates novel molecular targets in lymphoid malignancies; (3) develops and conducts clinical trials on human subjects using therapeutic agents that are often developed and produced on the Branch to translate these targets into therapies for patients; (4) develops and produces novel therapeutic agents; (5) trains scientists in laboratory and translational research; and (6) trains medical oncology fellows toward development of expertise supporting their subspecialty board certification.

Surgery Branch - HNC7Z17

(1) Provides surgical care incidental to hospitalization and clinical investigation of NIH patients; (2) provides surgical facilities and assistance in basic investigations of other laboratories; and (3) engages in surgical investigative programs to improve treatment of human cancer.

Laboratory of Pathology - HNC7Z18

(1) Maintains a diagnostic service for human and animal tissues; and (2) conducts cancer research utilizing varied techniques of experimental pathology.

Pediatric Oncology Branch - HNC7Z19

(1) Conducts clinical and laboratory investigations on the biology and treatment of common malignancies which occur in young patients, including acute leukemia, non-Hodgkin's lymphomas (especially Burkitt's tumor), neuroblastoma, osteogenic sarcoma, rhabdomyosarcoma, and Ewing's sarcoma; (2) conducts clinical trials which combine aggressive chemotherapy with immunotherapy using tumor specific translocations and cellular immune reconstitution; (3) performs clinical studies of Phase I and II agents in pediatric tumors; and (4) conducts laboratory and clinical studies on the pathogenesis and treatment of infectious complications of children with cancer.

Radiation Oncology Branch - HNC7Z20

(1) Plans and conducts preclinical and clinical research on the biologic and therapeutic effects of radiation administered alone or in combination with other modalities of treatment; (2) studies methods for the potential improvement of the therapeutic ratio with treatment, i.e., increasing the selective effect on malignant cells as compared to the normal tissues; (3) provides radiation therapy as well as general oncology consultations on patients admitted to other clinical services; and (4) investigates the natural history of diseases under study and evaluates means of diagnostic assessment for the purpose of optimizing treatment selections.

Experimental Transplantation and lmmunotherapy Branch -HNC7Z23

1)Coordinates efforts in basic, preclinical and clinical investigations in the areas of immunology, tumor angiogenesis, hematopoiesis, and hematopoietic stem cell transplantation.; 2) generates infonnation from basic and preclinical investigations leading to the development of new, curative hematopoietic stem cell transplant-based therapies for cancer; 3) generates new questions and studies in the basic and preclinical research.efforts from new treatment protocols (including novel endpoints generated in the course of basic/preclinical research); 4) emphasizes excellence in these endeavors and acts to maximize strengths present in the community at large by vigorous intramural and extramural interactions and collaborations.

Cancer Genetics Branch - HNC7Z24

Administers, fosters and supports research on the influence of genetics on cancer etiology, treatment, and prevention. The Branch includes three components: 1) basic research activities whose goals are to elucidate the causes and consequences of genetic instability, to discover and characterize genes relevant to growth, development, and signal transduction, to elucidate, practical biomarkers of cancer risk and progression, to devise therapies based on inherited or acquired genotypic variation, and to elaborate the interaction and dependency of gene and environment in causing cellular transformation 2) clinical research focused on education, counseling, risk assessment, biomarker assay, chemoprevention, and surveillance of patients at real or perceived increased risk for the development of cancer and 3) provision of an academic home to institute-wide initiatives to link the cytogenetic and physical maps of the human and mouse genomes, to provide a molecular cytogenetic and comparative molecular cytogenetic core facility for the intramural program, and to offer Branch members on-going opportunity for continuing educating, collegial critique, and constructive review.

Laboratory of Genitourinary Cancer Pathogenesis – HNC7Z25

(1) Conducts basic and translational research investigating molecular mechanisms of genitourinary cancer transformation, tumorigenesis, and metastasis; (2) conducts pre-clinical investigations into therapeutic approaches for treating prostate cancer; (3) participates in the research arm of clinical trials; (4) promotes interactions and scientific exchange among members of the Genitourinary Cancer Program, intramural and extramural scientists, and industry partners; (5) plans and implements research training of students, fellows, and residents.

Radiation Biology Branch - HNC7Z26

(1) Investigates the mechanism(s) of both normal and tumor cell killing, cell cycle perturbations, and tumor physiological effects for ionizing radiation, selected drugs, combinations of the two, and photosensitizers; (2) conducts pre-clinical basic science research aimed at identifying and incorporating novel approaches to cancer treatment; (3) evaluates and identifies inherent cellular/molecular properties that may be exploited for therapeutic purposes; (4) employs in vivo rodent tumor models for pre-clinical trials to test information gained at cellular level; (5) evaluates feasibility, pharmacology, and toxicity of pre-clinical in vitro and in vivo rodent tumor models in larger animals (dogs or pigs); (6) devises new molecular strategies to effect more efficient treatment of cancer; (7) studies the regulation of protein expression during the cell cycle with the idea of molecular targeting of key check points; (8) evaluates targeted therapy with recombinantly engineered cells that produce oxidizing species, e.g. granulocytes and macrophage/monocytes; (9) identifies and characterizes free radical species produced in cells and tissues by selected anticancer modalities since its these chemical moieties that result in damage to cellular structures; (10) determines the biophysical/chemical information that will address in a detailed fashion molecular events that are associated with the means by which neoplastic cells are able to tolerate greater quantities of cytotoxic agents; (11) constructs fast fourier pulse electron paramagnetic resonance (EPR) instrumentation that will allow for chemical and physical studies of in vitro normal and malignant cells, as well as ultimately developing EPR imaging so that cancers may be studied and understood in real time or near real time in human being; (12) provides didactic instruction in radiobiology to ROB residents and provides laboratory training opportunities to ROB residents who demonstrate interest in biomedical research; and (13) interacts closely with the Radiation Oncology Branch, the major clinical collaborator of RBB, to incorporate and expedite novel laboratory approaches into clinical trials and provide laboratory support for such trials.

HIV and AIDS Malignancy Branch - HNC7Z27

(1) Conducts translational research aimed at the development of therapy for AIDS, AIDS malignancies, and other HIV-related diseases in children, adolescents, and adults, encompassing both basic laboratory research as well as clinical trials; (2) conducts laboratory and clinical studies related to the pathogenesis, natural history, diagnosis, and prevention of these diseases; and (3) conducts laboratory and clinical research in related areas including the study of other retroviruses (including HTLV-1) and diseases related to these agents; the study of other tumors induced by infectious agents and their causative agents; research related to other immunodeficiencies; studies of angiogenesis; studies of the relationship between tumors and immunodeficiency; studies of tumors related to those occurring in HIV disease; and studies of the relationship between viruses and the immune system.

Urologic Oncology Branch - HNC7Z28

(1) Conducts laboratory and clinical studies which will enable a better understanding of the behavior of cancers of the genitourinary system; (2) conducts laboratory studies of the natural biology of urologic cancers and conducts innovative experimental studies to develop new techniques for the diagnosis and treatment of these cancers; (3) conducts innovative clinical protocols to establish new therapy regimens for patients with urologic cancers; and (4) conducts consultations in urologic surgery for general urologic problems throughout the Clinical Center.

Neuro-Oncology Branch - HNC7Z30

(1) Provides an integrated, multi-disciplinary inter-Institute platform for clinicians and basic scientists developing improved therapies for the treatment of pediatric and/or adult brain tumors; (2) plans and conducts clinical trials utilizing strategies based on outstanding preclinical investigations; (3) provides consultation in neuro-oncology for the National Institutes of Health; (4) coordinates collaborative efforts in basic and applied research in areas related to neuro-oncology through the establishment of working groups of investigators in such areas as neuro-development and oncogenesis, neural damage and repair, neuro-immunology, neurogenesis, neuro-immunology, neuro-genetics, fangiogenesis and invasion, and CNS drug delivery; (5) fosters the training and development of clinical fellows and other trainees in adult and pediatric oncology, neurology, radiation oncology and neurosurgery; and (6) participates with the National Institute of Neurological Disorders and Stroke in the delivery of medical care to patients with brain tumors, both through clinical investigations and the delivery of standard care.

Laboratory of Protein Dynamics and Signaling - HNC7Z36

Plans, develops and conducts research on a wide array of processes and signaling pathways essential for normal cellular function, apoptosis, and differentiation, and investigates the perturbation of these processes in malignancy and other pathological settings. In addition to human cells the LPDS extensively utilizes mouse models and other developmental models as appropriate. Specific areas of investigation include: (1) the function and regulation of C/EBP transcription factors and their roles in cell growth and tumorigenesis; (2) effects of ubiquitin, ubiquitin-like molecules and the TGF-beta-related factor nodal on vertebrate embryonic development; and (3) regulation of ubiquitylation and intracellular protein degradation in physiology and disease and development of tools to perturb the ubiquitin system in disease states.

Molecular Imaging Branch - HNC7Z37

(1) Identifies molecular imaging agents which have Investigational New Drug (IND) status that are suitable for integrating into clinical trials in CCR; (2) writes and conducts protocols based on these agents and evaluates the results of the agents; (3) develops new, molecularly targeted contrast agents for preclinical testing; (4) identifies suitable molecular targets of relevance to cancer imaging, and designs, synthesizes and tests these agents in animal models of tumors; (5) pursues the IND process for possible Phase I testing, when appropriate; and (6) represents the NCI at imaging venues across the NIH campus and integrates with the extramural NCI Cancer Imaging Program.

Vaccine Branch - HNC7Z38

By combining expertise in both cancer and retroviral vaccines, the Vaccine Branch: (1) promotes cross-fertilization of ideas and progress in both areas in a unique way that is not duplicated elsewhere; (2) conducts a program of clinical and laboratory research designed to elucidate basic mechanisms of immune response and molecular virology, and apply these to the design and development of vaccines and immunotherapy for the prevention and treatment of cancer and AIDS, as well as viruses that cause cancer; (3) carries out studies on: (a) the mechanisms of T lymphocyte activation and regulation; (b) cancer immunosurveillance; (c) mucosal immunity; (d) retroviral molecular biology and pathogenesis (including transcriptional and posttranscriptional regulation of retroviruses involved in causing cancer or AIDS); (e) regulation of cellular gene expression; (f) immune responses to retroviruses; and, (g) strategies for rational vaccine design; (4) utilizes these findings to design novel vaccines for cancer, HIV and cancer- and AIDS-associated viruses; and (5) carries out clinical trials of vaccines for treatment of patients with some of these diseases.

Laboratory of Cell and Developmental Signaling - HNC7Z41

Plans, develops and conducts research elucidating the molecular mechanisms of cellular signal transduction and investigates how perturbations of cell and developmental signaling pathways contribute to cancer and other human disease. Specific areas of investigation include: (1) the function and regulation of Ras pathway effectors, including the KSR and CNK scaffolding proteins and the Raf family kinases; (2) regulatory mechanisms and developmental function of signaling cross-talk between the EPH and FGFR pathways; (3) C/EBP transcription factors and their function in normal development and tumorigenesis; and (4) signaling mechanisms involving enzymes of phospholipid/ sphingolipid metabolism. Research strategies employ mammalian cell culture as well as the mouse, Xenopus and Drosophila model systems.

Laboratory of Integrative Cancer Immunology – HNC7Z42

(1) Studies the role of the immune system in carcinogenesis, cancer associated morbidity and response to cancer therapy with focus on the interaction between innate and adaptive resistance; (2) develops interdisciplinary approaches combining novel biological, molecular and computational experimental approaches, bioinformatics, genetics, mathematical modeling and trans kingdom network analysis to understand the complexities of immune and inflammatory processes and the role of pathogens and commensal microbes in the disease process of cancer, and translates this knowledge into progress in clinical care; (3) establishes laboratory priorities, allocates resources, and integrates the activities of the laboratory sections; (4) creates collaborative initiatives with other NCI data science, cancer biology, epidemiology, immunology, genetics and cancer therapy groups to facilitate a comprehensive multidisciplinary approach to the understanding of the role of innate and adaptive immunity in the cancer process and to translate these findings into progress in cancer prevention and therapy; (5) advises the Division Director and supports the activities of the Board of Scientific Counselors, the National Cancer Advisory Board, and other national and international advisory and scientific groups concerning the role of innate and adaptive immunity in carcinogenesis, tumor progression, cancer immunotherapy, and related topics.

Laboratory of Cancer Biology and Genetics - HNC7Z43

(1) Conducts an integrated research program designed to elucidate the cellular and tissue changes associated with specific stages of carcinogenesis, to detect disease genes and genetic modifiers fundamental to cancer susceptibility, to define the molecular mechanisms involved in the pathogenesis and progression of human cancers, and to develop rational approaches for cancer prevention and treatment; (2) develops and correlates novel protocols in molecular diagnostics for human and animal tissues, and in noninvasive medical imaging for animal models; and (3) operates university-NCI graduate partnership research training programs in comparative molecular pathology, including both PhD granting and non-degree fellowships.

Laboratory of Genome Integrity - HNC7Z50

(1) Plans, conducts, evaluates and manages research to understand the mechanisms by which cells monitor and repair double strand breaks (DSBs) and how aberrant function of these mechanisms leads to chromosomal translocation and genetic instability in various cancers, with emphasis on hematopoietic malignancies, 2) Elucidates the mechanisms by which oncogenic translocations form, 3) Determines the influence of chromatin structure on the maintenance of genomic stability, 4) Deciphers the complex interplay between DNA damage detection, signaling and repair.

Endocrine Oncology Program- HNC7Z52

(1) Conducts laboratory and clinical studies to (a) better understand the etiology and clinical course of cancer, (b) to develop new techniques for the diagnosis and treatment of cancer, and (c) to establish new therapies for patients; (2) provides surgical care for NIH Clinical Center patients with surgical disorders; and (3) trains surgery residents in surgical oncology research and cancer immunotherapy with a combined laboratory, patient care and clinical trials experience.

Thoracic Surgery Branch - HNC7Z53

(1) Conducts laboratory research pertaining to mechanisms ofinitiation and progression of thoracic malignancies; (2) translates results of laboratory research to clinical protocols examining novel strategies to improve detection, diagnosis, and treatment of these neoplasms; (3)mentors future leaders in thoracic surgical oncology and translational cancer research; and (4) provides comprehensive clinical support for all patients with thoracic surgical issues at the NIH Clinical Center.

Women's Malignancies Branch - HNC7Z54

(1) Conducts basic and translational research on the mechanisms of cancers with emphasis on those that only or primarily affect females; (2) integrates laboratory and clinical research findings into mechanism-based, hypothesis driven clinical trials on human subjects aimed at improving outcomes for patients and informing future laboratory and clinical efforts; (3) trains scientists in laboratory and translational research; and (4) trains medical oncology fellows toward development of expertise supporting their subspecialty board certification.

Genitourinary Malignancies Branch - HNC7Z55

(1) To investigate the biology of genitourinary malignancies and develop novel therapeutic strategies; (2) to evaluate these novel therapeutic approaches through science-driven clinical research with a focus on genitourinary malignancies; (3) collaborate with other investigators to develop preclinical findings applicable to genitourinary malignancies into clinical trials; (4) provide clinical care and consultation to adult patients with cancer who may be eligible for or enrolled in research protocols; and (5) provide opportunities for the acquisition of knowledge, skills, and competencies for basic and clinical research trainees in a translational oncology research setting.

Thoracic and GI Malignancies Branch - HNC7Z56

(1) Conducts innovative laboratory research that is focused on a better understanding of the biology of thoracic and gastrointestinal (GI) cancers; (2) conducts pre-clinical studies to identify and validate novel targets for thoracic and gastrointestinal (GI) cancers; (3) conducts clinical trials of new therapies to treat patients with thoracic and GI cancers who have failed standard treatments; (4) provides medical oncology care for patients with thoracic and GI malignancies; and (5) trains medical oncology fellows and post-doctoral researchers to care for patients with thoracic and GI malignancies.

Immune Deficiency Cellular Therapy Program -HNC7Z57

(1)Coordinates basic, preclinical and clinical research efforts across multiple specialties and several NIH Institutes to accelerate progress in the treatment of patients with genetic diseases of the blood and immune system; 2) engages basic scientists and clinicians in the detailed molecular and cellular assessment of the restoration of normal immune function; 3) develops and implements allogeneic transplant and gene and cellular therapy protocols to treat children, adolescents and young adults with these diseases; and 4) provides multi-disciplinary expertise to focus on key clinical questions such as detection and management of infections, classification and treatment of graft-versus-host disease, and detection and management of hyperinflammatory immune reconstitution syndromes driven by cytokine release to improve patient safety and outcomes.

Laboratory of Cancer Immunometabolism - HNC7Z58

1) Plans, directs, manages, and evaluates a comprehensive research program at the cellular, molecular, biochemical, and genetic level to unravel the metabolic interplay between host immune cells and developing or advancing cancers. Research will address questions relating to the metabolic and biochemical pathways of immune cells and cancers including their crosstalk at the biochemical level. In addition, work will encompass immunometabolism in the cellular context by addressing the biology of immune cells including dissection of the numerous complex interactions between the host and developing and/or progressing tumors that form unique, intratumoral or systemic niches (whether anatomical, metabolic or immunological) which ultimately determine disease risk, prognosis, and/or response to conventional or immune-therapeutic efficacy; (2) establishes collaborative initiatives with other NCI Laboratories with expertise in immunology, chemical biology, natural products, cancer biology, structural biology and mouse cancer genetics modeling to facilitate development of small molecule- or biologics- based therapeutic applications targeted at modification of immune cell or cancer cell metabolic function toward diminution of progression or to facilitate therapeutic efficacy; (3) evaluates Laboratory effectiveness and represents the Laboratory in management and scientific decision- making meetings within the Center for Cancer Research (CCR) and the National Cancer Institute (NCI); and (4) advises the CCR Director, and supports the activities of the Board of Scientific Counselors, the National Cancer Advisory Board, and other national and international advisory and scientific groups concerning metabolic interactions between host and tumor including the role of metabolic functions of the tumor microenvironment in tumor growth, progression, and response to conventional and immune-based therapies.

Division of Cancer Epidemiology and Genetics - HNC9

(1) Plans, directs, manages and evaluates a program of epidemiologic, demographic, biostatistical and population-based genetic research as well as provides resources to support such research; (2) uses intramural, contract, interagency and cooperative agreement, and grant mechanisms to administer and manage research in epidemiology, genetics, biometry, and collaborative interdisciplinary approaches to clarify the distribution, causes, and natural history of cancer as well as the means for its prevention; (3) establishes program priorities, allocates available resources, integrates the activities of the various branches, evaluates program effectiveness and represents the division in management and scientific decision-making meetings within the Institute; and (4) advises the Institute Director and supports the activities of the Board of Scientific Counselors, the National Cancer Advisory Board and other advisory committees.

Office of the Director - HNC91

(1) Plans, directs, coordinates and evaluates the Institute's program of epidemiologic, demographic, biostatistical and population-based genetic research aimed at clarifying the distribution, causes, and natural history of cancer as well as the means for its prevention; (2) establishes program priorities, allocates available resources, integrates the activities of various branches, evaluates program effectiveness, and represents the program area in management and scientific decision-making meetings within the Institute; and (3) advises the Institute Director and staff on epidemiologic, genetic, biometric, demographic, statistical, and mathematical research and related areas of science.

Office of Education - HNC913

Contributes to the promotion and execution of innovative intramural research in the areas of cancer epidemiology and genetics. Specifically, (1) systematically targets in-house training that actively fosters opportunities for interdisciplinary research, and challenges trainees to contribute significantly to our knowledge of cancer etiology and its prevention; (2) recruits post-doctoral and pre-doctoral fellows; (3) provides monitoring/oversight of fellows' training and career progress; (4) coordinates seminars, didactic lectures, and multi-disciplinary rotations; (5) develops and promotes graduate program partnerships with public health and medical schools in the U.S. and abroad; and (6) represents DCEG and NCI interests at NCI and NIH meetings relevant to coordination of training, recruitment, and educational activities.

Laboratory of Genetic Susceptibility - HNC914

(1) Plans and conducts studies to identify and characterize cancer susceptibility alleles; (2) characterizes the scope of genetic mosaicism and its contribution to cancer risk; (3) investigates the genetic architecture of cancer susceptibility; (4) determines how germline variation informs our understanding of somatic alterations in cancer; (5) participates in genetic, epidemiologic, clinical and methodological studies of populations, families, and persons at risk for cancer; (6) collaborates and consults with experts in statistical genetics, bio-informatics, genetic epidemiology, and molecular epidemiology in interdisciplinary studies; (7) trains pre- and post-doctoral fellows in interdisciplinary research of cancer genetics.

Trans-Divisional Research Program- HNC9C

(1) Identifies new research opportunities and directions to facilitate scientific planning and conduct of trans-divisional research; (2) oversees, coordinates, and advises on division strategic planning; (3) oversees and evaluates trans-divisional research; (4) serves as a point of contact for liaison with other NCI or NIH epidemiologic and data science initiatives; and (5) utilizes intramural, contract, and interagency resources and mechanisms to conduct and manage research and in epidemiology, genetics, data science, and associated transdisciplinary approaches.

Metabolic Epidemiology Branch - HNC9C2

(1) Plans and conducts high-quality research to identify and evaluate metabolic and lifestyle factors that may be associated with cancer risk; (2) combines epidemiology, exposure assessment, and molecular science into multi-disciplinary studies to provide insight into cancer etiology, clarify natural history, understand interactions with genetic susceptibility, and describe mechanisms of action; (3) focuses on research on metabolically, including hormonally- related tumors, diet and nutritional status, energy balance, and other metabolic pathways; (4) conducts research on tobacco, alcohol, and other health-related behaviors; and (5) provides liaison for epidemiologic research, and advice and support to clinicians, experimentalists, and public health officials.

Biostatistics Branch - HNC9C3

(1) Plans and conducts independent and cooperative research studies in cancer, using statistical and biometric approaches to investigate the distribution, cause and natural history of cancer in individuals and populations; (2) conducts descriptive studies of cancer rates and other statistics to generate leads to cancer etiology; (3) provides statistical consultation to NCI intramural scientists and other groups concerned with cancer research; (4) develops new statistical methodology for designing and analyzing epidemiologic, experimental, and clinical studies of cancer; (5) develops and applies methods for estimating cancer risk from genetic and environmental factors and for studying biological and carcinogenic processes; (6) plans and conducts research on statistical computing and develops software and data resources.

Radiation Epidemiology Branch - HNC9C5

(1) Plans and conducts independent and cooperative epidemiologic research to identify and quantify the risk of cancer in various populations exposed to ionizing and non-ionizing radiation, especially at low-dose levels; (2) characterizes the risk of radiation-induced cancer in terms of tissues at risk, dose response, biological effectiveness, dose rate, time since exposure, sex, age at exposure and at observation, and possible modifying influences of other environmental and host factors; (3) develops statistical and epidemiologic methodologies to facilitate epidemiologic research and to explore and formulate biologic-based models of radiation carcinogenesis, including the integration of experimental findings with epidemiologic observations; (4) conducts case-control and cohort studies of cancer risk in patient populations given diagnostic or therapeutic radiation alone or in combination with chemotherapy and other forms of treatment; (5) conducts population-based studies to examine possible analogs of radiation carcinogenesis in man, such as the induction of cytogenetic abnormalities in circulating lymphocytes, and integrates laboratory markers of radiation exposure and tissue response into epidemiologic mechanisms of action; (6) conducts interdisciplinary research on individual variation in radiogenic risk associated with cancer susceptibility genes; and (7) advises and collaborates with other agencies and individuals involved in radiation research and regulatory activities.

Occupational and Environmental Epidemiology Branch - HNC9C6

(1) Plans and conducts studies to identify occupational and environmental groups at high risk of cancer and characterize the specific etiologic agents and factors involved; (2) executes descriptive and analytic studies using case-control, retrospective cohort, and prospective cohort designs to identify occupational and environmental exposures that are carcinogenic; (3) conducts interdisciplinary studies using biomarkers, environmental measurements, genetic susceptibility factors, and other indicators to evaluate carcinogenic risk and gene-exposure interactions; (4) conducts methodologic studies to evaluate the reliability and validity of occupational and environmental assessment procedures and to improve the techniques involved; (5) develops and maintains resources for occupational and environmental epidemiology; and (6) collaborates and coordinates activities with other programs in occupational and environmental cancer at the state, federal, and international level.

Infections and Immunoepidemiology Branch - HNC9C7

(1) Designs implements, and analyzes epidemiologic and interdisciplinary studies aimed at identifying the role of RNA and DNA viruses and other infectious agents in the etiology of human cancer; (2) designs implements, and analyzes epidemiologic and interdisciplinary studies aimed at identifying the role of inflammation and host immunity on the etiology of human cancer; (3) employs morbidity, mortality, and registry data from national and international sources to generate hypotheses regarding cancer etiology, with particular emphasis on patterns suggesting an infectious process; (4) undertakes molecular epidemiologic studies to define immunological mechanisms of protection afforded by vaccination against cancer-associated infections and to identify immunological markers of a successful immune response to such vaccinations; (5) undertakes studies of the human immunodeficiency virus and other retroviruses to define their modes of transmission and roles in the etiology of Acquired Immune Deficiency Syndrome (AIDS), cancer, and other diseases; (6) collaborates with laboratory scientists to apply state-of-the-art techniques to define and utilize viral, immunologic, and other assays in epidemiologic studies of cancer and associated diseases; (7) fosters national and international collaborations to exploit opportunities to better understand the relation of cancer to infectious agents and etiologic cofactors; and (8) undertakes and facilitates educational, vaccine, and other strategies aimed at preventing cancer-associated infections.

Clinical Genetics Branch - HNC9C8

(1) Conducts transdisciplinary research to advance understanding of the molecular pathogenesis of cancer and to translate this knowledge into effective clinical applications for cancer-prone individuals and families, and for individuals at increased risk of cancer from the general population; (2) conducts etiologic studies of individuals and families at increased risk of cancer to discover new cancer susceptibility or risk-modifying genes, to understand better the molecular pathogenesis of specific disorders, and to investigate possible genotype/phenotype relationships that will improve clinical management and aid in genetic counseling; (3) conducts etiologic research with potential clinical and public health applications, and leads studies evaluating population-based early detection and cancer prevention strategies, as well as improved clinical practice and management; and (4) develops methodologies and tools to be used for biomarker discovery and evaluation, as well as risk stratification analysis.

Integrative Tumor Epidemiology Branch – **HNC9C9**

(1) Advances our understanding of cancer etiology and progression through integrative analyses of environmental and germline risk factors with data on histological and molecular profiling of tumors and their precursors, including somatic genomic analyses; (2) develops methods to integrate molecular pathology and epidemiology; (3) trains pre- and postdoctoral fellows in integrative epidemiologic research; and (4) participates in and contributes to national and international organizations and consortia to promote research on environmental risk factors and the germline and somatic contribution to cancer etiology.

Laboratory of Translational Genomics - HNC9CA

(1) Plans and conducts studies to investigate the validated regions of the genome associated with cancer etiology; (2) fine-maps established loci of interest through detailed genotype and sequence analysis of well-characterized samples from both public resources and epidemiologic studies; (3) identifies the most promising genetic variants for further analysis and possible eventual clinical testing; (4) participates in genetic, epidemiologic, clinical and methodologic studies of populations, families and persons at risk for cancer; (5) identifies, characterizes and investigates genetic regions associated with cancer susceptibility and causation to define genetic mechanisms (e.g. gene-gene interactions) and to assess gene-environment interactions in cancer risk; (6) collaborates and consults with experts in statistical genetics, bio-informatics, genetic epidemiology, and molecular epidemiology in interdisciplinary studies; (7) trains pre- and post-doctoral fellows in interdisciplinary studies of cancer genetics; (8) cooperates with national and international organizations and consortia to promote research on the genetic contribution to cancer susceptibility and causation; and (9) conducts regular laboratory seminars publicly available for all investigators at NIH.

Division of Cancer Treatment and Diagnosis - HNCB

(1) Plans, directs and coordinates a program of extramural preclinical and clinical cancer treatment research as well as research conducted in cooperation with other Federal agencies with the objective of curing or controlling cancer in man by utilizing treatment modalities singly or in combination; (2) administers targeted research and development programs in the areas of drug development, diagnosis, biological response modifiers and radiotherapy development; and (3) serves as the national focal point for information and data on experimental and clinical studies related to cancer treatment and for the distribution of such information to appropriate scientists and physicians.

Office of the Director - HNCB1

(1) Plans, directs, and coordinates the Division's research activities in the diagnosis and treatment of cancer supported by grants, contracts and cooperative agreements with universities, private industry, and other federal agencies; (2) establishes program priorities, allocates resources, integrates the projects of the various laboratories and branches, evaluates program effectiveness and represents the program area in management and scientific decision making meetings within the Institute; and (3) advises the Institute Director and staff on research on the diagnosis and treatment of cancer and related areas of science.

Office of Cancer Complementary and Alternative Medicine - HNCB13

(1) Promotes and supports research of Complementary and Alternative Medicine (CAM) disciplines and modalities as they relate to the prevention, diagnosis, and treatment of cancer, cancer-related symptoms and side effects of conventional treatment; (2) coordinates NCI's CAM research and information activities; (3) coordinates NCI's collaboration with other governmental and non-governmental organizations on CAM cancer issues; and (4) provides an interface with health practitioners and researchers regarding CAM cancer issues.

Office of Cancer Clinical Proteomics Research – HNCB14

(1) Facilitates the building of an integrated foundation of proteomic technologies, data, reagents and reference materials, and analysis systems to systematically advance the application of protein science for accelerating discovery and translating clinical research in cancer; (2) develops and manages proteomics centers and supporting contracts and grants in the field of proteomics; (3) develops an evidence-based foundation for proteomics to drive the rational development of biomarkers for clinical applications; and (4) makes all data, reagents, and models broadly available to the cancer research and broader scientific communities.

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Radiation Research Program - HNCB2

(1) Plans, develops, administers, and evaluates an extramural radiation research program; (2) establishes program priorities, allocates resources, maintains project integration, evaluates program effectiveness and represents the program area in management and scientific decision-making meetings in the National Cancer Institute; (3) coordinates the research program activities with related programs elsewhere in the NCI and NIH with other Federal agencies and with national and international research organizations; (4) provides scientific support upon request to the Division Director to the Director of NCI and other Institutes, to the Director, NIH, and to the Division's Board of Scientific Counselors and the National Cancer Advisory Board on matters pertaining to radiation research; and (5) provides a focal point within NIH for extramural investigators nationally and internationally on radiation research.

Radiotherapy Development Branch - HNCB22

(1) Plans, develops, administers and evaluates a grant- and contract-supported preclinical (radiation biology and radiation physics) and clinical (radiation physics and radiation therapy) research program encompassing improvements in low LET radiation therapy, high LET radiation therapy, modification of the radiation response with radiosensitizers, radio protectors, and hyperthermia, combinations of radiotherapy with chemotherapy, immunotherapy, and surgery, and both acute and late effects of radiation on normal tissues; (2) monitors and reviews all clinical trials involving radiotherapy and assists and advises the Clinical Investigations Branch in protocol review and the radiotherapy aspects of the clinical cooperative group program (3) maintains liaison with and coordinates its programs with those of appropriate Federal and non-Federal organizations, institutions, and scientists; (4) encourages and coordinates cancer research by industrial concerns where such concerns demonstrate a particular capability for programmatic research; (5) collects and disseminates information on cancer treatment research with radiotherapy; and (6) consults with appropriate individuals and agencies in the planning, development, coordination and support of cancer research programs involving radiotherapy in other countries.

Molecular Radiation Therapeutics Branch - HNCB24

(1) Plans, develops and administers the Radiation Modifier Evaluation Module Program (RAMEM); (2) supervises the supporting personnel and postdoctoral fellows associated with the program; (3) identifies novel molecular targets for radiation sensitization and protection; (4) identifies specific agents against defined molecular targets; (5) develops an inventory of agents to analyze within RAMEM and assists the Associate Director of the Radiation Research Program (RRP) in establishing an Oversight Committee for RAMEM; (6) works in close collaboration with the Developmental Therapeutics Program for drug evaluation and screening; (7) functions as a senior member of the Radiation Oncology Sciences Program (ROSP), including the planning of laboratory and clinical research within the ROSP and the Radiation Oncology Branch (ROB); (8) participates in research and teaching in collaboration with the ROB and Radiation Biology Branch (RBB); and (9) serves as a focal point for the extramural community on scientific issues related to the interaction of therapeutic radiation administered in conjunction with other agents.

Clinical Radiation Oncology Branch - HNCB25

The Clinical Radiation Oncology Branch encompasses all aspects of the clinical delivery, quality assurance, community outreach and multi-modality therapy: (1) Plans, develops, executes and administers a program that facilitates clinical radiation oncology research, with radiation oncology broadly defined to include radiation used alone and in conjunction with chemotherapeutic, immunologic and biological agents, hyperthermia and radiation modifiers; (2) Plans, develops and administers a program that facilitates the interaction of radiation oncology physicists with the NCI; (3) Plans, develops, administers and executes the Cancer Disparities Research Partnership Program (4) Serves as a focal point for radiation oncologists, physicists, telemedicine and health policy experts to relate to the NCI in terms of its research and training programs: (5) Reviews all clinical trials involving radiation therapy and assists and advises the· Clinical Investigations· Branch, CTEP in protocol review and the cancer treatment research with radiotherapy; (6) Collects and disseminates information on cancer treatment research with radiotherapy ;(7) Conceptualizes and organizes workshops and conference with developmental, investigational, educational, quality assurance and extra-mural community-related activities of Radiation Oncology Sciences Program, including the Radiation Oncology Branch. Serves as a focal point for extramural radiation oncology programs and coordinates the radiation related activities of the RRP with other programs elsewhere within the NCI and NIH and other federal agencies.

Cancer Therapy Evaluation Program - HNCB3

(1) Plans, evaluates and coordinates extramural clinical research programs testing combined modality approaches and the testing of investigational new agents; (2) directs the evaluation of the effectiveness of specific types and methods of cancer therapy and analyzes and assesses the applicability of new methods and agents in the clinical treatment of cancer; (3) coordinates the exchange of scientific information with foreign organizations and institutions on all aspects of cancer treatment; (4) coordinates the activities of the branches within the Program to assure orderly evaluation and assessment of drug compounds and of other specific modalities in treating human malignancies; and (5) assesses the activities of the Program as a whole and advises the Division Director as to new areas of promising potential in the clinical treatment of cancer in humans.

Investigational Drug Branch - HNCB32

(1) Implements and monitors a comprehensive cancer therapy clinical contract program designed to provide highly specific and immediate clinical trials of anti-cancer drugs that have demonstrated high activity in animals in the pre-clinical phase of the drug development aspect of the cancer therapy program; and (2) designs and monitors Phase II and III clinical trials of biological response modifiers.

Pharmaceutical Management Branch - HNCB33

(1) Authorizes and distributes all NCI-sponsored Investigational New Drug (IND) agents to eligible investigators; (2) provides drug forecasting, drug acquisition, and inventory management of all IND agents distributed by the NCI for clinical trials; (3) coordinates, authorizes and processes all requests for Special Exception (compassionate protocols) and Group C (investigational agents having demonstrated reproducible efficacy in a particular tumor type) IND agents; (4) registers and maintains registration records for all investigators participating in NCI clinical trials; (5) manages a Treatment Referral Center for handling special NCI clinical drug initiatives and referrals to high priority clinical trials; and (6) provides drug and pharmaceutical information about NCI IND agents.

Regulatory Affairs Branch - HNCB35

(1) Is responsible for the communication and filing of all information required by the Food and Drug Administration in connection with the drug development program of the Institute; and (2) manages all aspects of the site visiting and monitoring of institutions performing clinical trials utilizing NCI-sponsored investigational drugs and biological response modifiers.

Clinical Investigations Branch - HNCB36

(1) Reviews, evaluates and monitors the Clinical Cooperative Groups supported through the cooperative agreement mechanism to determine their effectiveness and relationship to the overall mission of the Division; (2) implements and monitors a comprehensive cancer therapy clinical program designed to provide specific and immediate trials of combined modality approaches to the therapy of specific tumors; (3) participates in the planning, development, and scientific administration of investigational programs (including statistical) to evaluate and compare the effectiveness of specific types and methods of cancer therapy; and (4) reviews, evaluates and stimulates efforts in scientific investigations and development of new modes and procedures for cancer treatment.

Clinical Trials Monitoring Branch - HNCB37

(1) Oversees and monitors the compliance of cooperative groups and other NCI clinical trial grantees with the Institute's guidelines and standards for the conduct of clinical trials; (2) monitors the activities of those conducting Institute-sponsored clinical trials to assure data quality and reliability; and (3) reports any deficiencies in the conduct of clinical trials, the methodologies utilized, or the quality or reliability of the data produced to the Division Director, the Director, NCI, and the Office of Research Integrity, DHHS.

Clinical Grants and Contracts Branch - HNCB38

(1) Plans, implements and manages three Programs: Clinical Oncology, Surgical Oncology, and Cancer and Nutrition, that support grants, cooperative agreements, and contracts encompassing clinical agent development at the molecular, cellular and whole body levels as well as treatment method development; (2) reviews existing and pending Clinical Oncology, Surgical Oncology, and Cancer and Nutrition grants, cooperative agreements, and contracts to ensure that a proper scientific balance exists between funding mechanisms and identifies areas of potential overlap between contracts, grants, and cooperative agreements; (3) identifies potential areas of scientific investigation and develops plans to exploit the scientific potential of promising new agents, modalities and treatment strategies; (4) advises extramural investigators on funding opportunities, mechanisms, and grant application process for the Clinical Oncology, Surgical Oncology, and Cancer and Nutrition Programs; coordinates grantee interactions with other NCI Branches/Programs for obtaining agents/resources to conduct funded investigations; (5) assists in the planning, implementation, direction, and evaluation of a broad national program of Clinical Trials Cooperative Groups and other clinical consortia which are engaged in research to evaluate new agents and modalities for the treatment and management of cancer; (6) assists in the program management and development of the Program's extramural research and support contracts including policy formulation, solicitation, budget development, and other associated activities; (7) coordinates the scientific review and award of the program's contracts helping to assure that the program awards programmatically sound and technically appropriate contracts that conform to divisional, NCI and NIH policies and are consistent with sound scientific principles; and (8) responds to inquiries concerning clinical research from the NIH community as well as the extramural community.

Clinical Trials Operations and Informatics Branch - HNCB39

(1) Facilitates and coordinates all administrative aspects related to clinical trial development and review, including processing and tracking the authorship and review of protocols, implementation and amending of clinical trials, and monitoring of adverse event reporting; (2) develops and maintains the CTEP-Enterprise Database which includes patient records and is composed of multiple integrated modules to support internal and external CTEP business operations; and (3) oversees the development, maintenance and enhancements to multiple IT software systems that are integrated into a relational database (CTEP ESYS) used by all CTEP staff to perform their daily activities.

Developmental Therapeutics Program - HNCB4

(1) Plans, conducts, evaluates and manages extramural research programs directed towards the preclinical development of therapeutic modalities for cancer, (including chemotherapeutic agents, antibodies and vaccines) and HIV disease (especially novel antiviral agents and vaccines); (2) is responsible for all preclinical phases of the development of therapeutic agents including acquisition, synthesis and definition of activity in in vitro and in vivo models of cancer and HIV disease which includes actively supporting and conducting research aimed at discovering potential cancer therapeutic agents and subjecting putative active materials to programmed preclinical evaluation; (3) advances active agents in preclinical models toward clinical trial by establishing a workable pharmaceutical formulation and definition of clinical pharmacology and toxicology; (4) collates and submits information suitable for preparation of an IND application for agents approved for full clinical development; and (5) conducts basic and applied research on the design, synthesis and mechanism of action of novel chemotherapeutic and antiretroviral agents at the molecular, cellular and systemic levels.

Information Technology Branch - HNCB42

(1) Collects, assembles, and manages the input of various types of data associated with the various DTP programs and DTP supported programs such as management support, inventory, biological, physical, structural, and chemical data; (2) manages the files created from these data and the computer programs required for input, for file update and validation; (3) develops and maintains computer programs needed for searching, analyzing, and reporting these data; (4) develops and maintains DTP Web sites that give DTP staff, DTP suppliers, DTP supported extramural projects, and the research community an appropriate level of access to DTP data and analysis tools; (5) collaborates with the other laboratory and branch components of DTP, as well as DTP supported extramural projects, to review and develop reports, data analysis tools including data correlation calculations, statistical calculations, projections, and other items useful to laboratory and branch investigators; (6) identifies DTP problems in the area of information technology and develops appropriate solutions; (7) stays abreast of the state of the art and carries out research as required to provide solutions to identified DTP information technology problems; (8) establishes and maintains appropriate working relationships with other computer based information groups within NIH, e.g., OIT and other government agencies as necessary; (9) conducts computer assisted studies to correlate chemical structure with various measures of biological activity; and (10) develops and maintains chemical structures databases and the capability to search the databases using 2D and 3D pharmacophores.

Biological Testing Branch - HNCB44

(1) Produces, provides quality control for, and distributes to the Institute, NIH and grantee community genetically and biologically defined rodents; (2) conducts routine initial in vivo assessment of activity of novel anti-cancer and anti-viral substances using the hollow fiber assay; (3) supervises detailed assessments of in vivo activity in xenograft, orthotopic, and other more detailed models of cancer progression and metastasis, in concert with extramural contract research laboratories; (4) supervises modeling of specialized processes relating to invasion, metastasis, and angiogenesis with the goal of disseminating the optimal use of these as testing models or as optimized testing or screening protocols; and develops pharmaceutical and analytical chemistry methods relevant to in vivo studies with newly discovered anti-tumor or anti-viral leads.

Natural Products Branch - HNCB45

(1) Coordinates Division program for the discovery and development of more effective natural product agents for the treatment of cancer and AIDS primarily through contract-supported projects; (2) plans, implements and supervises world-wide procurement of natural products (plants, marine organisms) for drug discovery; (3) supervises projects for the microbial production of novel active agents; (4) directs projects for research into the large-scale production of biomass (cultivation, aquaculture, tissue culture, fermentation), and the bulk isolation and purification of agents for preclinical and clinical development; and (5) develops and monitors policies and agreements for collaboration with, and compensation of, countries involved in the natural products programs.

Preclinical Therapeutics Grants Branch – HNCB46

(1) maintains extensive interactions with the external research community and can provide advice to foster the drug discovery mandate of the DTP; (2) reviews planned biochemical and pharmacological grants to ensure that a proper scientific balance exists between funding mechanisms and identifies areas of potential overlap between grants; (3) plans, implements and manages the program's biochemical and pharmacological grants program encompassing integrated studies in experimental therapeutics at the molecular, cellular, and whole body levels; and (4) identifies potential areas of scientific investigation and develops plans to exploit the scientific potential of promising new developments in drug design, synthesis and formulation.

Drug Synthesis and Chemistry Branch - HNCB47

(1) Plans, develops, maintains, and evaluates a chemical synthesis program for the development of new classes of active drugs and prepares improved analogs of existing neoplastic drugs; (2) maintains, parallel with the synthesis programs, world-wide surveillance for new drugs and chemicals with the scientific community-at-large in order to acquire new materials and drug data for the Division's programs; (3) maintains a chemical and drug data bank on compounds in the program and others of interest to the program; (4) develops methodology for selection of compounds for the primary screen; and (5) surveys literature to acquire information on new chemicals of interest to the Division.

Toxicology and Pharmacology Branch – HNCB48

(1) Plans, directs and evaluates a collaborative, extramural, contract-supported research program in anticancer and anti-AIDS drug and vaccine development; (2) develops methodologies to determine the levels of drugs and/or their metabolites in biological matrices; (3) determines the pharmacokinetic profile of drugs of interest in various species; (4) integrates pharmacological data into the drug development process in order to minimize undesirable toxicity and to attain effective drug levels; (5) determines the toxicological effect of new and established antitumor and antiviral agents and modalities on experimental animals; (6) guides the development of special target organ toxicity assays; (7) provides assistance to other units in the evaluation of the toxicity of biological agents and experimental formulations; (8) evaluates the toxicity and safety of potential new vaccines for use in immunization against cancer and AIDS; (9) determines the biochemical mechanism of action of high priority antitumor agents; (10) conducts regular surveillance of the literature for new developments in the fields of toxicological and pharmacologic evaluation which may be applicable to the needs of the Institute; (11) summarizes all pharmacology and toxicology data for the NCI Experimental Therapeutics (NExT) Program's Senior Advisory Committee and make recommendations as to target organ toxicity and safe starting doses for Phase I clinical trials; (12) provides the pharmacological and toxicological input and assessments needed for the preparation of Investigational New Drug Applications; and (13) interacts with other programs to provide information on preclinical pharmacology and toxicology data which is used in formulating recommendations for doses, dose escalation schemes, and treatment schedules for clinical trials.

Pharmaceutical Resources Branch - HNCB49

(1) Provides comprehensive pharmaceutical services to the Division; (2) supplies high quality chemical substances and formulated products through a coordinated contract-supported program which covers such areas as: chemical preparation laboratories, radiolabelled chemical production, analytical services, product research and development, and large batch pharmaceutical manufacturing capabilities; (3) obtains commercially available bulk chemicals and formulated clinical products through NIH direct purchase contract procedures by initiating contracts and supporting documentation; (4) directs contract research in the area of dosage form design and development of unique and effective delivery systems for poorly manageable drugs; (5) manages a limited in-house formulation research facility to develop dosage forms of high interest to the Program; and (7) stores and distributes all dosage forms used in the various clinical programs.

Biological Resources Branch – HNCB4C

(1) Supervises the production and quality control of monoclonal antibodies and recombinant proteins in the contractor-operated Biopharmaceutical Development Program (BDP) for use in preclinical and clinical studies; (2) manages the operation of the Fermentation Facility which produces drugs and biological response modifiers from microbial sources; (3) procures and supervises the vialing and distribution of peptides and cytokines for preclinical and clinical studies; (4) coordinates activities with the Cancer Therapy Evaluation Program and other components of the Developmental Therapeutics Program to define the quantities of materials needed and the necessary preclinical studies to support the development of biological agents to the point of Investigational New Drug application; and (5) in collaboration with the ImmunoOncology Branch, manages a portfolio of peer-reviewed contracts to assure that novel investigative pharmacological and biological agents are produced to support the goal of defining new cancer treatments.

Screening Technologies Branch - HNCB4D

(1) Performs specialized in vitro research investigations leading to the elucidation of novel chemical or biological treatments for cancer, viral or opportunistic pathogens in collaboration with extramural cooperating organizations; (2) develops assays of in vitro biologic effect based on mechanism of action of novel anti-cancer or anti-viral substances and collaborates or provides support to extramural organizations in use of these assays in clinical trials; (3) provides support and governance for NCI's contract research screening activities to detect novel anti-cancer and anti-viral agents for indications of clinical efficacy; and (4) maintains a repository of experimental animal and human tumor cell lines for use in research performed by DTP or others.

Molecular Pharmacology Branch – HNCB4E

(1) Oversees, manages, and assures quality of contracted NCI-60 cell line drug screening operations. Evaluates resultant pharmacological data for candidate cancer therapeutic agents discovered internally and / or submitted by researchers worldwide; (2) plans and conducts *in vitro* and *in vivo* research using contemporary genomic molecular biology techniques to characterize the pharmacological modes and mechanisms of action of candidate therapeutic agents; (3) plans and conducts research using contemporary techniques in protein and analytical chemistry to characterize pharmacology and pharmacokinetics of candidate agents; and (4) develops assays to support medicinal chemistry optimization of priority molecules.

ImmunoOncology Branch – HNCB4F

(1) Develops immunotherapy projects and initiatives, including proposing and implementing new initiatives, such as Cooperative Agreements with academia and potentially industry, to further promote and advance immunotherapy-related projects and scientific areas considered of importance to the field of immunotherapy; (2) provides the biomedical community (academia and pharma) with guidance on the processes required to develop new immunotherapeutic agents, including preclinical and clinical pharmacokinetics, toxicology and pharmacology, drug formulation and production, pharmacodynamics, and IND-directed regulatory requirements; (3) coordinates existing efforts and implement new initiatives in immunotherapy within DCTD as well as the extramural scientific community by identifying new immunotherapeutic agent candidates to recommend for development (through the NExT Program/grant mechanisms); (4) reviews planned biochemical and immunotherapeutic grants to ensure proper scientific balance exists between funding mechanisms and identify potential areas of scientific investigation and develop plans to exploit the potential of promising new immunotherapeutic agents; (5) coordinates activities with the Cancer Therapy Evaluation Program (CTEP) to evaluate new immunotherapeutic agents and to provide investigators with guidance on optimum combination drug strategies, clinical trial design, and biomarker identification/assays for their immunotherapeutic agents, and facilitate access to combination drugs both from within CTEP's portfolio, from other pharmaceutical partners, and from investigators supported by NCI research grants.

Cancer Diagnosis Program - HNCB6

(1) Plans and coordinates the development of new biological and informatics resources, programs for development of new molecular technologies and investigator-initiated research that forms the basis for new developments in diagnostics research; (2) plans and directs the evaluation of new diagnostic technologies and the applicability of these technologies to clinical decision-making; (3) coordinates technology development activities with other components of the Institute, with academic researchers, and with industry; (4) coordinates development of biologic and informatics resources with other programs of the Institute, other Federal agencies, and outside organizations; (5) maintains liaison with the FDA regarding development of new diagnostic devices; (6) coordinates the activities of the branches within the Program to assure productive interactions and effective technology transfer; and (7) assesses the activities of the Program as a whole and advises the Division Director regarding scientific opportunities for development of new diagnostics for cancer.

Diagnostics Evaluation Branch - HNCB62

(1) Plans and conducts a grant and contract program to support research to evaluate and validate clinical tests that will help patients and clinicians in treatment planning; (2) plans and conducts a grant and contract program to evaluate and refine promising clinical tests for use in cancer diagnosis and prognosis, for predicting tumor progression and metastatic capacity, for predicting response to therapeutic interventions or for detecting disease recurrence - this includes facilitation of the validation of promising biomarkers and diagnostic strategies in the context of clinical trials; and (3) supports translation of newly emerging laboratory tests to the clinic, and application of new biomedical technologies to address clinical needs through targeted initiatives, participation in broad ranging NCI and NIH initiatives, and investigator-initiated grants.

Pathology Investigation and Resources Branch – HNCB63

(1)Develops and supports NCI human specimen resources to facilitate translational research and cancer diagnostic investigations; 2) assists researchers in locating and gaining access to the specimens needed for their investigations; 3) provides pathology assessment and QA/QC for specimens on CDP/DCTD/NCI initiatives; 4) provides pathology expertise and advises researchers on issues related to human tissue specimen preparation; 5) supports biospecimen science by investigating new processing methods to optimize sample quality, best molecular QA/QC tools and overcoming challenges for molecular analysis of samples; 6) supports the development of informatics tools to improve access to human specimens and associated clinical data; and 7) serves as a source of current information on legal and ethical issues related to use of human specimens in research for the NCI and the extramural community.

Diagnostic Biomarkers and Technology Branch - HNCB64

(1) Plans, develops and implements a grant and contract program to support research to develop new biomarkers, diagnostic strategies, innovative technologies and improved devices that will address clinical needs in cancer patient management - clinical needs include refining tumor classification and staging, improving assessment of cancer prognosis, predicting tumor progression and metastatic capacity, predicting response of the tumor to therapeutic interventions and detecting disease recurrence; (2) plans, develops and implements a grant and contract program to support research that builds on knowledge of cancer biology and tumor-host interaction by correlating molecular characteristics of tumors with important clinical parameters; and (3) supports the initial application of new biomedical technologies to prognosis and prediction research through targeted initiatives, participation in broad ranging NCI and NIH initiatives, the SBIR program and investigator-initiated grants.

Biorepositories and Biospecimen Resource Branch – HNCB65

(1) Develops a common high-quality biorepository infrastructure that promotes resource sharing and team science to facilitate multi-institutional cancer research such as high throughput genomic and proteomic studies; (2) stimulates, coordinates and funds biobanking as a dedicated area of research and determines the impact of collection and processing variables on the usefulness of biospecimens in research and in development/validation of in vitro diagnostics for cancer prediction and prognosis; (3) facilitates the availability of high-quality biospecimens for precision medicine;(4) disseminates NCI Best Practices for Biospecimen Resources and develops future generations of best practices, based on data from the Biospecimen Research Network; (5) promotes professional oversight of biospecimen standards development by standards organizations; (6) coordinates internationally to harmonize biobanking policies and procedures

Cancer Imaging Program - HNCB8

(1) Plans, develops, administers, and evaluates extramural research programs to develop and improve agents, devices, methods, and informatics for imaging or image-guided interventions for cancer or pre-cancerous conditions; (2) supports, manages, and conducts pre-clinical development of promising in vivo imaging agents, technologies and image-guided intervention systems and techniques for cancer or pre-cancerous conditions to facilitate the progress of new discoveries through the validation and regulatory processes; (3) directs and coordinates clinical evaluations of imaging agents, devices, methods, software, and informatics for imaging and image-guided interventions of cancer or pre-cancerous conditions; (4) fosters the use of nanotechnologies in fundamental studies of cancer biology, early diagnostics and imaging of the disease, and improvement of cancer treatment and care; (5) fosters academic-industry collaborations to translate new discoveries into clinical applications; (6) coordinates activities with other Programs and Divisions of the National Cancer Institute, other Institutes of NIH, and other federal and non-federal agencies and institutions to ensure development and integration of in vivo imaging discoveries; and (7) assesses the activities of the Program as a whole and advises the Division Director regarding scientific opportunities for the development of new approaches to imaging for diagnosis and treatment of cancer.

Imaging Technology Development Branch - HNCB82

(1) Plans and conducts a grant and contract supported research program for the basic science development of new and emerging imaging technologies; (2) plans and conducts a grant and contract supported research program for the pre-clinical evaluation of new and emerging technologies; (3) encourages industrial commitment to the development and ultimate clinical testing of imaging modalities relevant to cancer; (4) advises Program staff of newly emerging technologies that would benefit from Institute involvement; and (5) coordinates branch activities with related activities in the Program, the Division, other Divisions of the Institute, other Institutes of NIH, and other federal and non-federal agencies and institutions.

Clinical Trials Branch - HNCB83

(1) Plans and conducts a grant and contract supported research program in the clinical development of new imaging agents and modalities for improving the detection of cancer and improving the estimation of the extent of disease; (2) plans and conducts a grant and contract supported program for the evaluation of the clinical utility of new imagingagents and modalities; and (3) coordinates branch activities with related activities in the Program, the Division, other Divisions of the Institute, other Institutes of NIH, and other federal and non-federal agencies and institutions.

Molecular Imaging Branch - HNCB84

(1) Plans and conducts a grant and contract supported research program for the development of imaging techniques that relate the imaging properties of cancer to tumor physiology, tumor metabolism, or the phenotypes of tumor cells; (2) plans and conducts a grant and contract supported program for the evaluation of the clinical utility of imaging as it relates to the biochemical or metabolic functioning of cells; and (3) coordinates branch activities with related activities in the Program, the Division, other Divisions of the Institute, other Institutes of NIH, and other federal and non-federal agencies and institutions.

Image-Guided Intervention Branch - HNCB85

(1) Plans and conducts a grant and contract supported research program for the development of image-guided interventions for cancers and/or precancerous conditions; (2) directs and coordinates pre-clinical and clinical evaluations of image-guided interventions of cancers and/or pre-cancerous conditions; (3) fosters academic-industry-governmental collaborations to translate new discoveries into clinical applications specifically related to oncologic image-guided interventions; (4) assesses the needs of the communities that develop, optimize, provide, and utilize image-guided interventions in the diagnosis and/or treatment of cancers and or precancerous lesions; and (5) coordinates branch activities with related activities in the Program, the Division, other Divisions of the Institute, other Institutes of NIH, and other federal and non-federal agencies and institutions.

Nanodelivery Systems and Devices Branch - HNCB86

(1) Develops strategies and implements and manages extramural programs involving the use of nanotechnologies in fundamental studies of cancer biology and the development of new cancer interventions; (2) supports translation of the developed technologies to the clinic through collaborations with NCI programs and other government agencies; (3) promotes standardization of nanomaterials characterization through the operation of its Nanotechnology Characterization Laboratory in Frederick National Laboratory for Cancer Research; and (4) coordinates branch activities with related activities in the Program, the Division, other Divisions of the Institute, other Institutes of NIH, and other federal and non-federal agencies and institutions.

Translational Research Program - HNCB9

(1) Plans, advises, coordinates, evaluates, and supports the Specialized Programs of Research Excellence (SPOREs); (2) encourages and facilitates collaborations among SPOREs, Cancer Centers, other NCI/NIH funded mechanisms and programs, and outside organizations to increase cross-fertilization of ideas, leverage resources, reduce duplication, and ensure access of resources to projects and investigators; (3) establishes high quality organ-specific tumor specimen banks to provide research resources for the cancer research community; (4) maintains the Developmental Research Program and Career Development Program of the SPOREs to promote high risk/high payoff projects and to ensure the development of promising research new to translational research; (5) supports research in high incidence cancers and rare cancers; and (6) collaborates with patient advocates to support translational science in cancer.

Biometric Research Program – HNCBA

(1) Provides leadership and collaboration in statistics, computational biology and bioinformatics for the research programs of the Division; (2) collaborates with NCI Divisions, NIH Institutes and other organizations on basic and translational research studies; (3) conducts research in statistical methodology related to design and analysis of investigations for the development of cancer therapeutics, diagnostics and biomarkers; (4) conducts research in computational and systems biology and in cancer genomics related to the elucidation of mechanisms of tumor development, evolution, response and resistance to treatment; (5) develops bioinformatics systems to facilitate the development of improved treatment and diagnostics; (6) works with senior level Division staff in establishing policies and procedures for ensuring the statistical excellence and integrity of research programs of the Division.

Biostatistics Branch –HNCBA2

(1) Collaborates in the design, review, and interim monitoring of NCI sponsored extramural clinical trials to ensure appropriate, reliable and efficient statistical designs are being utilized; (2) represents the NCI in the interim statistical monitoring of national clinical trials; (3) provides liaison with statistical units within NCI programs and other extramural statistical organizations; (4) collaborates with Division investigators in the development and evaluation of new methods for treatment and diagnostic classification of cancer; (5) collaborates with NCI Divisions to ensure that the research programs are planned and conducted to the highest statistical standards; (6) conducts independent and collaborative research on improved statistical methodology for the evaluation of new treatments.

Computational and Systems Biology Branch – HNCBA3

(1) Develops statistical, mathematical and computational methods which aid the understanding of tumor development, evolution and response to treatment; (2) develops statistical, mathematical and computational methods for analysis of genome wide data; (3) collaborates with investigators and senior level Division staff to establish and analyze data from new model systems and tumor cell-line panels for use in therapeutics development; (4) collaborates with NCI Divisions and extramural investigators in the development, evaluation and implementation of computational tools for management of large, collaborative scientific databases of oncogenes, gene products tissue specimens, and clinical outcome data; (5) develops novel informatics systems and translation of high dimensional genomic, proteomic and therapeutic data to translational relevant information by biologists, oncologists and pharmacologists; (6) offers training in bioinformatics to graduate and post- doctoral level statistical mathematical, physical and computational scientists.

Division of Cancer Biology - HNCC

(1) Plans, directs, coordinates and evaluates a contract and grant-supported program of extramural basic and applied research on cancer cell biology and cancer immunology including the biological and health effects of exposures to ionizing and non-ionizing radiation and the role of chemical or physical agents, acting separately or together, or in combination with biological agents in the inhibition or promotion of cancer; (2) plans, manages and monitors the research and research support activities of the contractor(s) at the government-owned, contractor operated (GOCO) facilities at the Frederick Cancer Research and Development Center; (3) plans and administers an extramural program which supports and fosters cancer research training, cancer clinical education, and cancer research career development in order to assure the continuing existence of a national cadre of highly qualified individuals to work in the fields of cancer research, treatment and control; (4) administers a program of support for the construction, alteration, renovation, and equipping of extramural research facilities that house or will house cancer research and/or treatment activities; (5) establishes program priorities, allocates resources, integrates the projects of the various branches, evaluates program effectiveness and represents the program area in management and scientific decision-making meetings within the Institute; and (6) advises the Institute Director and other Institute staff on extramural research in cancer biology and associated areas of science of interest to the Institute.

Office of the Director - HNCC1

(1) Plans, directs, and coordinates the Division's research activities in cancer biology and supports research programs in cancer centers, cancer research training, and cancer research facilities construction, renovation, and equipping; (2) establishes program priorities, allocates resources, integrates the projects of the various branches, evaluates program effectiveness and represents the program area in management and scientific decision-making meetings within the Institute; and (3) advises the Institute Director and staff on research in cancer biology and related areas of science.

DNA and Chromosome Aberrations Branch - HNCC6

(1) Plans and conducts a grant- and contract-supported research program in cancer biology with special emphasis on DNA and chromosomal aberrations, including DNA repair, replication, transcription-coupled processes, chromosome alterations, epigenetic changes, genomic studies and supporting analytical technologies. (2) Coordinates branch activities with related activities in other Divisions of the Institute, other Institutes of the NIH, and other federal and non-federal agencies.

Tumor Biology and Microenvironment Branch - HNCCA

(1) Plans, develops and directs a national extramural research program in tumor biology, focusing on the interaction of the cancer cell with its microenvironment and how each remodels the other, tumor heterogeneity, acquisition of aggressive properties; (2) coordinates Branch activities in support of basic research with related activities in other Divisions of the Institute, other Institutes of the NIH and other federal and non-federal funding agencies.

Cancer Cell Biology Branch - HNCCB

(1) Plans and conducts a grant and contract-supported research program in basic cancer cell and molecular biology with special emphasis on understanding the intracellular mechanisms that determine the properties of cancer cells; and (2) coordinates branch activities with related activities in other Divisions of the Institute, other Institutes of the NIH, and other federal and non-federal funding agencies.

Structural Biology and Molecular Applications - HNCCC

(1) Plans and conducts a grant- and contract-supported research program in cancer biology with special emphasis on structural biology, enzymology, and molecular modeling; support will also focus on research applications and resources including, genomics, proteomics and, research technology support and development. (2) Coordinates branch activities with related activities in other Divisions of the Institute, other Institutes of the NIH, and other federal and non-federal funding agencies.

Cancer Immunology, Hematology and Etiology Branch - HNCCD

1) Plans, develops and directs a national extramural research program in molecular, cellular and tumor immunology, immunotherapy and hematological cancers, with special emphasis on the role of the immune system in the development, growth and spread of tumors and 2) evaluates programs in microbial etiological factors in cancer such as viruses and bacteria, with a special emphasis on investigating the mechanisms of oncogenesis and interactions of oncogenic microbial agents and their hosts and host immune systems; and 3) coordinates Branch activities in support of basic research with related activities in other Divisions of the Institute, other Institutes of the NIH and other federal and non-federal funding agencies.

Tumor Metastasis Branch – HNCCE

(1) Plans, develops and directs a national extramural research program in tumor metastasis, focusing on mechanisms of metastasis and metastatic niches, circulating tumor cells, dormancy, and angiogenesis and vasculogenesis; (2) coordinates Branch activities in support of basic research with related activities in other Divisions of the Institute, other Institutes of the NIH and other federal and non-federal funding agencies.

Division of Cancer Control and Population Sciences - HNCD

(1) Plans and directs an extramural program of cancer control and population science research for the Institute; (2) serves as the Institute focal point for extramural research in the following areas: epidemiology and cancer genetics, behavioral sciences and cancer surveillance; (3) develops and supports multidisciplinary research training and career development in cancer control; (4) provides leadership in setting national priorities for research in the areas central to cancer control and in conducting regular program reviews to assess the impact of funded initiatives and ; (5) coordinates program activities with other Divisions, Institutes, or Federal and state agencies, and establishes liaison with professional and voluntary health agencies, cancer centers, labor organizations, cancer organizations and trade associations.

Office of the Director - HNCD1

(1) Plans, develops, directs, and coordinates the Institute's research activities related to cancer control and population science conducted through independent and cooperative studies and programs with cancer centers, universities, state and other health agencies, private industry and other Federal agencies; (2) develops and maintains liaison with public health groups and agencies, cancer centers, public and professional educational organizations, labor organizations, trade and professional associations, voluntary health organizations, healthcare delivery and managed-care organizations, and regulatory agencies in order to facilitate communication, information exchange, and cooperation; (3) collaborates with other divisions, offices, institutes, and/or national and international research organizations in projects and activities related to cancer control; (4) plans, develops, directs and coordinates the Institute's research activities related to cancer survivors; and (5) disseminates relevant research information to the lay and professional communities.

Epidemiology and Genetics Research Program - HNCD2

(1) Plans, develops, directs, coordinates and evaluates a comprehensive program of extramural epidemiologic research in human populations spanning from basic epidemiologic methodologic research to etiologic research related to: cancer risk factors that may be modifiable such as nutrition, physical activity and energy balance, infectious diseases, and physical and chemical agents; host (i.e., personal) susceptibility factors such as genetic, immunological and hormonal biological pathways; factors that influence development of cancer among persons with underlying diseases and conditions; and progression, recurrence, new primary cancers, and mortality from cancer among cancer survivors; (2) plans, develops, directs, coordinates and evaluates a program of epidemiologic research to study differences in cancer susceptibility and risk in individuals and populations and the multiple environmental and genetic factors that jointly contribute to cancer, with the ultimate goal of elucidating the etiology of cancer; (3) conducts continuing strategic assessments to determine needs and future directions in cancer epidemiology; (4) develops new research initiatives and manages research resources needed for a coordinated, comprehensive program; (5) develops and participates in multi-disciplinary, trans-Institute and trans-agency initiatives in areas relating to program responsibilities; (6) represents the program area in management and scientific decision-making related to cancer epidemiology within the Institute and with other organizations; (7) provides a broad spectrum of information, advice and consultation to individual scientists and institutional science management officials about NIH and NCI funding and scientific review policies and procedures, preparation of grant applications and funding instruments; (8) provides programmatic and consultative support to other divisions and institutes, as well as other government agencies and private sector organizations, to facilitate the dissemination of information about the risk factors and causes of cancer to inform cancer prevention and control interventions; (9) develops and participates in trans-NIH, DHHS and private/public initiatives in areas relating to program responsibilities, including advancement of the science of cancer epidemiology; (10) implements Public Laws as directed; and (11) meets with investigators and the relevant scientific community to exchange information and keep abreast of and evaluate research trends.

Environmental Epidemiology Branch - HNCD22

(1) Plans, develops, directs, coordinates and evaluates a comprehensive program of extramural epidemiologic research in the etiology of cancer in human populations relating to factors that may be modifiable such as nutrition, physical activity and energy balance, infectious diseases, and physical and chemical agents; (2) plans, develops, directs, coordinates and evaluates a program of extramural epidemiologic research to study differences in cancer susceptibility and risk in individuals and populations and the multiple environmental and genetic factors that jointly contribute to cancer, with the ultimate goal of elucidating the etiology of cancer; (3) plans, develops, directs, coordinates and evaluates a program of extramural epidemiologic research to evaluate the association of and magnitude of cancer risk associated with biomarkers of exposure, biologically effective dose, and early damage; (4) plans, develops, directs, coordinates and evaluates research resources, infrastructures, and consortia with a focus on modifiable risk factors to facilitate and maximize the scientific potential of cancer epidemiology research; and (5) disseminates findings from MRFB research to the public, health care professionals, scientists engaged in cancer control, and the public health community.

Genomic Epidemiology Branch - HNCD23

(1) Plans, develops, directs, coordinates and evaluates a comprehensive program of epidemiologic research in the etiology of cancer in human populations related to host (i.e., personal) susceptibility factors such as genetic, epigenetic, immunological and hormonal biological pathways; and social, cultural, and race/ethnicity factors; (2) plans, develops, directs, coordinates and evaluates a program of epidemiologic research to study differences in cancer susceptibility and risk in individuals and populations and the multiple environmental and genetic factors that jointly contribute to cancer, with the ultimate goal of elucidating the etiology of cancer; (3) plans, develops, directs, coordinates and evaluates a program of extramural epidemiologic research to evaluate the association of and magnitude of cancer risk associated with biomarkers of host susceptibility such as physiological status or function; (4) plans, develops, directs, coordinates and evaluates research resources, infrastructures, and consortia with a focus on personal susceptibility factors to facilitate and maximize the scientific potential of cancer epidemiology research; and (5) disseminates findings from HSB research to the public, health care professionals, scientists engaged in cancer control, and the public health community.

Methods and Technologies Branch - HNCD24

(1) Plans, develops, directs, coordinates and evaluates a comprehensive program of extramural research related to epidemiologic methods to: (a) address epidemiologic research issues and translate technological approaches developed in the context of other research endeavors to development of biomarkers of risk susceptibility and to cancer epidemiologic settings; (b) translate paradigms and findings from basic biological sciences into epidemiologic studies and ensure that epidemiologic findings can be used to identify research directions in the basic sciences; (c) improve epidemiologic study data collection, study designs, and analysis; and (d) assess the reliability and validity of methods and technologies for use in epidemiologic studies and ensure that these methods are sufficiently robust to use in epidemiologic data collection settings; (2) encourages submission of applications relevant to cancer epidemiology under the Small Business Innovation Research (SBIR) and Small Technology Transfer Research (STTR) Programs; and (3) disseminates findings from MTB research to epidemiologists, the public, health care professionals, scientists engaged in cancer control, and the public health community.

Clinical and Translational Epidemiology Branch - HNCD25

(1) Plans, develops, directs, coordinates and evaluates a comprehensive program of epidemiologic research in human populations related to clinical factors that influence development of cancer among persons with underlying diseases and conditions and progression, recurrence, new primary cancers, and mortality from cancer among cancer survivors; (2) plans, develops, directs, coordinates and evaluates a program of epidemiologic research to study differences in cancer susceptibility and risk in individuals and populations and the multiple environmental and genetic factors that jointly contribute to development of cancer among persons with underlying diseases and conditions and progression, recurrence, new primary cancers, and mortality from cancer among cancer survivors with the ultimate goal of elucidating cancer development and progression among people with these health conditions; (3) plans, develops, directs, coordinates and evaluates a program of extramural epidemiologic research to evaluate the association of and magnitude of cancer risk associated with biomarkers of cancer development and progression in persons with underlying diseases and cancer; (4) plans, develops, directs, coordinates and evaluates research resources, infrastructures, and consortia with a focus on cancer development and progression in persons with underlying diseases and cancer to facilitate and maximize the scientific potential of cancer epidemiology research; and (5) disseminates findings from CTB research to the public, health care professionals, scientists engaged in cancer control, and the public health community.

Risk Factor Assessment Branch – HNCD26

(1) Plans, directs, and coordinates a program of research to evaluate the contribution of cancer related risk factors to cancer incidence, mortality and survival at the population level; (2) focuses on the development, evaluation, and dissemination of high-quality risk factor metrics, methods, tools, technologies, and resources for use across the cancer research continuum, and the assessment of cancer-related risk factors in the population; (3) develops and validates tools for measuring the full complexity of a range of cancer-related risk factors across the lifespan, sociocultural subgroups, and socioecological contexts; (4) identifies specific measures for cancer related risk factors that should be monitored in the national population, particularly those related to diet, smoking, weight status, physical activity, and molecular epidemiology and genetics; (5) plans and conducts studies utilizing these measures to monitor progress in cancer prevention and control in the general population, using nationally representative samples, and among populations defined by gender, age, race, ethnicity, income and other measures of risk status; (6) produces data on the distributions and determinants of cancer-related risk factors in the general population and among subgroups, to assist in formulating clinical and public policies in coordination with other institutes and agencies that address these factors; (7) synthesizes and disseminates findings to the public, health care professionals, scientists engaged in cancer control, federal policymakers, and the public health community.

Behavioral Research Program - HNCD3

(1) Plans, directs, coordinates and evaluates a comprehensive program of behavioral research spanning from basic behavioral research to research on the development and dissemination of health policy in areas such as tobacco use, dietary behavior, exercise, decision making and counseling about testing for cancer susceptibility and participation in cancer screening; (2) plans, develops, directs, coordinates and administers a program of research related to the needs of special populations (as defined by unusual cancer incidence and mortality, lower than recommended practice of cancer-related health behaviors, reduced access and/or lower use of the health system, etc.), with a focus on applied demographic research; (3) plans, develops, directs, coordinates, and administers multi-disciplinary, trans-agency extramural research programs and conducts behavioral research at many levels, including basic laboratory research, as well as research directed at individuals, communities, health professionals and health systems; (4) conducts continuing strategic assessments to determine needs and future directions and to assess the efficacy of interventions aimed at changing cancer-related behaviors; (5) provides programmatic and consultative support to other divisions and institutes, as well as other government agencies and private sector organizations to facilitate the application of proven cancer prevention and control interventions; (6) develops and participates in trans-NIH and trans-DHHS initiatives in areas relating to program responsibilities; and (7) meets with investigators and the relevant scientific community to exchange information and keep abreast of and evaluate research trends.

Tobacco Control Research Branch - HNCD36

(1) Plans, develops, implements, and maintains a broad spectrum of research on the prevention and cessation of tobacco use among both youth and adults. This spectrum includes basic, clinical, and applied research in behavior and biology related to tobacco use; (2) stimulates research on better treatment methods for nicotine addiction, including behavioral and pharmacologic methods as well as combinations of treatment therapies; (3) stimulates research on new tobacco control technologies in public health and medical settings, through community-based coalitions, voluntary societies, private associations, and health professional organizations; (4) solicits input from and communicates regularly with the extramural community; (5) plans, administers, and evaluates extramural demonstration programs on the application of proven tobacco control strategies; and (6) sponsors workshops and participates in training programs aimed at promoting the widespread use of proven prevention and cessation strategies of tobacco use; (7) synthesizes and disseminates findings, recommendations and priorities to target organizations and individuals; (8) conducts and supports tobacco control policy research and sharing of policy information among federal agencies, state and local governments, and private organizations; (9) participates in training programs.

Health Communication and Informatics Research Branch - HNCD38

(1) Plans, develops, and coordinates new research on risk communication and health communications relevant to the Cancer Information Service; (2) plans, develops, and coordinates research using new, digital interactive media, new media to reach at-risk populations, and consumer health informatics; (3) develops methods to test tailored health communications and the interface between patient and health care provider and provider information systems to achieve the goal of cancer control; (4) plans and conducts studies to design delivery methods of health communications to have the capacity to effectively reach large audiences, influence health attitudes and behavior, shape social norms, and ultimately, influence legislative and policy decisions; (5) synthesizes and disseminates findings, recommendations and priorities to identify advances in health communications and target organizations and individuals; (6) solicits feedback from and communicates regularly with the extramural community; (7) sponsors workshops, symposia and other means of disseminating research findings; (8) participates in training programs.

Health Behaviors Research Branch - HNCD39

(1) Plans, develops and coordinates research on non-tobacco behavioral prevention, which includes diet, physical activity, energy balance, virus exposure, and sun exposure; (2) provides leadership in developing methodologic measurement of diet, physical activity, and other lifestyle variables, such as measures of psychosocial correlates of eating patterns and of the food environment along with food consumption and dietary related biomarkers; (3) plans, develops and coordinates research focused on effective strategies to reach population sub-groups at greater risk for certain cancers; (4) develops and supports evaluation of which strategies are most effective within clinical intervention studies and community-based interventions and the development of effective policy, environmental and organizational-based interventions; and (5) solicits input and communicates regularly with the extramural community to refine methodology and evaluate effectiveness; (6) plans, administers, and evaluates demonstration project research, including diffusion and dissemination of successful strategies in prevention behavioral change interventions; (7) sponsors workshops, symposia and other means of disseminating research findings; (8) plans and participates in training programs; (9) synthesizes and disseminates findings, recommendations and priorities to target organizations and individuals.

Basic Biobehavioral and Psychological Sciences Branch - HNCD3A

(l) Plans, develops, implements, and conduct a program of peer-reviewed extramural research in basic biobehavioral and psychological sciences relevant to cancer control; (2) identifies priorities for basic research in areas such as cognition, emotion, sensation and perception, decision making and basic research that elucidates biological mechanisms associated with psychological processes; (3) synthesizes and disseminates research findings, conceptual perspectives, and priorities to stakeholders; (4) solicits input from and communicates regularly with the extramural community; (5) sponsors transdisciplinary research collaborations among public, private, and academic stakeholders; (6) collaborates with scientific organizations to advance basic biobehavioral and psychological sciences; (7) develops and sponsors national and international scientific programming (e.g., symposia, special journal issues and supplements, conferences, and workshops) and other means of disseminating research findings; and (8) plans and participates in training programs.

Surveillance Research Program - HNCD4

(1) Plans, directs, coordinates, and evaluates a program promoting cancer surveillance and research in surveillance methods. This involves the collection and analysis of data to support research and answer key questions about cancer incidence, morbidity, mortality, and cancer-related health status; (2) Assesses health disparities in diverse regions and in general and specific populations of the U.S. defined by sociodemographic measures; (3) Plans, directs, and evaluates a program of integrated population-based reporting systems and coordinates its cancer surveillance activities with federal partners and external stakeholders; (4) Provides leadership in developing statistical innovations appropriate for analyzing trends in cancer incidence, morbidity, mortality, and survival, for developing new cancer progress measures, and for evaluating the impact of cancer control interventions, geographic, social, behavioral, genetic, and health care delivery factors on the cancer burden; (5) Plans, directs, coordinates, and evaluates research on informatics methods and tools that optimize and enhance the acquisition, storage, retrieval and protection of information and use of cancer surveillance systems to support cancer research; (6) Represents the program area in management and scientific decision-making within the Institute and other organizations involved in cancer surveillance; (7) Develops and optimize methods for analysis, interpretation, and dissemination of cancer statistics; (8) Develops and participates in trans- NIH, DHHS and private/public initiatives in areas relating to program responsibilities, including advancement of the science of cancer surveillance; (9) Meets with investigators and the relevant scientific community to exchange information, evaluate research trends and support extramural research; (10) Establishes international collaborations and liaisons with organizations and agencies that promote the creation and comparability of cancer surveillance information systems; and (11) Supports the extramural community in surveillance and statistical methods research through a portfolio of grants and contracts.

Surveillance Informatics Branch HNCD45

(1)Plans, directs, coordinates, and evaluates research on informatics methods and tools that optimize and enhance the acquisition, storage, retrieval and protection of information and use of cancer surveillance systems to support cancer research. (General) (2) Plans, directs, coordinates and evaluates research on new methods for integrating data sources such as, integrated data repositories, linkages and natural language processing for the integration of electronic medical records. (Methods) (3) Plans, directs, coordinates and evaluates research to expand the scope of cancer surveillance systems by capturing new data items by using information technology to collect quality data in cost effective manners. (New Data Items) (4) Develops and integrates advances in communications and information technology into program management, operations, linkages, collection and dissemination of surveillance data. (Developing Software) (5) Promotes new advances and research directions in efficient and innovative algorithmic approaches for disseminating, visualizing and analyzing data from cancer surveillance systems. (Dissemination and Visualization Tools) (6) Supports research in the extramural community through management of a relevant portfolio of grants and contracts.

Data Quality, Analysis, and Interpretation Branch - HNCD46

(1) Conducts studies and develops statistical methods, applications, and tools for assessment of data quality; (2) Plans, directs, and coordinates studies and analyses to demonstrate innovative use of SEER data; (3) Provides leadership and supports analysis and interpretation of patterns and trends in cancer surveillance data; (4) Reports accurate, reliable, and detailed national statistics of cancer incidence, morbidity, survival, mortality, and other measures of the cancer burden; (5) Supports research in the extramural community through management of a relevant portfolio of grants and contracts; (6) Develops and maintains national and international standards and guidelines for definition, collection, and reporting of cancer data.

Statistical Research and Applications Branch- HNCD48

(1) Develops, adapts, applies, and supports statistical and geo-spatial methods and models for the collection, development, analysis, and presentation of cancer progress measures; (2) Plans, conducts, coordinates, and supports research to provide optimal statistical methods and models relevant to the collection, analysis, and presentation of complex data related to the cancer control, surveillance, and epidemiology missions of NCI (e.g., risk and behavioral factors, spatial and temporal analysis, complex survey methods, record linkage, statistical confidentiality, genomics); (3) Plans, supports, and collaborates in the conduct of methodological research and applications to evaluate the population impact of interventions and strategies to reduce the cancer burden; (4) Provides liaison with the policy and cancer research and cancer control communities to utilize the methods and associated results to inform optimal cancer control strategies; (5) Develops and supports software and associated data systems to enhance dissemination of statistical models and methods; (6) Provides consultation across the Division of Cancer Control and Population Sciences and NCI on the design and analysis of cancer surveillance, control, spatial-temporal analysis, complex surveys, genetic studies, record linkage, and intervention studies; (7) Supports the supplement of SEER incidence data (e.g. population, mortality, augmenting geographic units with data on their ecologic characteristics), and (8) Supports research in the extramural community through management of a relevant portfolio of grants and contracts.

Data Analytics Branch – HNCD49

(1) Plans, conducts, coordinates, and supports research on cancer statistics and cancer burden measures for the analyses, modeling and interpretation of patterns and trends in cancer surveillance data; (2) Facilitate the use of the SEER data through reports, innovative analyses and development of new tools and techniques for visualization and dissemination of cancer statistics; (3) Plans, directs, and coordinates a program of research utilizing mathematical modeling to develop, evaluate and improve estimates of cancer statistics and cancer progress measures, such as survival, prevalence, quality of life and cost of cancer care; (4) Coordinate the development, testing, and validation of new analytical variables to be added to the SEER data including those constructed from multiple sources data such as claims data, pharmacy data, linked databases, etc.; (5) Disseminates knowledge and understanding of SEER data, variables, cancer statistics, and its software systems; (6) Outreach to other Institutions, Programs, and Divisions to promote and coordinate on collaborative studies and descriptive analyses to highlight emerging trends and to evaluate health disparities; (7) Supports research in the extramural community through management of a relevant portfolio of grants and contracts.

Healthcare Delivery Research Program – HNCD5

(1) Plans, conducts, and coordinates studies, develops methods, and performs policy analyses that support innovative methodological, observational, and interventional research to understand and improve care delivery processes and outcomes at the individual, provider, and system level; (2) plans, conducts, and provides collaborative analytic support for research and developmental activities related to patient-centered, evidence-based care that minimizes the burden of cancer on individuals and society; (3) plans, conducts, and provides collaborative analytic support for research and developmental activities related to surveillance of cancer associated health behaviors, practices, genetic susceptibilities, outcomes and services, and the monitoring and evaluation of cancer control activities in general and specific populations in the United States; (4) plans, conducts and coordinates studies of the organization, delivery, financing, economics and impact of cancer prevention and control activities; (5) plans, conducts and coordinates studies to review, evaluate, and develop cancer outcome measures, study designs, analytic methods, and policy analyses, focusing especially on late-phase clinical trials from prevention through treatment, surveillance studies, quality-of-care assessments and improvement interventions, and cost-effectiveness analyses; (6) collaborates and consults with other government, private and public organizations on the use of cancer control resources, the collection of data related to cancer, health economics, and health services and systems; (7) supports surveillance research in the program's research arena through the evaluation and development of methods, infrastructure and national database resources and through sponsorship of extramural research activities; (8) develops and participates in trans-NIH, HHS and private/public initiatives in areas relating to program responsibilities; and (9) meets with investigators and the relevant scientific communities to exchange information, evaluate research trends, and support extramural research.

Healthcare Assessment Research Branch - HNCD52

(1) Plans, directs, and coordinates a program of research on demographic, social, economic, and health system factors as they relate to providing screening, treatment, and survivorship services for cancer; (2) plans and conducts studies and policy analyses on the use of and access to health services, health status, and health behavior that might help explain observed trends in cancer incidence, stage-at-diagnosis, survival (including quality of survival) and mortality; (3) plans and conducts surveillance studies of levels and trends of health services utilization related to cancer screening, early detection, treatment, rehabilitation, and factors that influence these levels and trends; (4) plans and conducts surveillance studies of utilization of guideline-consistent evidence-based care including evaluation of factors related to underuse, overuse, and misuse of cancer-related health services; (5) plans and conducts studies on factors or strategies that relate to the optimal dissemination of specific state-of-the-art approaches to cancer prevention, treatment and control; (6) develops and collects economic data that can be used to characterize the national burden of cancer, and in cost-effectiveness and other modes of economic analysis; and (7) evaluates and develops economic and health services methods relevant to advancing surveillance research of cancer prevention and control activities.

Outcomes Research Branch - HNCD54

(1) Plans, directs, and coordinates a program of research to serve as a national resource for defining, guiding and supporting research in the field of clinical outcomes, with special attention to measures that go beyond core medical outcomes, and study designs and analytic techniques that build upon and extend current methodologies; (2) plans, directs, and coordinates a program of research that measures, monitors, evaluates, and improves patient experiences, outcomes, and quality of care across the continuum; (3) identifies complementary outcomes ranging from multi-dimensional measures of patient function, to preference-based utility measures, to measures of the psychosocial burden of treatment and treatment outcomes; (4) plans, conducts, and coordinates ongoing reviews and analyses of the evolving field of outcome research for the purpose of identifying useful general and cancer specific measures, defining the conceptual relationship between these measures, and evaluating the appropriateness of different measures for various purposes; (5) plans, conducts and coordinates methodological and empirical studies on outcomes measures and their validity, study design, analytic methods and policy analysis, focusing especially on clinical trials from prevention through treatment, surveillance studies, quality-of- care assessments and cost-effectiveness analyses; (6) initiates, sponsors, and collaborates on research designed to identify factors which foster or deter participation in clinical trials and to develop promising new approaches to facilitate trial participation; and (7) provides technical input on policy issues involving outcome measures and/or trial participation to partners.

Health Systems and Interventions Research Branch – HNCD55

(1) Plans, directs, and coordinates a program of research that identifies and addresses modifiable factors influencing the delivery of care across the cancer continuum; (2) plans, directs, and coordinates a program of research that studies interactions among patients, providers, healthcare facilities, and health systems that result in the development and equitable delivery of effectively coordinated and evidence-based interventions that improve health outcomes; (3) plans, directs and coordinates a program to examine contextual factors, such as organizational and community norms, setting, inventive structure, staff time allocation and stage in the continuum of care; (4) conducts studies of interventions to improve the quality of care delivery as indicated by safety, effectiveness, coordination, patient-centeredness, efficiency, timeliness, and equality; (5) conducts studies of effective delivery of cancer-related health services by community-based health care providers and health care delivery organizations; and (6) synthesizes and disseminates findings, recommendations and priorities to the general public, providers, and health care organizations.