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) Advises the Director and Institute staff on procurement, installation and management of ADP hard-ware and software for the Institute; (2) maintains and operates a computer network and its associated on-line terminal devices in support of scientific and administrative needs of the NINR; (3) develops, and publishes standards and procedures for use of the electronic facilities and the remote devices linked to it; (4) develops or acquires systems software to support the NINR capability; (5) coordinates all hardware and systems software of the network to optimize efficient operation; (6) develops, maintains, and upgrades by exploiting state-of-the art technology; (7) develops computer applications to enhance the effectiveness of information activities throughout the Institute; and (8) coordinates with the Administrative Services Staff to assure institute personnel have appropriate levels of access to IT resources.
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.
Division of Extramural Science Programs - HN28

DESP advises the Institute’s Director and plans and directs a program of research grants, cooperative agreements, contracts, training and fellowship awards for nursing research activities to ensure maximum utilization of available resources to attain program objectives. DESP identifies research developments and determines where additional research and training efforts are required. The DESP is responsible for issues concerning Certificates of Confidentiality and Research Integrity. The Division, which is headed by the Senior Executive for Science Programs (SESP), is composed of the Office of Extramural Programs, the Office of End-of-Life and Palliative Care Research and the Office of Extramural Research Administration (OERA) which has four Branches -- Scientific Review Branch, Grants Management Branch, Research Policy and Analysis Branch and the Council Operations Branch.
Office of Extramural Programs - HN284

(1) Leads NINR science program development in areas consistent with the strategic plan; (2) oversees the planning and direction of a program of research grants, cooperative agreements, contracts, training and fellowship awards for nursing research activities to ensure maximum utilization of available resources to attain program objectives; (3) advises the Director and other Division staff of advances in research and develops proposals for new research initiatives in consultation with extramural scientists and the Senior Executive for Science Programs; (4) assures that guidance is provided to the extramural community regarding funding opportunities; (5) oversees implementation of workshops, conferences, seminars, and meetings where appropriate to stimulate or facilitate research in an area; (6) manages referral activities for NINR, by coordinating the transfer of grant applications to and from NINR; (7) manages appeals of scientific peer review, and reviews Special Considerations materials for Council review - high budget, human subjects, the inclusion of women, minorities and children in clinical research; (8) manages the required program oversight of financial conflicts of interest (FCOI) for grantees; (9) provides oversight for training, fellowship, and career development award programs for NINR; (10) prepares for the second-level review for NINR fellowship and career awards; and (11) reviews administrative actions, and participates in the development of and subsequent implementation of funding pay lists.
(1) Leads NINR science program development in Symptom Science and Genetics, consistent with the strategic plan, to develop improved strategies to assess and manage symptoms as well as the use of genomics and other scientific disciplines to better understand the underlying mechanisms of symptoms such as pain and cognitive impairment; includes a focus on personalized strategies to manage the adverse symptoms across diverse populations and settings; (2) leads NINR science program development in Self-Management, consistent with the strategic plan, to examine strategies to help individuals with chronic conditions and their caregivers better understand and manage their illness and improve their health behaviors; includes the development of effective approaches to self-management that can improve quality of life while reducing the burden for caregivers and the health care system; (3) provides oversight for Branch staff in directing a program of research grants, cooperative agreements, contracts, training and fellowship awards to attain program objectives; (4) advises the OEP Chief of advances in research and develops proposals for new research initiatives; (5) serves as a resource to the extramural community and provides guidance regarding funding opportunities; (6) identifies opportunities for workshops, conferences, seminars, and meetings where appropriate to stimulate or facilitate research in assigned areas; (7) participates in referral activities for NINR, by facilitating the transfer of grant applications to and from NINR; (8) prepares materials for appeals of scientific peer review; prepares Special Considerations materials for Council review - high budget, human subjects, the inclusion of women, minorities and children in clinical research; (9) provides the required program oversight of financial conflicts of interest (FCOI) for grantees; (10) coordinates training, fellowship, and career development award programs for Branches; (11) reviews K99/RO0 transition requests and prepares for the second-level review for NINR fellowship awards; and (12) provides input in the development of funding pay lists.
Wellness Branch, Technology and Training Branch - HN2842

(1) Leads NINR science program development in Wellness, consistent with the strategic plan, to promote health and prevent illness across health conditions, settings, the lifespan, and in minority and underserved populations; which includes the development of research to understand the physical, behavioral, and environmental causes of illness, assess behaviors that lead to healthy lifestyle choices, and develop evidence-based interventions to promote wellness. (2) leads NINR science program in Technology, consistent with the strategic plan, to develop innovative technologies that play a critical role in advancing health care; includes the development of novel, culturally sensitive interventions that deliver personalized care and real-time health information to patients, families, clinicians, and communities; (3) leads NINR science program in Training to develop a strong cadre of nurse scientists; includes support for a multidisciplinary, and diverse workforce through a number of training mechanisms and a wide range of activities to promote advancements in science and improvements in health; (4) provides oversight for Branch staff in directing a program of research grants, cooperative agreements, contracts, training and fellowship awards to attain program objectives; (5) advises the OEP Chief of advances in research and develops proposals for new research initiatives; (6) serves as a resource to the extramural community and provides guidance regarding funding opportunities; (7) identifies opportunities for workshops, conferences, seminars, and meetings where appropriate to stimulate or facilitate research in assigned areas; (8) participates in referral activities for NINR, by facilitating the transfer of grant applications to and from NINR; (9) prepares materials for appeals of scientific peer review; prepares Special Considerations materials for Council review - high budget, human subjects, the inclusion of women, minorities and children in clinical research; (10) provides the required program oversight of financial conflicts of interest (FCOI) for grantees; (11) coordinates training, fellowship, and career development award programs for Branches; (12) reviews K99/ROO transition requests and prepares for the second-level review for NINR fellowship awards; and (13) provides input in the development of funding pay lists.
(1) The Office of Extramural Research Administration provides leadership and advice to the Senior Executive for Science Programs on implementing and coordinating extramural research, training and career development grant program operations and policies; (2) provides a full range of activities that empower the scientific programs in implementing and coordinating crosscutting, multi-disciplinary activities in the mission areas of NINR; (3) represents NINR on overall NIH extramural and collaborative program policy committees and coordinates policy implementation within the Institute; (4) manages the logistics activities of the National Advisory Council for Nursing Research (NACNR); (5) develops and provides extramural staff training and enhances communication across the Institute regarding standardized approaches to methods for policy implementation, and development of standard operating procedures; (6) manages Institute-wide extramural services and activities; (7) provides oversight and direction for the initial scientific merit review of training and career development applications as well as review of targeted Funding Opportunity Announcements; (8) provides oversight and direction for grants management activities, ensuring that all awards are made in accordance with applicable statutes, regulations, and policies; (9) provides data, reports and analyses to assist NINR staff and advisory groups in carrying out their responsibilities; and (10) maintains effective relationships with other NIH Institutes and Centers (ICs), Divisions, the research community, other federal agencies, and professional societies. The OERA is headed by the Director for Extramural Research Administration (DERA).
(1) Provides oversight of the initial scientific merit review or grant applications by NINR initial review groups; (2) plans and directs the scientific and technical review of applications for NINR research grant, training and career development awards, including the management of the NINR Initial Review Group (IRG) and Special Emphasis Panel (SEP) review committees; and (3) serves as the information and coordination center for Center for Scientific Review staff and for NINR staff for all grant applications pending review.
Grants Management Branch - HN2873

(1) Advises the Institute’s Director, Director of Extramural Research Administration, and senior staff on grants management issues; (2) directs and coordinates the Institute’s grants management function; (3) ensures compliance with federal laws, regulations, and policies, and accountability for the business aspects of each grant award; (4) negotiates and issues timely and accurate grant awards; (5) ensures stewardship of federal funds, focusing on the objective and consistent application of policy and requirements; (6) maintains official grants file with emphasis on migration to fully electronic systems; (7) serves as a resource for the grantee community for all business-related aspects of grants and cooperative agreements; and (8) coordinates responses for all Freedom of Information (FOIA) and Privacy Act (PIA) requests for information.
Research Policy and Analysis Branch - HN2874

(1) Provides leadership in all aspects of extramural research grants policy and serves as an authoritative source of policy interpretation, execution and communication for NINR and the scientific community; (2) serves as a focal point for coordination and communication of grant-related issues with other NIH staff; (3) coordinates Freedom of Information and Privacy Act related activities and publication of Notices in the NIH Guide; (4) collaborates with NINR IT leadership in the design and development of electronic research administration (eRA) systems and provides technical support and user training on NINR and NIH eRA systems as needed; (5) represents NINR interests in the development of NIH-wide research, training and career development policies; (6) develops, implements, and manages the extramural staff training program for NINR; (7) provides data, reports and analyses to assist NINR staff and advisory groups in carrying out their responsibilities; and (8) coordinates, with Program staff, publication of announcements in the GPS systems.
(1) Maintains and applies comprehensive knowledge of the laws, regulations, and policies governing federal advisory committees; (2) provides committee management expertise and effort necessary for smooth functioning of NINR’s Advisory Council; (3) provides conference support services for the Institute's National Advisory Council, Institute working groups, workshops, meetings, and symposia; including the coordination of audiovisual services; (4) uses the Electronic Council Book to provide information to Council Members; (5) prepares all materials required for Council and other meetings including agendas, handouts, and presentations; and (6) with program, coordinates the NACNR actions related to second-level review of grant applications and other Council actions.
(1) Coordinates the development, implementation and evaluation of Trans-NIH End of Life and Palliative Care (EPC) Science in direct collaboration with the senior leadership of NINR and NIH, the other NIH ICs, other federal research agencies, academia, and other outside experts and constituencies; (2) provides authoritative advice and guidance to the highest levels of management and leadership within the Institute and across the NIH in coordinating the planning, conduct, and evaluation of long range research programs and initiatives; (3) develops programs for investigator training, education, research translation and outreach; (4) provides authoritative analysis and expert advice to senior NIH and NINR management, providing them a basis for making decisions regarding major current and long range policies that affect the activities of the Trans-NIH EPC research agenda; (5) analyzes key policy and program issues; and generates concepts and innovative strategies for developing new approaches to achieving the mission, goals, and objectives for Trans-NIH EPC Science; and (6) working with scientists within NINR and other Institutes across the NIH, facilitates and assists in the develops the methodology and approach for all NIH EPC strategic planning and evaluation efforts.