National Institute of Nursing Research - HN2

Provides leadership for nursing research, supports and conducts research, research training, and dissemination of results to build a scientific base for nursing practice and patient care and to promote health and ameliorate effects of illness on the American people.

Office of the Director - HN21

(1) Plans, directs, coordinates, and evaluates the development and progress of programs and activities of the National Institute of Nursing Research (NINR); (2) develops major policies and program decisions based on an evaluation of the status of support and accomplishments of the Institute's program areas; (3) provides staff support to the National Advisory Council for Nursing Research (NACNR), through the Office of Review; (4) provides oversight of the initial scientific merit review of grant applications by NINR initial review groups, through the Office of Review; (5) collaborates with other NIH Institutes, Centers, and Divisions (ICDs) in the identification of ongoing activities and planned new directions in nursing research and research training as they relate to the overall NIH mission; (6) maintains requisite liaison with other government, voluntary, and private organizations and groups nationally and internationally; (7) promotes nursing research by outreach and responsiveness to scientific and lay publics, including Congress, the media, the nursing community, and the general public; and (8) establishes and maintains effective internal control systems to maximize responsible stewardship, ensure compliance with pertinent regulations, and minimize cases of fraud and/or abuse.

Division of Management Services - HN212

(1) Advises the Institute Director on policy matters across the full range of intramural and extramural program operations; (2) assists in the establishment of NINR scientific and administrative goals and in the development or modification of program plans to meet these objectives; (3) plans, implements and evaluates administrative and management services and support to the programs and activities of the NINR; (4) directs the formulation, presentation and execution of the Institute's budget and financial management operations; (5) interprets, analyzes and implements new/revised administrative policies/regulations and management activities affecting the mission of the Institute; (6) provides staffing and personnel management services; (7) performs management analysis functions and provides relevant advice; (8) maintains liaison with the NIH Office of Acquisition and Logistics Management; (9) directs and coordinates the Institute's functions in information technology and information systems; and (10) has broad responsibility for the establishing administrative procedures throughout the Institute.

Office of Administrative Services - HN2122

(1) Advises the Director and Institute staff on administrative matters; (2) plans and arranges for the most efficient use of facilities, space, furniture and material resources; (3) is responsible for procurement and maintenance of supplies and equipment and NIINR property management duties; (4) works in conjunction with the Financial Management Staff to monitor in-house spending and develop spending projections; (5) works in collaboration with the Human Resources Staff to ensure efficient use of human resources and to ensure that employees are efficiently hired and separated with regard to financial obligations and access to physical and IT resources; and (6) coordinates with the Information Technology Staff to assure institute personnel have appropriate levels of access to IT resources.

Office of Financial Services - HN2123

(1) Advises the Director and Institute staff on financial matters; (2) supervises and directs the formulation, presentation, and execution of the Institute's budget and financial management operations; (3) is responsible for the preparation and briefing of the Director, NINR, before Congressional Appropriations Subcommittees; (4) clears all actual budget figures reported and assists in the analysis in the development of future year projections; (5) assists in the analysis of current and proposed legislation affecting the NINR; (6) monitors usage of FTEs and tracks against FTE ceilings; (7) conducts analyses of funding mechanisms and trends in research support, to guide policy formation and decisions about program directions; and (8) recommends resource allocations to the Executive Officer and Institute Director and monitors achievement of funding plans approved by the Director.

Office of Information Technology - HN2124

((1) Advisory Assistance and Asset Management: Advises the Director and customers (including those in ICs with service agreements) on IT strategic planning, implementation of IT policies and procedures, scientific research IT resources, and the procurement, installation and management of IT resources, including ensuring compliance with NIH, HHS and OMB IT policies and procedures; (2) Cybersecurity: Develops, implements and maintains security and disaster recovery plans ensuring compliance with federal cybersecurity policies; (3) Direct User Support: Provides technical assistance and maintenance for both general and specialized scientific software and hardware, enterprise systems, telecommunications services, and audio-visual equipment, including development and distribution of user guidance; and (4) Reporting Requirements and Audits: Monitors and evaluates IT services, including responding to IT related data calls and audit requests.

Office of Management Policy and Analysis - HN2125

(1) Advises the Executive Officer and Division staff of management policies, procedures, human resources, and the implementation of regulations and conducts ongoing analyses; (2) develops and works with the Division of Management Services in implementing policies on administrative management; and prepares and issues procedures and guidelines for the implementation of administrative policies and requirements for the Institute, including the A-76/FAIR Act Inventory and Data Calls; Performance Contracts; awards, teleworking policies and procedures, and EEO Training; and (3) develops and maintains standard operating procedures for Administrative and Human Resources functions for the Institute.

Division of Science Policy and Public Liaison - HN213

(1) Advises the Institute Director and senior Institute staff on policies and legislative events that impact the Institute's scientific programs; (2) collaborates with staff in other Divisions and the Financial Management Branch to articulate the Institute's scientific achievements, ongoing programs of outreach and future directions; (3) provides liaison between the Institute and the NIH central functions of information, legislation and program planning; (4) coordinates the development of responses to inquiries from within and outside the Federal government regarding the Institute's research activities and organization policies; and (5) directs review and development of research policies and legislative events that impact the Institute's scientific programs.

Office of Science Policy and Legislation- HN2132

(1) Advises the Chief, OSPPL, and senior staff on Institute activities related to key events in the NIH planning cycle, including the development of briefing materials and background information for appropriations hearings; (2) Advises the Chief, OSPPL and senior Institute staff on proposed and enacted legislation relevant to NINR programs and initiatives. The office serves as liaison with the NIH public legislative analysis communities and is responsible for information dissemination to various groups and for legislative tracking and analysis. (3) maintains files of reference materials for special and recurring reports, funded grants, and programmatic data; (4) is responsible for NINR's evaluation program and represents the Institute on groups charged with trans-NIH evaluations; and (5) coordinates the development of narrative responses to inquiries from within and the outside the Federal government regarding the Institute's research activities and organization policies, clearing all funding information with the Financial Management Staff.

Planning and Evaluation Branch - HN21322

(1) Provides expert guidance and advice on scientific and policy matters affecting Institute programs; (2) prepares mandated and ad hoc reports on NINR activities as requested by a variety of sources including Congress, other components of HHS, NIH, or NINR, or by the public, working in close collaboration with all appropriate NINR staff; (3) coordinates Institute activities related to collecting, classifying, coding, storing, retrieving, and reporting on scientific and program management information; (4) provides expert advice and guidance to the Director, DSPPL and Institute Director and Deputy Director on the legislative climate of Congress, its members and its constituencies; particularly regarding key issues of concern to NINR; (5) leads the preparation of testimony, statements or briefing materials about NINR and NINR activities for use by the Institute Director or other NIH or HHS officials at hearings and other appearances before Congress or other stakeholder groups; (6) supports and conducts a cross cutting NINR evaluation program that encompasses all scientific and programmatic Institute activities to assess the effectiveness of NINR programs and activities across portfolios and Institute Divisions and Offices; (7) serves as a primary source of expertise, advice, guidance, and assistance to other components of NINR carrying out the evaluation of program activities; (8) provides coordination and liaison with other organizations conducting evaluation studies relevant to NINR; (9) prepares requests for NIH evaluation funds and funds from other sources, and assures successful and timely completion of funded evaluation projects and; (10) prepares reports of the results for the Director and others, including the National Advisory Council on Nursing Research (NACNR); and (11) has the primary responsibility for NINR activities related to the Government Performance and Results Act (GPRA) requirements.

Science Implementation Branch - HN21323

(1) Provides authoritative advice and guidance to the Institute Director, Deputy Director, and other senior Institute staff on all aspects of research translation and translational science including the dissemination, application, adoption, assimilation, and sustainable implementation of research discoveries; 2) identifies, recommends, and supports programs and projects that accelerate the translation of scientific discoveries into sustainable health and health care improvements in heterogeneous real world settings and that promote health equity; (3) identifies and facilitates the implementation and evaluation of scientific processes, methodologies, technologies, and practices to support and accelerate research translation into evidence-based practice and policy, and to promote the integration of competencies in these areas at every stage of education and training; (4) works closely with critical stakeholders for translation of NINR supported research; establishes, develops, and expands key partnerships with these stakeholder groups; and promotes collaborations and resource coordination; (5) analyzes key policy and program issues, and generates new concepts and innovative strategies for improving and enhancing Institute and NIH efforts in knowledge and research translation, application, and utilization including strategic approaches to behavioral change and behavior maintenance for improved health and health care for individuals, families, communities, populations, and organizations; (6) contributes to the development and dissemination of written and multimedia products that facilitate and promote knowledge and research diffusion, dissemination, and uptake into action across all stakeholder groups. Multimedia products include the development of interactive and action-oriented formal scientific and policy presentations, articles, and related materials for the Institute Director and Deputy Director for high priority, high visibility national and international events.

Office of Communications and Public Liaison - HN2134

(1) Develops and implements the Institute's programs in public information and health education, which are aimed at the public, health professionals, and the scientific community; (2) develops the Institute's communications plan; (3) handles communications with the media, professional and patient organizations, and the public; (4) produces and disseminates publications, exhibits, and other information materials; (5) plans and implements public health awareness campaigns; (6) manages content for the NINA website; (7) plans and implements major Institute symposia and events; (8) works with other components of the Division to establish and maintain liaison with constituent groups.

Public Liaison Branch- HN21342

The Public Liaison Branch: (1) develops, coordinates, and implements a communications plan for the Institute; (2) initiates and monitors press relations activities; (3) responds to information inquiries from the public; (4) develops and disseminates plain language education and information materials for Institute audiences, including patients and the general public, health care professionals, and researchers; (5) coordinates clearance of Institute information materials; (6) develops and implements promotion/dissemination plans; (7) coordinates NINA's exhibits program; (8) manages content for the NINA website; (9) plans and implements major Institute symposia and events.

Health Communication Branch- HN21343

The Health Education Branch: (1) utilizes the latest health and consumer communications, behavioral and social marketing research in planning communications strategies and developing consumer messages and public education campaigns; (2) conducts market research to better understand the needs and interests of priority audiences; (3) tests messages and materials; (4) works with other components of the Division to evaluate the effectiveness of communications activities.

Division of Intramural Research - HN27

(1) Advises the Director of the National Institute of Nursing Research (NINR) on policy matters, scientific developments, and other relevant issues that may affect NINR programs and initiatives; (2) assists in the establishment of NINR objectives and in the development or modification of program plans to meet these objectives; (3) plans and directs the Institute's intramural laboratory and clinical research program for nursing research; (4) evaluates research efforts and establishes intramural program priorities; (5) integrates new research activities into the program structure; (6) collaborates with other Institute and NIH programs and maintains an awareness of national research efforts in program areas; and (7) advises the Director and staff on the intramural research program and areas of scientific interest to the Institute.

Bio-Behavioral Branch - HN276

Plans, coordinates, and conducts research on the interactions among biological, psychological, and behavioral factors and symptoms with acute and chronic diseases. Research topics include the application of novel technologies, imaging probes, or instrumentation including broader chemical diversity, assay flexibility, more sensitive non-invasive imaging, metabolic approaches, and supercomputing networks to expand bio-behavioral approaches.

Symptom Management Branch - HN277

(1) Responsible for a scientific program that studies the bases of and framework for nursing practice and health care delivery including, but not limited to, the study of: (a) particular clinical questions that face patients and families in healthcare situations or as participants in clinical research; (b) the experience and control of nausea/vomiting, lymphadema, mucositis, disorientation and cognitive impairment; (c) the consequences of decisions/practices/policies made by nurses, other health care professionals, or health care institutions; and (d) processes/factors/environments that influence the practice of nursing or delivery of health care in an increasingly ambulatory patient population.

Tissue Injury Branch - HN278

Plans and coordinates research designed to elucidate the underlying molecular mechanisms and evaluate the efficacy of novel interventions for symptoms associated with cancer treatment in order to provide the basis for evidence-based nursing practice. Specifically, the Tissue Injury Branch focuses on clinically significant side effects related to chemotherapy stomatitis, mucositis, and associated oropharyngeal pain and the complex pathophysiology of brain injury in humans.

Advanced Visualization Branch - HN279

(1) Design and conduct studies using virtual reality to help patients with a variety of complex diseases; (2) Develop innovative and creative tools to facilitate patients' improved understanding of and use of health information for developing better self-care regimens; (3) Conduct research on human perception impacts of interactive visual displays and object placement, and cues/procedures; (4) Develop/refine virtual and augmented reality environments, and integrating real-time tracking data to analyze and interpret results for patient experience within these simulated environments; (5) Conduct user interface and user acceptance testing; and (6) Anonymize the result and materials and make them available to the design community to inform development of tools to better support patient self-care.

Symptom Science Center - HN27A

(1) Develop trans-NIH symptom research collaboration infrastructure for hosting and supporting symptom science data repository; (2) Develop / refine symptom science expertise throughout the NIH Intramural community by formalized mentoring partnerships; (3) Conduct research to define the biological and biopsychosocial mechanisms of symptoms; (4) Develop/refine standard protocol processes for the study of clinically-significant symptoms; (5) Leverage big data to develop predictive and treatment models to better inform personalized health management strategies for prevention, diagnosis and treatment of symptoms and improving health outcomes across the lifespan.

Division of Extramural Science Programs - HN28

Advises the Institute's Director on scientific needs, priorities and directions for the field, and on policy issues and matters involving nursing research. Responsible for overseeing all aspects of NINR's extramural science program including (1) program planning, development, implementation and portfolio analysis; (2) grants and portfolio management; (3) coordinating extramural efforts and activities with other relevant NIH Institutes and Centers, and federal and non-federal organizations and institutions; (4) funding plan development; (5) scientific workshops and conferences; (7) program operational policies and referral guidelines; (8) response to investigator inquiries and technical advice on NIH policies and grant application process; (9) NINR Advisory Council (NACNR) operational management and support; and (10) extramural program administration, organization and staffing.

Office of End of Life and Palliative Care Research - HN288

Leads extramural program development, consistent with the NINR strategic plan, in the areas of End of Life and Palliative Care Research, focusing on (1) coordination of End-of-Life and Palliative Care (ELPC) Science efforts and activities with other relevant NIH Institutes and Centers, and federal and non-federal organizations and institutions; (2) Provides advice, guidance, strategy and analysis for long-range ELPC programs and initiatives across NIH; and (3) develops investigator training, education, research translation and outreach programs. Provides advisory assistance on extramural research involving End-of-Life and Palliative Care Research and manages all related extramural science programs.

Office of Grants Management - HN289

Leads extramural program development, consistent with the NINR strategic plan, in the area of Grants Management, focusing on (1) Coordination/direction of grants management functions; (2) ensuring legal, regulatory, and policy compliance and business accountability for grant awards; (3) Consistently disburses grant awards accurately/on time in accordance with policies; (4) maintains official grants files; (5) serves as the NINR Point of Contact for the grantee/cooperative agreement community; (6) coordinates Freedom of Information Act (FOIA) and Privacy Impact Assessment (PIA) information request responses. Provides advisory assistance on grants management issues.

Office of Scientific Review - HN28A

Leads extramural program development, consistent with the NINR strategic plan, in the area of Scientific Review, focusing on (1) oversight of NINR's scientific merit and grant review processes and applications; (2) coordination and support of all related review committees; (3) coordination and support for review of training and career development awards; and (4) serving as the NINR Point of Contact for review of all pending grant applications. Provides advisory assistance on the grants review process.

Office of Symptom Science, Genetics and Self-Management – HN28B

Leads extramural program development, consistent with the NINR strategic plan, in the areas of Symptom Science, Genetics and Self-Management, focusing on (1) assessment and management strategies; (2) strategy adaptation and personalization for diverse populations/settings; and (3) support for patients with chronic conditions and their caregivers to reduce the burden of illness. Provides advisory assistance on extramural research involving Symptom Science, Genetics and Self-Management and manages all related extramural science programs.

Office of Wellness, Technology and Training - HN28C

Leads extramural program development, consistent with the NINR strategic plan, in the areas of Wellness, Technology and Training, focusing on (1) health promotion and the prevention of illness, particularly in underserved populations; (2) understanding the physical, behavioral, and environmental causes of illness; (3) assessing behaviors that lead to healthy lifestyle choices; (4) developing evidence-based and culturally aware interventions using innovative technologies; and (5) leading NINR's extramural nursing science training efforts. Provides advisory assistance on extramural research involving Wellness, Technology and Training and manages all related extramural science programs.