

NIH Manual Chapter Review Record

Use prescribed by NIH Manual 1710.

Many manual chapters need to be reviewed by organizations outside the issuing office. Use of this form is optional to record such review.

NIH Manual Chapter Number and Title

Section A. Issuing Office

Instructions for Issuing Office:

1. Determine the organizations that need to review the manual chapter. See Section C and page 2 for suggested organizations.
2. Prepare one form for each reviewing office by completing the identifying information on the right half of the form in Section A.
3. For the convenience of the reviewing offices, mark each page that needs to be reviewed or list page numbers in "Specific Instructions for Reviewer" below.
4. Keep this form and all comments provided by the reviewer until this version of the chapter is revised.

Person to Contact in Issuing Office

Organization

Date Material Sent

Building and Room

Phone No.

Name of Reviewing Office

Building and Room

Specific Instructions for Reviewer (*e.g., page numbers, type of review needed*)

Section B. Reviewing Office

Instructions for Reviewing Office:

1. Please review the attached manual chapter. See "Specific Instructions for Reviewer" above, and complete all items in Section B.
2. Return this form, your comments, and the manual chapter to the contact shown in Section A.
3. We ask for a maximum 5-day turn-around time for your review. Please call the contact shown in Section A if this is not feasible.

Reviewer's Name

Phone No.

Date Reviewer Received Package

Date Reviewer Cleared Package

Reviewer's Comments (*Use additional sheet(s) if necessary.*)

Section C. Reviewing Offices

Use the guide on page 2 to help determine who should review manual chapters. (*Call OMA, 301-496-4606, for further advice.*)

- Any office with assigned responsibilities or relevant subject matter expertise in the chapter. This may include the office that has overall responsibility for the functional series in the NIH Policy Manual in which this chapter will be issued. For example, if the Office of Management Assessment (OMA) issues a chapter in the 2300

Human Resources functional series, OMA would send the chapter for review to the Office of Human Resources (OHR).

- The following organizations when the chapter relates to their subject areas (see page 2):

Required and Suggested Reviewing Offices

Organization Name	Subject Areas
Office of the General Counsel (OGC)	Required for all NIH Manual Chapters; OMA obtains this review.
<i>Office of the Director</i>	
Ofc. Extramural Research	Extramural (grants, cooperative agreements, contracts) research policy and programs, training, peer review, program management, animal welfare, protection of human subjects.
Ofc. Intramural Research	Intramural research policy and programs, animal care and use, technology transfer, human subjects research.
Ofc. Equity, Diversity, & Inclusion	NIH Equal Employment Opportunity program, discrimination complaints program, and workforce diversity programs.
Ofc. Federal Advisory Committee Policy	Advisory committee organizations/memberships.
Ofc. Legislative Policy & Analysis	Legislative matters.
Ofc. Communications & Public Liaison	Public information; audiovisual, editorial operations; Visitor Information Center; DeWitt Stetten, Jr., Museum/Historical Office; Freedom of Information Act.
<i>Office of Management:</i>	
Ofc. Human Resources.....	Staffing, recruitment, collective bargaining, benefits, compensation, classification, training, personnel information.
Ofc. Financial Management	Budget, financial reports, accounting, disbursing.
Ofc. Budget	Budget policy, planning, analysis.
Ofc. Management Assessment	Delegations of authority, organization references, policy, regulations, forms references, records, Federal Register notices, Privacy Act, internal controls/risk management, A-76/FAIR Act, program integrity.
<i>Office of Acquisition and Logistics Mgmt.:</i>	
Ofc. Acquisition Mgmt. & Policy.....	All acquisition policy (including contracts, simplified acquisitions, DELPRO and purchase cards), financial advisory services, small business.
Ofc. Logistics & Acquisition Operations....	Supply, transportation, property (including property held on grants and contracts), and acquisition procedures involving simplified acquisitions.
<i>Office of Research Services:</i>	
Ofc. Scientific Resources	Radiation safety, occupational safety and health, environmental protection, waste management, library services; employee health services; scientific equipment and instrumentation services.
Ofc. Security and Emergency Response	Police, fire and rescue services, locksmith, security and access control.
Ofc. Program and Employee Services	Amenities and transportation, international services, events management, sign language interpretation and mail services.
<i>Office of Research Facilities Development & Operations:</i>	
Div. Facilities Planning	Master and facilities planning, policy, procedures, and guidance, and space planning documentation and reporting.
Div. Facilities Operation & Maintenance...	Real property, facility management program.
Ofc. Acquisitions	Procurement of real estate, architect and engineering, construction, facilities operation and maintenance, and disaster relief.
Div. Technical Resources	Property, facilities, construction, and space management policies and procedures, technical policy, criteria, and standards.
Div. Environmental Protection.....	Compliance for regulated environmental activities and all related review and authorization processes; non-radioactive waste management, recycling and disposal; and environmental stewardship.
Office of the Chief Information Officer.....	Significant NIH IT program and policy activities, NIH-wide IT investment portfolio, inclusive of IC, CIT, and enterprise systems; enterprise architecture policies, standards, and practices.
Center for Scientific Review	Extramural research policy on grants, cooperative agreements, peer review, initial review groups, animal welfare, protection of human subjects, and fellowships.