

Office of Cancer Genomics Index

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Duties for the Office of Cancer Genomics

- Ensure all meetings, conferences, teleconferences, symposiums, and seminars are correctly inserted in the director's calendar as well as all pertinent information is attached and displayed and color coded. Provide title that will allow the director to easily identify the appointment, while keeping the director updated on additions, deletions, or changes on calendar.
- Insert detailed information on Directors' calendar for the Wednesday Afternoon Lecture Series (WALS) and the CC Roundtable Lecture Series when received via NIH email. Include title and speaker information.
- Respond to email requests for teleconferences/meetings once cleared with Director
- Follow up on teleconferences not scheduled due to schedule conflict to resolve and schedule. If no responds is received within 24 hours re-contact the person to work out details for scheduling. Keep the director updated on the status of efforts to complete each task.
- Notify teleconference members if Director will be delayed in joining call due to overrun of another appointment. Notify organizer if director will be unable to participate in teleconference or meeting.
- Schedule and coordinate conferences, meetings and teleconferences for the OCG and contractors including reserving conference room and any equipment needed for meeting/conference.
- Answer and direct calls to the appropriate personnel and when unavailable take message with as much details as possible.
- Prepare and enter travel documentation for both domestic and foreign government travel for the director and other members of OCG. If the travel documentation is not straightforward resolve problems and ensure that all details are correct in a timely fashion. Ensure traveler has all documentation to travel and information is clear and accurate. Do not send approved authorization to Omega until week of travel to avoid additional charges in case changes are required on travel.
- Prepare Official Duty Activities for sponsored travel and coordinate with the Ethics Office to ensure all ethical issues are resolved.
(<http://ethics.od.nih.gov/topics/ODA/3-Extramural-Flowchart.pdf>)
- Submit authorization for approval from Dr. Barker if traveler is Gerhard and to Dr. Gerhard if one of the other members of the OCG staff.
- Submit signed authorization to Administrative Officer (AO) for approval.
- Prepare travel folder 24 to 48 hours prior to travel to include itinerary, authorization, tax exemption form and area maps. Provide taxi information when available. Provide index of what information is being included in traveler folder.
- Upon travelers return from trip, collect all receipts, copy and complete voucher in the NBS system so traveler can be reimbursed for any monies due. Submit completed package to Administrative Officer (AO) for approval.

- Assist the director with preparation and submission of registration forms and complete and submit paperwork for any charges associated with the registration for payment when applicable.
- Assist in the preparation of agendas and other literature for visitors to the OCG.
- Receive visitors and direct them to the appropriate office or person.
- Assist the Administrative Officers and the director with posting and monitoring career announcements for the OCG.
- Perform office support with all levels of management and staff to coordinate the hiring of new personnel, and communicating personnel issues with upper management.
- Maintain contact listing and rolodex for OCG and update as needed
- Shred any documents that are no longer required
- Ensure all equipment is working properly and maintain cartridge for replacement.
- Place service call on equipment when needed.
- Equipment no longer needed or not being used should be reported to surplus for pick up and removal.
- Consult and coordinate with upper management regarding furniture and computer set-up.
- Ensure the office has all necessary supplies, including computers, electronics, and other office supplies using purchase requests or purchasing card to use at supply store. Have initiative and propose solutions when problems arise.
- Submit completed purchase requests for approval and ordering
- Upon receiving supplies, check in and confirm all items have been received, stamp receipt with complete information and submit to Administrative Officer (AO) for processing
- Upon receiving invoices, stamp and have Director sign, fax copies to Dottie Hackett and mail originals to Accounts Payable.
- Submit NIH Help Desk service tickets (for IT help) and follow up to ensure the problem was resolved.
- Update the Current Protocols in Bioinformatics documents when they arrive quarterly and remove outdated information.
- Assist all staff of the OCG as needed, e.g. sending of documents via mail, including FEDEX; distribution of incoming mail to personnel, printing of documents, preparation of folders, filing and faxing documents.

Office of Cancer Genomics
Standard Operating Procedures

Answering phones:

Office of Cancer Genomics

Who is calling?

What is the purpose of the call? (Get as much information as possible)

If the person being requested is unavailable ask for a number where they can be reached to return the call.

Complete a message form with all information.

End of year travel instructions:

Attention: Travel Planners, Reviewers, Approvers & HPOCs

CC: Finance Community

To facilitate the processing of travel in the NBS Travel and Finance Systems, the following guidelines are being issued for trips taking place during the change of fiscal years.

(1) **FY 08 Travel:** For trips occurring entirely in FY08 (begin and end dates are no later than September 30, 2008), process travel documents as usual.

(2) **FY 09 Travel:** For trips occurring entirely in FY09 (begin and end dates are after September 30, 2008), process travel documents as usual with the following three caveats:

- **No Cash Advances** may be requested for travel with start dates of October 1-10, 2008.
- Through September 30, 2008, insert the comment on all documents: "**Pending availability of funds.**"
- If applicable on October 1, 2008, insert the comment on all documents: "**Pending continuing resolution.**"
- **Do not final approve** FY09 authorizations until **September 1, 2008** or after.

(3) FY08/FY09 Cross-over Travel: For trips with a begin date before October 1st, 2008 and an end date after September 30, 2008, process **TWO** Travel Authorizations: one for **ONLY** expenses charged to FY08 and a second for **ONLY** expenses charged to FY09.

This means you will have two distinct TR numbers for the trip (one for the FY08 portion and one for the FY09 portion).

- Include ticket, TMC fee, rental car, and personal calls home from an International TDY location on FY08 authorization.
- Per diem and all miscellaneous and other expenses should be included on the authorization that corresponds with the fiscal year in which these expenses actually occur.
- Insert a comment into each Authorization referencing the others TR number.

NOTE: As you process these two documents, be aware that you need to provide FULL per diem for the last day of the first document (September 30th) and the first day of the second document (October 1st). Please use the following process for each of these two days:

M&IE

- 1) Select the Edit (pencil) icon for each day.
- 2) Select the OVERRIDE Lodging and M&IE button.
- 3) Enter '4' in the Quarters field on the Override Screen – leave the M&IE field 'blank'.
- 4) SAVE.

Lodging

- 1) Lodging for Oct. 1 should be calculated accurately.
- 2) Lodging for Sept. 30 is set at \$0 on Lodging screen – cannot be changed.
- 3) Use Expense Screen – add MISC Expense for Sept. 30 lodging amount. Explain in Comments box that system programming does not allow the Sept. 30 to display.

(For LOA Travel: Limited Open Authorizations with dates spanning both fiscal years will follow this same process).

What if I already started FY08/FY09 documents in the NBS Travel System? Please process the documents according to the guidelines above. For further assistance,

contact your Help Point of Contact (HPOC) or the NIH Help Desk at helpdesk@mail.nih.gov or 301-496-4357.

Thank you,

The NBS Management Center

Entering calendar information:

Copy and paste email into calendar

Make sure the time and location is correct

If there is call information enter it in the location space

Select the categorize appropriate

When agenda information is received add that information in note section

When meeting information is received make sure to adjust time to match agenda

Review upcoming weeks calendar to make sure each appointment has complete information such as phone number and location.

When asked for availability place a tentative hold on the time so it is not given to anyone else until meeting/teleconference has been confirmed.

When entering travel appointments start time should be two hours prior to take off for domestic and two ½ hours prior if international

When meeting are cancel on calendar do not delete but add cancel and change from busy to free.

Fed Ex:

Account Number # 232009160

User ID: ocg10a07 Password: meow1604

To change ship from country go to the bottom of the page and select Global Home and change country.

All ***International*** shipments must go through the NIH shipping office in Building 13, Room 1771 (301). Form NIH 1884 must accompany all items going thru the shipping office. This includes paper documents, files, etc. If traveler is on foreign travel and would like to send information back they must use travel card and provide receipt for reimbursement.

Ergonomics

Division of Occupational Health Services is the group who handles Ergonomics here at the NIH

Hotel Preferences:

British Columbia Cancer Agency 570 West 7th Avenue Vancouver, BC, Canada V5Z 4S6 (604) 707-5800

Holiday Inn Center 711 West Broadway Vancouver BC V5Z3Y2 CA
(604) 879-0511

Harvard Partners Center 77 Avenue Louis Partners Center Boston, MA 02115

Boston Marriott Cambridge (Kendall Square) 2 Cambridge Ct, Cambridge, MA 02142 (617) 494-6600 (617) 494-0036 Fax

International Genomic Consortium 445 North Fifth Street, Phoenix, AZ 85004
(602) 850-7001 (Bob Penny)

Hyatt Regency Phoenix 122 N. 2nd Street, Phoenix, AZ 85004 (Arizona Caterers)
(602) 252-1234

Sheraton Phoenix Downtown 340 N. 3rd Street, Phoenix, AZ 85004
(602) 262-2500

Holiday Inn Express 620 North 6th Street, Phoenix, AZ 85004
(602) 452-2020

Ramada Inn Downtown 401 N. 1st Street, Phoenix, AZ 85004

Lawrence Berkeley One Cyclotron Road Berkeley, CA 94720
(510) 495-2438 Joe Gray/ (510) 486-5123 Paul Spellman

Memorial Sloan Kettering Institute for Cancer Research (MSKCC) 1275 New York Avenue New York, NY 10021 (212) 639-6369 Marc Ladanyi

University of North Carolina in Chapel Hill, NC 102 Mason Farm Road Chapel Hills, NC 27599 (919) 843-5740 Chuck Perou

University of Southern California 1441 Eastlake Avenue Los Angeles, CA 90089
(323) 865-0662 Peter Laird

Interoffice Numbers

	301-451-8027	Main Office
	301-480-4368	Fax
A-1	301-594-1152	Intercom 52 Vacant
A-2	301-496-0516	Intercom 30 Vacant
B	301-451-8028	Intercom 01 Gerhard, Daniela
C	301-451-2441	Intercom 00 Guidry Auvil, Jaime
D	301-451-2144	Intercom 05 Zenklusen, Jean Claude
E	301-451-3860	Intercom 60 Vacant
F	301-435-5157	Intercom 04

IT Request for assistance

New Online IT Service Request Website

The NIH Help Desk is proud to announce the new online IT Service Request Website. Check it out at <http://ithelpdesk.nih.gov/support>.

This web site has been designed to improve how we deliver services to you by allowing us to gather the information we need to process your request in a more timely fashion.

The next time you need Help Desk assistance, try out the new web site at:
<http://ithelpdesk.nih.gov/support>.

Please contact us by telephone if you have an urgent issue or emergency. And, don't hesitate to contact us if you have any comments or concerns.

301-496-4357 (6-HELP) (local)
866-319-4357 (toll-free)
301-496-8294 (TTY)
<http://ithelpdesk.nih.gov/support>

Maintenance Request:

When you require maintenance such as hanging a picture, repairing a door knob contact Harley James or Archibald Pitt-Adabie or follow the link below to submit request on line.

<http://mynci.cancer.gov/admin/space>?

Select: [NCI OSFM Express Services Request](#) complete form and submit. A confirmation will be sent to your email.

New Employee Information:

You must complete a New Employee/Contractor Checklist for NED Entry this will allow email set up and processing for a badge.

Request phone set up

Request key

Notify new employee they must complete security awareness training and privacy section before they can receive access to email etc.

New Office Equipment:

Contact property office to request new equipment be decaled. Once equipment is decaled submit a service request to the IT department to schedule set up of equipment. Decal not required unless cost is over \$ 5000. Any questions contact Steve Tucker in property.

Ordering IT Equipment:

IMPORTANT ANNOUNCEMENT

Effective 3/1/2009, the acquisition and computer delivery process of all NCI accountable IT equipment will be changing to a *centralized system*.

What are the key changes?

Individuals who need IT equipment must now make their purchase requests through their Administrative Office; they will no longer be able to purchase most IT equipment directly from vendors. Examples of the IT equipment now required to be purchased through the Administrative Office and delivered to a central NCI warehouse include

desktop computers, laptops, BlackBerry or other Personal Digital Assistant (PDA) devices, and servers. Printers, monitors, fax machines and other peripherals are exempt from the new centralized program requirements. This new policy only applies to Government purchased equipment.

ACQUISITION

NCI is required by the NIH Initial Security Configuration Policy (Dec 2008) to provide central purchase approval of all IT equipment to ensure it meets minimum security and set up configuration requirements. Prior to purchase, your Administrative Office will need to ensure that the requested equipment is on the approved equipment list, or that it has been approved by an exception with a waiver request submittal to the NCI Chief Information Officer. The list of approved equipment and the waiver request can be found here - http://itss.cancer.gov/order_comp_equip.html. NCI-Frederick already has centralized IT equipment ordering and delivery policies. For more information on NCI-Frederick's policy and process please email conraddi@mail.nih.gov.

DELIVERY

All equipment will be delivered to the NCI Central Delivery Warehouse so that it can be properly tagged with an NIH inventory decal, entered into the NIH Property Systems, and configured with standard NCI software and security settings.

Once equipment is received by the Central Warehouse, the end user will be contacted to coordinate the installation of the equipment at their location by the NCI Desktop Support staff. All equipment will be delivered to the end user, and the technician will remove the old equipment for surplus during the same visit. This represents an improvement over the old system that had the user receiving the equipment which then sat in its shipping box until the NIH Help Desk dispatched an installation technician. We anticipate the time from purchase request to delivery and installation of the equipment to be as fast as it is today.

Why are the changes necessary?

First, all equipment must meet minimum security configuration standards and having a centralized acquisition system helps accomplishes this.

Secondly, each NIH Institute is required to standardize the configuration of their IT equipment to ensure common security and software management in compliance with a new NIH policy issued in December 2008.

Who will be affected by this change?

Any group or individual who is involved with the purchasing, receiving, delivery, preparing for use and/or inventorying of NCI IT equipment will be affected by this change.

Summary

More information detailing the specifics of this new acquisition process within NCI has been shared with the ARC staff, purchase card holders and property custodians. There is also a helpful link at http://itss.cancer.gov/order_comp_equip.html. We understand that these changes will have an impact on everyone who needs to acquire government IT equipment. But we are hopeful that the benefits will outweigh any inconvenience these changes may cause you.

Thank you in advance for your patience and compliance with this new policy. We ask that if you have any suggestions to improve the program to please send us an e-mail at: ncicentralizedprocure@mail.nih.gov. If you would like more details about the scope of the new program, please link to http://itss.cancer.gov/order_comp_equip.html. If you need immediate technical assistance please contact the NIH Help Desk at [NIH Help Desk](#) or (301-496-4357)

Jeffrey Weiner, NCI, CIO

Ordering Supplies:

First check in the Self Service Store on the B1 floor for supplies if available purchase from Self Service Store with purchasing card and ID (301) 436-4430

If not available check catalogs

Obtain pricing on items needed

Complete a purchase request on POTS: <https://pots.nci.nih.gov/Requester.aspx>

Route to (Dr. Gerhard)

Route to purchasing card holder

Patient Inquires:

Cancer Information Service Contact number 1-800-422-6237

Cancer Information Services: cancer.govstaff@mail.nih.gov

Live help: <https://cissecure.nci.nih.gov/livehelp/welcome.asp>.

Receiving Invoice:

Stamp and sign invoice and retain a copy for our files.

Mail the original AT& T bill to: Pam Robbins at Procurement Program Specialist, NIH Intra Mall Training Specialist, 6116 Executive Blvd, Suite 503, Rockville, Maryland 20852
(301) 496-3688, (301) 480-7890

Or to the purchase card holder who place order

Receiving supplies:

Verify all supplies on the order are accounted for and stamp packing slip.

Complete the information and make copy and attach to purchase request.

Take original packing slip to purchaser.

Scheduling meeting or teleconference calls:

How much time is required?

What is the purpose and title of meeting/teleconference?

Do they have time slots they would like to check availability?

Locate available time and place a tentative hold until a time is agree too

Once time is set, remove any tentative holds that are not needed and change the agreed time to busy.

Status Update:

Maintain weekly Excel spreadsheet of all task items on L Drive and update daily.

Telephone Updates/Changes

To request service such as change or move number, submit a request to:

<http://cit.nih.gov/ProductsAndServices/Telecommunications/TeleServices>

or report problem to the Verizon Trouble Report Desk @ (301) 402-9935

Webmeeting

<https://webmeeting.nih.gov/system/login?domain=webmeeting.nih.gov&next=%2Fadmin%3Fdomain%3Dwebmeeting.nih.gov&set-lang=en>

Passcode OCGwebmeeting

123

10A03 Fax

Bus Fax: 301-480-4814

10A07 Fax

Bus Fax: 301-480-4368

10A52 Conference Room

Bus: 301-480-4202

10A52 Fax

Bus Fax: 301-496-7807

11A30 Fax

Bus: 301-496-1045
Bus Fax: 301-480-2889

a

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ADB's Polycom

Bus: 301-402-2899

Agus, David

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Mobile: 310-779-3852

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Alper, Joe

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Louisville, CO 80027-1079
Bus: 303-661-0110
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Amina Thai Restaurant

5065 Nicholson Lane
Rockville, MD 20852

Amos, Christopher

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Home: 301-402-1762
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E-mail: barkera@mail.nih.gov

Barnholtz-Sloan, Jill

11100 Euclid Avenue
Cleveland, Ohio 44106-5065
Bus: (216) 368-1506
E-mail: jsb42@case.edu

Barron, Victoria (NIH/NCI)

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92 Thomas Johnson Dr
Frederick, MD 21702
Bus: (301) 846-5825
E-mail: barronvl@mail.nih.gov

Barwood Taxi

4900 Nicholson Court
Kensington, MD 20895-1004
Bus: 301-984-1900

**Barwood Taxi
Wishnow, Paul**

Bus: (800) 831-5466
Car: (301) 908-5442
Bus Fax: (301) 984-8254

Battery, Jim

Bus: 301-402-0901

Baughman, Bob

Bus: 301-493-1728

Baylin, Steve

Bunting-Blaustein Cancer Research Bldg
Suite 540
1650 Orleans Street
Baltimore, MD 21231
Bus: (410) 530-8961
Bus Fax: 410-614-9884
E-mail: sbaylin@jhmi.edu

BCR Call Information

Bus: Dial In: (866) 365-4406 Participant Code: 8507005

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 Co Main: 617-258-0900
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 Bus Fax: 212-794-3186
 E-mail: borsul@mskcc.org

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 Mobile: (202) 277-9003
 E-mail: boskentc@mail.nih.gov

Boss, Lynn

E-mail: boss@cshl.edu

Bouchard, Ron

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 Division of Quantitative Sciences
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Brahmachari, Samir K.

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Teleconference

Bus: 800-910-2399 Code: 869184

t**Teleconference**

Bus: 800-314-2582 Code: 597684

Teleconference

Bus: 888-677-0340 Code: 4521

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Bus: 800-747-5150 Code: 8507005

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Bus: 800-314-2582 Code : 597684

Teleconference - Gerhard

Bus: +1 Participant Call # 877-706-5504 (Int.: 210-516-0963)
Passcode # 6955918

Teleconference - Gerhard Office

Bus: 301-594-6814

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Bus: Participants Toll Free 1-866-244-8528 Toll Number 1-719-457-0816 Passcode: 756358

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Home

Mobile

Car

Other

Bus Fax

Hm Fax

E-mail

E-mail 2

E-mail 3

File As

Follow Up Flag

Mailing Address

Bus

Co Main

Home

Mobile

Car

Other

Bus Fax

Hm Fax

E-mail

E-mail 2

E-mail 3

BUILDING: 6116

Institute	Contact	Contact #	Room/Tel #	Capacity, etc.
OSFM	Corney McLeod Brittany Edwards	496-8534	210 (451-3614)	14 Table /10 Perimeter - Internet Access, Audio/Video Screen, Flipchart
OSFM	Corney McLeod Brittany Edwards	496-8534	405	22 Table / 50 Perimeter - Video Conf, AV/Power Point, Teleconferencing, Podium, Projector, Mic
OSFM	Corney McLeod Brittany Edwards	496-8534	406	12 Table/24 Perimeter - Internet Access, White Board, Polycom, Screen, Audio Conference
OSFM	Corney McLeod Brittany Edwards	496-8534	507 (402-9246)	37 People Max - Audio/Video Tel Conference, Projector, Flat Screen, Fully Equiped eBeam Presesntation
OSFM	Corney McLeod Brittany Edwards	496-8534	607 (451-4089)	17 Table - Internet Access, White Board, Drop S Screen, Polycom
OSFM	Corney McLeod Brittany Edwards	496-8534	611 (451-4523)	9 Table / 1 Perimeter - Whiteboard, Internet Access
OSFM	Corney McLeod Brittany Edwards	496-8534	706 4th Flr	12 Table / 19 Perimeter - Tanberg, Audio/Video Tele Conf, Projector, Polymcom, Drop Screen
OSFM	Corney McLeod Brittany Edwards	496-8534	707	14 Table / 22 Perimeter - AV/Power Point, Projector, Teleconferencing, White Board
OCE	NCI OCE Admin Services	594-9051	3037	8 People /4 Perimeter - Table & Chairs, Small room, Projector, Computer on cabinet, Internet Access, Polycom (301 594-5727), White Board, TV w/ Video and CD Player, Flip Charts, NOTE: <i>Tonia Cumberledge in 3026A has key to rm on tack board</i>
OCE	NCI OCE Admin Services	496-9096	3056A (435-6607)	10 Table, 4 Perimeter - Compute/Internet Access, Projector, Conference Calling (Polycom (20 lines, request/reserve number through NCI OCE Admin Services) Webinar/WebEx via internet NOTE: <i>Equipment must be supplied by HelpDesk</i>
OCE	NCI OCE Admin Services	496-9096	3056B (496-1605)	18 Table, 18 Perimeter - Computer/Internet Access, Electronic White Board, Video Conferencing/ Recording, Projector, Conference Calling (Polycom (20 lines, - need to request/reserve number through NCI OCE Admin Services) Webinar/WebEx via internet NOTE: <i>Equipment must be supplied by HelpDesk</i>
OCE	NCI OCE Admin Services	496-9096	3056 A&B	26 Table, 22 Perimeter - Computer/Internet Access, Electronic White Board, Video Conferencing/ Recording, Projector, Conference Calling (Polycom (20 lines, - need to request/reserve number through NCI OCE Admin Services) Webinar/WebEx via internet NOTE: <i>Equipment must be supplied by HelpDesk</i>
OCE	NCI OCE Admin Services	496-9096	3074	5 - 6 Boardroom Style - VCR/DVD/LCD Screen, Internet

CONFERENCE ROOMS

BUILDING: 6116

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
OSFM	Corney McLeod Brittany Edwards	496-8534	4th Flr Training Rm	25 Computers and 1 Instructor Computer, Flipchart, Two (2) Overhead Projectors
OCE	NCI OCE Admin Services	496-9096	4122	8 Table / 8 Perimeter - Computer/Internet Access, LCD Screen, DVD, Conference Calling (Polycom), White Board, Webinar/WebEx via internet <i>NOTE: Equipment must be supplied by HelpDesk</i>
OSFM	Corney McLeod Brittany Edwards	496-8534	6006 (496-5014)	12 Table / 14 Perimeter - Video Conferencing Audio/Video VCR, Telephone Conf, Flipchart Projector, Polycom, Drop Screen, White Board
OSFM	Corney McLeod Brittany Edwards	496-8534	6015 (496-3223)	10 Table - Video & Tele Conferencing, Projector and Smart Board Cap, Presentation Ready
SRP	Diane Barrett Issa Burgillow	496-8506	5034	15 Table - Audio/Video, Slide Projector, Screen-Overhead Equip. <i>Caution: May be bumped from room.</i>
SRP	Diane Barrett Issa Burgillow	496-8506	5050	6 Table - Conference Calling <i>Caution: May be bumped from room.</i>

BUILDING: EPS (6120)

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u> (<i>Conference Setup Only</i>)
OSFM	Corney McLeod Brittany Edwards	496-8534	230	13 Table / 19 Perimeter - Internet Access, Screen, Audio/Video, Two Falt Screens, Projector Presentation
OSFM	Corney McLeod Brittany Edwards	496-8534	511	33 Table Max - Internet Access, Projector Screen, Polycom
OSFM	Corney McLeod Brittany Edwards	496-8534	3119	12 Table - Audio/Video Conference Presentation

BUILDING: EPN (6130)

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
OSFM	Corney McLeod Brittany Edwards	496-8534	319	12 Table - Video Conferencing System, Audio/Video Teleconferencing, Projector, Podium, Polycom
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	C (Fee Charged)	10 Table/ 10 Perimeter - Hearing Impaired Devices LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	D (Fee Charged)	10 Table/ 10 Perimeter - Hearing Impaired Devices LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	E (Fee Charged)	10 Table/ 10 Perimeter - Hearing Impaired Devices LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard

BUILDING: EPN (6130) cont'd

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	F (Fee Charged)	10 Table/ 10 Perimeter - Hearing Impaired Devices LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	C, D, E, F (Fee Charged)	32 Table / 48 Perimeter - Podium and Lavalier Mics, LCD Projection, Network Connection, 35mm Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Telephone Conf. Calling, Hearing Impaired Devices NOTE: 80 Theater Setup
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	G (Fee Charged)	22 Table/ 28 Perimeter - Podium/Lavaliere & Table Mics., Audio Cassette Recording, Telephone Conf. LCD Projection, Network Connection, 35mm Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Telephone Conf. Calling, Hearing Impaired Devices
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	H (Fee Charged)	24 Table/ 31 Perimeter - Podium/Lavaliere & Table Mics., Audio Cassette Recording, Telephone Conf. LCD Projection, Network Connection, 35mm Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Telephone Conf. Calling,
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	J (Fee Charged)	20 Table/ 20 Perimeter - Podium/Lavaliere & Table Mics., Audio Cassette Recording, Telephone Conf. LCD Projection, Network Connection, 35mm Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Telephone Conf. Calling,

BUILDING: 1 Wilson Hall

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Wilson Hall (Fee Charged)	28 Table / 60 Perimeter Conference- Audio/Video, Mic, etc Fully equipped, Overhead Projector, Computer, Video Playback on large screen, Teleconferencing, Conf Calling, Closed Circuit TV In/Out, Recording, Audio taping, Video recording by Medical Arts/Photography Br Note: Also, 36 Classroom and 150 Theater setups

CONFERENCE ROOMS

BUILDING: 10 Clinical Center

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Masur Auditorium (Fee Charged)	492 Theater w/ Panel Table of 12 - Amplification, Microphone floor, stage, podium, assistive listening devices. Presentation: Overhead (rear (single/dual) slide projection, computer, video playback on large screen, Teleconferencing, interactive video conferencing, telephone conference calling, Webcasting, Closed Circuit TV (in/out), Press Conference Setup, Recording: Audio and video. Simultaneous language interpretation.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Lipsett Auditorium (Fee Charged)	260 Theater - Amplification, Microphone floor, stage podium, assistive listening devices. Presentation: Overhead, slide projection, computer video playback on large screen, Teleconferencing, interactive video conferencing, telephone conference calling, Webcasting, Press Conference Setup, Recording: Audio and video. Simultaneous language interpretation.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	2C116 Magnuson Bldg (Fee Charged)	18 Table / 26 Perimeter - LCD Projection, Network connection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Telephone Conference Calling
Bioethics	Mertis Stallings Tanya Vaughn	496-2429	1C118	20 - 25 People- Audio/Video, Mic, Fully Equiped , Overhead Projector, Computer, Video Playback on large screen, Teleconferencing, Conference Calling, Closed Circuit TV In/Out, Recording, Audio taping, Video recording by Medical Arts & Photography Branch
NCI/RBB	Mary Outman	496-7511	B3MB38	35 - Table - Overhead with remote for laptop, projector, Slide projector, Computer hookup, No Phone in room
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	2 3330 Hatfield Bldg (Fee Charged)	20 Table / 27 Perimeter - Classroom or Theater setup LCD Projection, Network connection, Overhead, VHS Playback, Laser Pointer, Flipchart, Tele Conference Calling
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	2 3750 Hatfield Bldg (Fee Charged)	20 Table / 27 Perimeter - Classroom or Theater setup LCD Projection, Network connection, Overhead, VHS Playback, Laser Pointer, Flipchart, Tele Conference Calling
NCI/SB	Etta Owens Michele Gaye	496-4164	2S235	40 - Classroom/Theater -Audio/Video, Mic., Fully Equipped Fully equipped, Overhead Projector, Computer, Video Playback on large screen, Teleconferencing, Conf Calling, Closed Circuit TV In/Out, Recording, Audio/ Video recording

BUILDING: 10 Clinical Center (cont'd)

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ORS	NIH EVENTS MANAGEMENT	496-9966	4 3330 Hatfield Bldg <i>(Fee Charged)</i>	16 Table / 20 Perimeter - Classroom or Theater setup LCD Projection, Network connection, Overhead, VHS Playback, Laser Pointer, Flipchart, Tele Conference Calling
NIDDK	Adrienna Parker	496-5867	9S235	45 - Classroom - 2 Screens, Projector, Video Teleconferencing
NIAID	Ayanna McManus	496-6572	11S235	48 - Classroom/Theater - Overhead Projector, Computer Fully equipped, Overhead Projector, Computer, Video Playback on large screen, Teleconferencing, Conf Calling, Closed Circuit TV In/Out, Recording., Video recording

BUILDING: 31A

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NICHD	Anyone can assist	496-3454	2A48	40 People - Screen <i>Have to Bring Own Equip.</i>
NIA	NIA Admin Group	402-2716	2C15	12 Table / 8 Perimeter - Projector Screen, Audio/Video, White Board, Computer setup (<i>have to bring own laptop</i>)
NHLBI	Anyone can assist	496-5931	5A05	10 People / 8 Perimeter - Projector, Computer w/small monitor, Audio & Video
NHLBI	Anyone can assist	496-5931	5A16	20 People - No Food; Slide Projector; 2 wks adv notice
NEI	Shalamar Barnes	496-4233	6A35	20 People - No Food; No Slide Projector; Easel
NIAID	Karen Sellers	496-1521	7A24	25 People - Audio/Video & Tel Conf, Projector <i>Have to Bring Own Equipment</i>
NINDS	Sharon Duncombe	496-4697	8A28	25 People - Audio/Video & Tel Conf, Projector
NCI	Cortney McLeod Brittany Edwards	496-8534	10A06	24 Table Max - Audio / Video Tele Conferencing Projector, Flat Creen, Fully Equipped
NCI	Cortney McLeod Brittany Edwards	496-8534	10A34	6 Table Max - Audio/Video Tele Conferencing, Projector, Fully Equipped
NCI	Laurie Byers	435-5767	11A01	30 People - Audio/Video & Tel Conf, Projector

BUILDING: 31C

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIDCR	Rita Lehr	496-9469	2C19 2C39	25 People - Audio/Video & Tel Conf, Projector
NIA	Canal Brown	496-0763	2C15	15 People - Audio/Video, Projector, Microphone, Fully Equiped
NIDCD	Jackie Crisp	402-0495 (402-3060)	3C05	30 People - Screen, Slide Projector, Overhead, Easel, Teleconferencing
NIAMS	Sherry Meltzer	496-4353	4C32	18 People - No Food; Audio/Video, Tel Conf, Projector

CONFERENCE ROOMS

BUILDING: 31C (cont'd)

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	6C6 (Fee Charged)	30 People/ 75 Perimeter - Audio/Video & Tel Conf Projector, Microphone, etc., Fully Equipped
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	6C7 (Fee Charged)	20 People/ 20 Perimeter - Audio Cassette Recording, Podium Microphone, Telephone Conferencing LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	6C8 (Fee Charged)	14 People - Audio Cassette Recording, Mic, Podium, Telephone Conferencing, LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer Flipchart, Whiteboard
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	6C9 (Fee Charged)	14 People Table - Audio Cassette Recording, Podium Microphone, Telephone Conferencing LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	6C10 (Fee Charged)	30 People/ 100 Perimeter - Podium Microphone, Aisle, Table & Lavalier Microphones, Audio Cassette Recording, Hearing Impaired Devices, Telephone Conference Calling, LCD Projection, Network Connection, 35 mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipcharts, Whiteboards

BUILDING: 35

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	BB1000 (Fee Charged)	85 Theatre - Lavalier Microphone, Hearing Impaired Devices, LCD Projection, Network Connection, VHS Playback, Laser Pointer, Flipchart

BUILDING: 40

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	1201 & 1203 (Fee Charged)	34 Table / 20 Perimeter - Podium/Lavalier/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices <i>Note: Also, 90 Theater setups</i>

CONFERENCE ROOMS

BUILDING: 45 (Natcher Conference Center)

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Main Auditorium (Fee Charged)	500 Theater - Podium/Lavaliere/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, Telephone Conf Calling , Webcasting, Closed Circuit TV (in/out), Press Conference Setup, Recording: Audio and video.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Auditorium Balcony A (Fee Charged)	100 Theater - Podium/Lavaliere/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, Telephone Conf Calling , Webcasting, Closed Circuit TV (in/out), Press Conference Setup, Recording: Audio and video.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Auditorium Balcony B (Fee Charged)	100 Theater - Podium/Lavaliere/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, Telephone Conf Calling , Webcasting, Closed Circuit TV (in/out), Press Conference Setup, Recording: Audio and video.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Auditorium Balcony C (Fee Charged)	100 Theater - Podium/Lavaliere/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, Telephone Conf Calling , Webcasting, Closed Circuit TV (in/out), Press Conference Setup, Recording: Audio and video.

BUILDING: 45 (Natcher Conference Center) cont'd

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Combined Auditorium A, B, C (Fee Charged)	1000 Theater - Podium/Lavalier/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, Telephone Conf Calling , Webcasting, Closed Circuit TV (in/out), Press Conference Setup, Recording: Audio and video.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Delegate Room D (Fee Charged)	28 Table / 60 Perimeter - Podium/Lavalier/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	A (Fee Charged)	24 Table / 15 Perimeter - Podium& Lavalier Mics, Audio Cassette Recording,Telephone Conf, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, LCD Projection Note: Also, 32 Classroom & 55 Theater setups
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	B (Fee Charged)	16 Table / 18 Perimeter - Podium& Lavalier Mics, Audio Cassette Recording,Telephone Conf, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, LCD Projection Note: Also, 18 Classroom & 30 Theater setups
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	C1 & C2 (Fee Charged)	24 Table - Podium& Lavalier Mics, Audio Cassette Recording,Telephone Conf, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, LCD Projection Note: Also, 28 Classroom & 50 Theater setups

BUILDING: 45 (Natcher Conference Center) cont'd

Institute	Contact	Contact #	Room/Tel #	Capacity, etc.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	E1 & E2 <i>(Fee Charged)</i>	28 Table/ 100 Perimeter or 40 Table / 25 Perimeter, Podium/Lavalier/Aisle & Table Microphones, Audio Cassette Recording, Video Production, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, Telephone Conf Calling , Webcasting, Closed Circuit TV (in/out), Press Conference Setup, Recording: <i>Note: Also, 80 Classroom & 15 Theater setups</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	F1 & F2 <i>(Fee Charged)</i>	30 Table/ 22 Perimeter - Podium/Lavalier/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices <i>Note: Also, 40 Classroom & 80 Theater setups</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	G1 & G2 <i>(Fee Charged)</i>	24 Table - Podium& Lavalier Mics, Audio Cassette Recording,Telephone Conf, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, LCD Projection <i>Note: Also, 28 Classroom & 50 Theater setups</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Lower Level Open Space <i>(Fee Charged)</i>	20 Exhibit Tables / 24 Poster Boards - Network Connection, Flipchart, Whiteboard, Podium and Lavalier Microphones, Video Conf, Overflow to other rooms with video and audio, Video Production and Videocasting Caption Services, Video Taping, etc. <i>Note: Also 200 Reception</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Vid Tel Room H <i>(Fee Charged)</i>	9 Table / 17 Perimeter - Multimedia Services, Dedicated VTC Room - Call (301) 496-9966 <i>Note: Must Schedule in Advance</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Vid Tel Room J <i>(Fee Charged)</i>	9 Table / 17 Perimeter - Multimedia Services, Dedicated VTC Room - Call (301) 496-9966 <i>Note: Must Schedule in Advance</i>

CONFERENCE ROOMS

BUILDING: 49

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	1A50A (Fee Charged)	10 Table / 16 Perimeter - Podium Microphone LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard Note: Also, 44 Theatre setup
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	1A50B (Fee Charged)	10 Table / 16 Perimeter - Podium Microphone LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard Note: Also, 44 Theatre setup
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	1A50A & B (Fee Charged)	30 Table / 20 Perimeter - Podium Microphone LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard Note: Also, 88 Theatre setup

BUILDING: 50

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	435-2208	1227 (North) 1233 (North) 1328 (South) 1334 (South) (Fee Charged)	Quadrant Room - Full Room - Theater Style - holds 70 Half Rms - North Side holds 61 South Side holds 47 Individual Room setups differ - must call Podium/Lavalier/Aisle & Table Microphones, Telephone Conference, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms, Video Production and Videocasting Caption Services, Video Taping, etc., Hearing Impaired Devices Note: Classroom 18 Tables

BUILDING: 60 (The Cloisters)

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	162A	30 Table - Classroom - Presentation: Overhead, slides
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	162B	30 Table - Classroom - Presentation: Overhead, slides
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	162A&B	100 Table - Classroom - Presentation: Overhead, slides
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	134	40 Table - Classroom - Presentation: Overhead, slides
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	134	40 Table - Classroom - Presentation: Overhead, slides

BUILDING: 60 (The Cloisters) cont'd

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Rathskeller	64 Theater only - Presentation: Overhead, slides Computer Projector
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Lecture Hall	50 Theater only - Presentation: Overhead, slides Computer Projector
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Chapel	40 Theater only - Presentation: Overhead, slides Computer Projector
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	Anten Room	40 Theater only - Presentation: Overhead, slides Computer Projector

BUILDING: 6001 Executive Blvd.

<u>Institute</u>	<u>Contact</u>	<u>Contact #</u>	<u>Room/Tel #</u>	<u>Capacity, etc.</u>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	435-1686	A1 & A2 (Fee Charged)	36 Table / 22 Perimeter - Lavalier & Table Mics, Audio Cassette Recordings, Telephone Conf., Hearing Impaired Devices, LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart and White Board NOTE: Also, 36 Classroom & 70 Theater Setup
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	B1 & B2 (Fee Charged)	28 Table - Lavalier & Table Micorphones Audio Cassette Recordings, Telephone Conf., Hearing Impaired Devices, LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart and White Board NOTE: Also, 28 Classroom & 48 Theater Setup
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	C (Fee Charged)	48 Table/ 58 Perimeter - Podium/Lavaliere/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, Video Taping, etc. NOTE: Also, 60 Classroom & 100 Theater Setup
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	D (Fee Charged)	28 Table/ 36 Perimeter - Podium/Lavaliere/Aisle & Table Microphones, Audio Cassette Recording, Network Connection, 35mm Slide Projector, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf. Overflow audio & video to other rooms Hearing Impaired Devices, Video Taping, etc. NOTE: Also, 40 Classroom & 77 Theater Setup

CONFERENCE ROOMS

BUILDING: 6001 Executive Blvd. (cont'd)

Institute	Contact	Contact #	Room/Tel #	Capacity, etc.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	496-9966	E <i>(Fee Charged)</i>	12 Table - Lavalier Microphone, Audio Cassette Recording, Telephone Conference Calling, Hearing Impaired Devices, LCD Projection, Network Connection, 35mm Slide Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, Whiteboard, Video Conf.

BUILDING: (6701 Rockledge Drive (Rockledge II)

Institute	Contact	Contact #	Room/Tel #	Capacity, etc.
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	435-0004	9100 <i>(Fee Charged)</i>	14 Table - Podium Mic, Hearing Impaired Devices, LCD Projection, Network Connection, 35mm Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, <i>NOTE: Also, 45 Theater Setup</i>
NIH/OD/	NIH EVENTS MANAGEMENT	435-0004	9104 <i>(Fee Charged)</i>	14 Table - Podium Mic, Hearing Impaired Devices, LCD Projection, Network Connection, 35mm Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, <i>NOTE: Also, 55 Theater Setup</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	435-0004	9100 & 9104 <i>(Fee Charged)</i>	30 Table / 16 Perimeter - Podium Mic, Hearing Impaired Devices, LCD Projection, Network Connection, 35mm SlideProjection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart <i>NOTE: Also 40 Classroom, 100 Theater Setup</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	435-0004	9112 <i>(Fee Charged)</i>	18 Table - Podium Mic, Hearing Impaired Devices, LCD Projection, Network Connection, 35mm Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, <i>NOTE: Also, 55 Theater Setup</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	435-0004	9116 <i>(Fee Charged)</i>	14 Table - Podium Mic, Hearing Impaired Devices, LCD Projection, Network Connection, 35mm Projection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart, <i>NOTE: Also, 45 Theater Setup</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	435-0004	9112 & 9116 <i>(Fee Charged)</i>	30 Table / 16 Perimeter - Podium Mic, Hearing Impaired Devices, LCD Projection, Network Connection, 35mm SlideProjection, Overhead Projector, VHS Playback, Laser Pointer, Flipchart <i>NOTE: Also 100 Theater Setup</i>
NIH/OD/ ORS	NIH EVENTS MANAGEMENT	435-0004	Video Tel Rm R9C	5 Table / 10 Perimeter - Exclusively setup as a Video Teleconference Room. <i>(Conference Setup Only)</i>

FORT DETRICK (Frederick Campus)

Institute	Contact	Contact #	Room/Tel #	Capacity, etc.
NCI	Susan Skidmore	301-846-5865	Auditorium	<i>111 Theater only</i> - Presentation: Overhead, slides Computer Projector, Teleconferencing, Conference Calls - No Audio or Video
NCI	Susan Skidmore	301-846-5865	A	<i>20 Conference or Classroom</i> - Presentation; Overhead; Slides, Computer Projector, Teleconferencing, Conference Calls - No Audio or Video
NCI	Susan Skidmore	301-846-5865	B	<i>25 - 30 Conference or Classroom</i> - Overhead; Slides Computer Projector, Teleconferencing, Conference Calls - No Audio or Video
NCI	Susan Skidmore	301-846-5865	Rm 426	<i>30 - 35 Conference or Classroom</i> - Overhead; Slides Computer Projector, Teleconferencing, Conference Calls - No Audio or Video

Program Specialist, GS-301-9

STANDARD POSITION DESCRIPTION

PROGRAM SPECIALIST, GS-301-9

I. INTRODUCTION

The National Cancer Institute is responsible for planning, conducting and coordinating nationwide programs which involve research on the detection, diagnosis, cause, prevention, and treatment of cancers and on rehabilitation of the cancer patient. This position is assigned extramural program responsibilities and is located in the NCI organization as checked below:

- []Office of the Deputy Director for Extramural Science (provides oversight and coordination across all of the extramural programs).
- []Division of Cancer Treatment and Diagnosis (plans, directs and coordinates a program of extramural preclinical and clinical cancer research).
- []Division of Cancer Prevention (plans and directs an extramural program of cancer prevention research).
- []Division of Cancer Control and Population Science (plans and directs an extramural program of cancer control research).
- []Division of Cancer Biology (plans, directs, coordinates and evaluates a contract and grant supported program of extramural basic and applied research on cancer cell biology and cancer immunology).
- []Division of Extramural Activities (administers and directs the Institute's grant and contract review activities).

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as the Program Specialist performing the following core responsibilities:

Program Analysis and Support:

- A. Assists in the development, recommendation and implementation of plans and descriptive documents for accomplishing overall program objectives. Areas of responsibility and expertise include program support, logistics and general administrative management areas.
- B. Identifies problems which may affect the smooth functioning of the structured program and

prepares recommendations for arriving at necessary modifications, etc. Such activities require the incumbent to maintain a comprehensive working knowledge of the current and projected programs of the program area.

C. Provides managerial advice to the Office of the Director regarding specific studies and analyses in all administrative support areas. Identifies problem areas, and recommends solutions which are usually implemented, with only minor changes. Performs special studies and analyses as part of a working group or groups for administrative matters impacting the NCI. Reviews government regulations, agency policies and procedures and interprets information for program officials, providing comments and recommendations to senior administrators and scientific management staff.

D. Assists in preparing analytical reports and composing narrative drafts for use in preparing sections of reports. Participates in the review and evaluation of proposed programs, prepares recommendations and background material and discusses these proposals with the Supervisor and other program staff. Conducts analyses to identify trends, items of interest, and information classification. Reports unusual items to Supervisor and/or makes recommendations for further studies.

E. Assists in program planning by analyzing and compiling technical and financial information for office/section/branch budget documents and retreats, annual reports, and briefing or position papers. Participates in analyzing program operation. Assists in analyzing program goals, progress, effectiveness, and special problems. Gathers, maintains, reviews and interprets data and reports needed to plan new programs and to monitor ongoing research projects. Prepares and maintains complete estimated and actual funding figures on all projects. Monitors projects for overlap or gap areas and for problems in funding and/or non-compliance with contract requirements.

Grant and/or Contract:

F. Gathers data and material for planning, direction and coordination of grant and/or contract-related activities. This includes particular emphasis on project evaluation for assessing grant and/or contract (including interagency agreements) performance in relation to the statements of work, task schedules and expenditures in relation to terms of award; abstracting progress and data from individual research grants and/or contracts and submitting written assessments with recommendations to the appropriate individual

G. Provides instruction, information and assistance to new professional staff in all areas of grant and/or contract procedures; works closely with Research Contracts Branch staff and office/section/branch staff on all procedural requirements from concept approval through award, contract modification and the administration of grants and/or contracts. Analyzes for potential or actual problems related to grant and/or contract management policies and procedures including reporting requirements and deadlines, and resolves them with the assistance of appropriate staff.

H. Monitors the progress of the grant and/or contract research projects through project reports

and participation in meetings and discussions. Retrieves and analyzes specific information from files, documents, and reports. Data retrieval often accomplished using a wide variety of computer software. Provides technical assistance on the use and capabilities of this software to office/section/branch staff.

I. Provides administrative assistance in the preparation and processing of Requests for Proposals (RFPs) or Requests for Applications (RFAs), managing the administrative procedural and fiscal aspects of the grants and/or contracts. Assists in preparation of project plans, RFPs and RFAs for cancer prevention research projects. Monitors progress and receipt of deliverables.

J. Performs literature searches of both subject matter journals and management analysis publications to prepare briefing reports and recommendations for applications of management principles and innovations in communications, correspondence, office automation and organizational development.

K. Arranges and participates in Source Evaluation Groups (SEGS) for the required in-house review of new projects. Prepares draft reports, analyses and presentation of research and management data for special projects as needed. Performs verification of figures, data, and references; proofreading; and graphic treatment and presentation of data.

L. Arranges for the acquisition of office/section/branch research project reviews and clearances including Office of Management and Budget reviews, Clinical Exemptions for clinical trials, Institutional Review Board reviews, as well as ad hoc reviews for scientific merit and participant safety.

M. Performs task analyses and job structuring for short-term and long-term project positions, staff to workload ratios of Government and contract staff, and flow-charting of work. Develops statistical and narrative data to justify structuring and restructuring of formal and informal units to improve resources.

N. The incumbent performs the additional duties and responsibilities (Check as appropriate):

SITE VISITS

Assists in the collection and coordination of material for site visits.

PATENTS

Assists in the preparation of Invention Reports and forwards reports and supporting documentation to the NCI Office of Technology Development.

Follows up and advises appropriate parties on the status of Invention Reports and Patent Applications.

STATISTICS

Provides administrative support on selected segments of projects involving nationwide data collection and analyses; selects and applies a variety of statistical methods and statistical techniques frequently involving a number of variables; designs data collection procedures; and, develops procedures for data management, for transferring data among various computer management, and for transferring data among various computer systems.

[J] TECHNICAL INFORMATION

Responds to requests for information by conducting specialized literature searches in specific research areas. Searches data bases to obtain technical reports of completed research and data on ongoing projects.

Performs a variety of duties to facilitate the work of the office/section/branch such as preparing reports; responding to inquiries and requests for information; drafting correspondence for the chief's signature; and coordinating the activities of the office/section/branch. Serves as the initial responsible point of contact within the office/section/branch for all administrative matters. Represents the policies, viewpoints, and interests of the chief and serves as liaison between the chief and other professional and technical staff and organizations outside of the office/section/branch.

O. Additional Duties and Responsibilities

[J] See attached addendum

III. FACTORS

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Mandatory:

Knowledge of the theory and principles of management and organization, including administrative practices and procedures common to research entities, e.g., NIH, that engage in both clinical and applied protocols for medical issues.

Knowledge of NIH budget policies, processes, procedures and methods. Knowledge of the different sources of funding and mechanisms of support applicable to NIH and NCI.

Knowledge of Federal regulations and agency policies governing local, domestic and foreign travel to prepare travel requests and other travel related documents.

Knowledge of the goals, objectives and programs of the office/section/branch to perform a wide range of unrelated administrative functions.

Practical knowledge of computer operations, including data base management to facilitate data retrieval. Knowledge of a variety of software systems, including spreadsheets and databases in

order to perform analytical studies. Knowledge of a variety of word processing software.

Knowledge of grant/contract procedures.

Additional Knowledges (if applicable) :

Knowledge of NIH policies governing inventions and patents to prepare Invention Reports and to follow-up and advise on the status of Invention Reports and Patent Applications.

Basic knowledge of the concepts of planning and evaluation activities and techniques.

Knowledge and understanding of concepts of statistical methodology to provide support in the areas of study design, data collection and editing, monitoring study progress, documentation, data management, data analysis, quality control of data to prepare statistical analysis, tabulations, graphic presentations, and reports.

Knowledge of basic information search techniques, retrieval methods and information delivery systems to conduct specialized literature and other searches, and respond to requests for information using NIH data bases such as MEDLINE and CANCERLINE.

FACTOR 2 - SUPERVISORY CONTROLS

The incumbent works under the general supervision of the office/section/branch chief. The incumbent independently plans and performs varied duties related to analysis, budget, travel, and other administrative functions (e.g., site visits, patents). Work is reviewed for soundness of conclusions and for adherence to key management principles.

FACTOR 3 - GUIDELINES

Guidelines include a variety of Federal regulations and DHHS, NIH, NCI, and other policies and procedures. Other guidance includes mission statements, program goals and work processes related to the office/section/branch. The incumbent uses judgment in interpreting, adapting and applying policies and regulations to specific work situations within the office/section/branch.

Administrative regulations are numerous and may conflict. The incumbent researches regulations and determines the relationship between specific regulations and guides and the operating efficiency of the program.

FACTOR 4 - COMPLEXITY

This position requires various program analysis support duties involving different and sometimes unrelated processes and methods. Decisions and recommendations regarding potential actions require the assessment of unusual circumstances, variations in approach and incomplete, conflicting or multi-diverse data. Multiple funding and administrative mechanisms complicate the employee's analysis assignments. Further, NCI activities and mission motivate the interest and concern of a large segment of the scientific and lay public, a number of private organizations, public interest

groups, other government agencies, and international organizations. These issues create complexity and the need for ingenuity, creativity, and innovation in dealing with uncertain and, at times, controversial situations.

FACTOR 5 - SCOPE AND EFFECT

The primary purpose of this work is to plan, and organize a major program effort within the NCI that is seeking change and new knowledge and operates in a sensitive and volatile research environment. The incumbent develops new methods for assuring effective program efforts. The incumbent's responsibilities have impact within and outside the NCI. These activities can and do cross organizational lines and apply to a variety of conditions impacting productivity issues within both the intramural and extramural programs.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with a wide variety of management and program officials within and outside the government. Contacts are also with universities, scientists, physicians, interest groups, vendors, contractors, consultants, and others including the general public.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made for the purpose of exchanging information, resolving problems, policy development, and to clarify as required regulations governing and impacting NCI and Division program activities. Contacts are made in an attempt to persuade and influence management and program officials to move in a certain direction or take an action. Incumbent may also deal with conflict in resolving important program problems affecting mission achievement.

FACTOR 8 - PHYSICAL DEMANDS

The work is mostly sedentary, however, there is some walking, bending, stooping, and carrying light books and documents that is required.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office environment which involves everyday risks which require normal safety precautions. When performing site visits or attending meetings, the environment consists of offices, conference rooms or auditoriums.

STANDARD POSITION DESCRIPTION

PROGRAM SPECIALIST, GS-301-11

I. INTRODUCTION

The National Cancer Institute is responsible for planning, conducting and coordinating nationwide programs which involve research on the detection, diagnosis, cause, prevention, and treatment of cancers and on rehabilitation of the cancer patient. This position is assigned extramural program responsibilities and is located in the NCI organization as checked below:

- Office of the Deputy Director for Extramural Science (provides oversight and coordination across all of the extramural programs).
- Division of Cancer Treatment and Diagnosis (plans, directs and coordinates a program of extramural preclinical and clinical cancer research).
- Division of Cancer Prevention (plans and directs an extramural program of cancer prevention research).
- Division of Cancer Control and Population Science (plans and directs an extramural program of cancer control research).
- Division of Cancer Biology (plans, directs, coordinates and evaluates a contract and grant supported program of extramural basic and applied research on cancer cell biology and cancer immunology).
- Division of Extramural Activities (administers and directs the Institute's grant and contract review activities).
- Other: Office of Cancer Genomics, Center for Scientific Strategic Initiatives, Office of the Director.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as the Program Specialist performing the following core responsibilities: Program Analysis and Support:

- A. Develops, recommends, and implements plans and descriptive documents for accomplishing overall program objectives. Areas of responsibility and expertise include program support, logistics and general administrative management areas.
- B. Identifies problems, often of a controversial nature, which may affect the smooth functioning of the structured program and prepares recommendations for arriving at necessary modifications, etc. Such activities require the incumbent to continually maintain an overall view and a comprehensive working knowledge of the current and projected programs of all components of the program area and a complete understanding of the translation and integration of the programs into the targeted program plans of NCI and NIH.

- C. Provides managerial advice regarding specific studies and analyses in all administrative support areas. Identifies problem areas, analyzes situations and develops solutions which are usually implemented, with only minor changes. Performs special studies and analyses independently or as part of working groups targeted to deal with administrative matters impacting the NCI. Reviews government regulations, agency policies and procedures and interprets information for program officials, providing comments and recommendations to senior administrators and scientific management staff.
- D. Prepares analytical reports and composes narrative drafts for use in preparing sections of reports. Participates in the review and evaluation of proposed programs, prepares recommendations and background material and discusses these proposals with the Supervisor and other program staff. Conducts analyses to identify trends, items of interest, and information classification. Reports unusual items to Supervisor and/or makes recommendations for further studies.
- E. Assists in program planning by analyzing and compiling technical and financial information for office/section/branch budget documents and retreats, annual reports, and briefing or position papers. Participates in analyzing program operation. Analyzes program goals, progress effectiveness, and special problems. Gathers, maintains, analyzes, reviews and interprets data and reports needed to plan new programs and to evaluate and monitor ongoing research projects. Prepares and maintains complete estimated and actual funding figures on all projects. Monitors projects for overlap or gap areas and for problems in funding and/or non-compliance with contract requirements.

Grant and/or Contract:

- F. Gathers data and material for planning, direction and coordination of grant and/or contract-related activities. This includes particular emphasis on project evaluation for assessing grant and/or contract (including interagency agreements) performance in relation to the statements of work, task schedules and expenditures in relation to terms of award; abstracting progress and data from individual research grants and/or contracts and submitting written assessments with recommendations to the appropriate individual.
- G. Provides instruction, information and assistance to new professional staff in all areas of grant and/or contract procedures; works closely with Research Contracts Branch staff and office/section/branch staff on all procedural requirements from concept approval through award, contract modification and the administration of grants and/or contracts. Analyzes for potential and/or actual problems related to grant and/or contract management policies and procedures including reporting requirements and deadlines, and resolves them with the assistance of appropriate staff.
- H. Monitors the progress of the grant and/or contract research projects through project reports and participation in meetings and discussions. Retrieves and analyzes specific information from files, documents, and reports. Data retrieval is often accomplished using a wide variety of computer software. Provides technical assistance on the use and capabilities of this software to office/section/branch staff.

- I. Assists in the preparation & processing of Requests for Proposals(RFs) or Requests for Applications(RFAs), managing the administrative procedural and fiscal aspects of the grants and/or contracts. Assists in preparation of project plans, RFPs and RFAs for cancer prevention research projects. Monitors progress and receipt of deliverables.
- J. Performs literature searches of both subject matter journals and management analysis publications to prepare briefing reports and recommendations for applications of management principles and innovations in communications, correspondence, office automation and organizational development.
- K. Arranges and participates in Source Evaluation Groups (SEGS) for the required in-house review of new projects. Prepares draft reports, analyses, and presentation of research and management data for special projects as needed. Performs associated writing and rewriting; calculations; verification of figures, data, and references; proofreading; and graphic treatment and presentation of data.
- L. Arranges for the acquisition of office/section/branch research project reviews and clearances including office of Management and Budget reviews, Clinical Exemptions for clinical trials, Institutional Review Board reviews, as well as ad hoc reviews for scientific merit and participant safety.
- M. Performs task analyses and job structuring for short-term and long-term project positions, staff to workload ratios of Government and contract staff, and flowcharting of work. Develops statistical and narrative data to justify structuring and restructuring of formal and informal units to improve resources.
- N. The incumbent performs the additional duties and responsibilities (Check as appropriate):

SITE VISITS

Serves as the principal contact and coordinator for all logistical details related to the conduct of site visits.

Prepares administrative data to be included in site visit books which includes detailed analysis of laboratory resources, budget, personnel and space.

PATENTS

Confers with and responds to inquiries from the NCI Office of Technology Development (OTD) and NIH Office of Technology Transfer (OTT) legal staff as well as attorneys from private patent firms.

STATISTICS

Provides administrative support on selected projects involving nationwide data collection and analyses; selects and applies a variety of statistical methods and statistical techniques frequently involving a number of variables; designs data collection procedures and develops procedures for data management and for transferring data among various computer management and for transferring data among various computer systems. Draws inferences/tentative conclusions from data

and prepares technical reports on findings and methods.

[] TECHNICAL INFORMATION

Responds to requests for information by conducting specialized literature searches in specific research areas. Searches databases to obtain technical reports of completed research and data on ongoing projects. Analyzes reports of advanced scientific research. Determines the nature and extent of information being requested or problem areas and develops approaches best suited to respond to requests.

Performs a variety of duties to facilitate the work of the office/section/branch such as preparing reports; responding to inquiries and requests for information; drafting correspondence for the chief's signature; and coordinating the activities of the office/section/branch. Serves as the initial responsible point of contact within the office/section/branch for all administrative matters. Represents the policies, viewpoints, and interests of the chief and serves as liaison between the chief and other professional and technical staff and organizations outside of the office/section/branch.

O. Additional Duties and Responsibilities

[] See attached addendum

III. FACTORS

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Mandatory:

Knowledge of the theory and principles of management and organization, including administrative practices and procedures common to research entities, e.g., NIH, that engage in both clinical and applied protocols for medical issues.

Detailed knowledge of NIH budget policies, processes, procedures and methods. Knowledge of the different sources of funding and mechanisms of support applicable to NIH and NCI.

Knowledge of Federal regulations and agency policies governing local, domestic, and foreign travel to develop office/section/branch domestic and foreign travel plans, and to review and approve domestic and foreign travel requests.

In depth knowledge of the goals, objectives and programs of the office/section/branch to perform a wide range of unrelated administrative functions.

Ability to analyze and correlate narrative and statistical material and to resolve difficult problems relating to a variety of administrative functions.

Practical knowledge of computer operations, including database management to facilitate statistical analysis and data retrieval. Knowledge of a variety of software systems, including spreadsheets and databases in order to perform analytical studies. Knowledge of a variety of word processing software.

Knowledge of grant/contract procedures.

Additional Knowledge (if applicable):

Knowledge of Federal policies governing inventions and patents to prepare Invention Reports, to follow-up and advise on the status of Invention Reports and Patent Applications, to interact, confer with, and respond to inquiries from the legal staff of the NCI Office of Technology Development and the NIH Office of Technology Transfer on patent-related issues, and to confer with and respond to inquiries from attorneys from private patent firms.

Knowledge of the application of statistical and management methods sufficient to exercise good technical judgement in determining the proper methods for designing, conducting, and analyzing studies.

Basic knowledge of the concepts of planning and evaluation activities, techniques, and statistical methods including research study design.

Knowledge of statistical concepts, techniques, and methodology to provide support involving nationwide data collection and analyses and to design data collection procedures, develop procedures for data management, draw inferences/tentative conclusions from data, and prepare technical reports on findings and methods.

Knowledge of basic information search techniques, retrieval methods, and information delivery systems to conduct specialized literature and other searches, obtain and analyze reports and data, and respond to requests for information using NIH databases such as MEDLINE and CANCERLINE.

FACTOR 2 - SUPERVISORY CONTROLS

The incumbent works under the general supervision of the office/section/branch chief. The incumbent independently plans and performs varied duties related to analysis, budget, travel, and other administrative functions (e.g., site visits, patents). Assignments are completed independently on all administrative and analytical assignments. Work is reviewed for soundness of conclusions and for adherence to key management principles.

The incumbent receives guidance only on complex policy matters affecting his/her areas of responsibility. Work is assigned by the supervisor on a long-term basis with the incumbent exercising considerable independent judgement and discretion in planning and carrying out the work.

FACTOR 3 - GUIDELINES

Guidelines include a variety of Federal regulations and DHHS, NIH, NCI, and other policies and procedures. The incumbent also utilizes regulations and policies of OMB, GSA and GAO in study of management procedures. Other existing guidelines and literature may be applicable and require judgement in modification to be appropriate for this setting. The incumbent uses initiative and resourcefulness in choosing, interpreting, and adapting the available guidelines to specific NCI issues or problems.

Administrative regulations are numerous and may conflict. The incumbent researches regulations and

determines the relationship between specific regulations and guides, and the operating efficiency of the program. Other guidelines referred to by the incumbent generally are nonspecific and require extensive interpretation. The incumbent uses initiative and resourcefulness in researching and implementing new and improved methods and procedures relating to various administrative functions for application within the office/section/branch.

FACTOR 4 - COMPLEXITY

This position requires various program analysis support duties involving different and sometimes unrelated processes and methods. Decisions and recommendations regarding potential actions require the assessment of unusual circumstances, variations in approach and incomplete, conflicting or multi-diverse data. This position requires the coordination of multiple functions related to the analyses and studies covering current program management activities. Further complications are brought by the existence of diverse administrative hierarchies of the NCI and NIH, as well as the occasional integration of external organizations. Multiple funding and administrative mechanisms complicate the employee's analysis assignments. Further, NCI activities and mission motivate the interest and concern of a large segment of the scientific and lay public, a number of private organizations, public interest groups, other government agencies, and international organizations. These issues create complexity and the need for ingenuity, creativity, and innovation in dealing with uncertain and, at times, controversial situations.

FACTOR 5 - SCOPE AND EFFECT

The primary purpose of this work is to plan, organize, implement, and control a major program effort within the NCI that is seeking change and new knowledge and operates in a sensitive and volatile research environment. The incumbent develops new and creative methods for assuring effective program efforts. The incumbent's responsibilities have impact within and outside the NCI. These activities can and do cross organizational lines and apply to a variety of conditions impacting productivity issues within both the intramural and extramural programs.

FACTOR 6 - PERSONAL CONTACTS

Contacts are with a wide variety of management and program officials within and outside the government. Contacts are also with universities, scientists, physicians, interest groups, vendors, contractors, consultants, and others including the general public.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made for the purpose of exchanging information, resolving problems, policy development, and to clarify, as required, regulations governing and impacting NCI and Division program activities. Contacts are made in an attempt to persuade, cajole, and influence management and program officials to move in a certain direction or take an action. Contacts also include the confrontation of controversial issues and dealing with conflict to resolve important program problems affecting mission achievement.

FACTOR 8 - PHYSICAL DEMANDS

The work is mostly sedentary, however, there is some walking, bending, stooping, and carrying light books and documents that is required.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office environment which involves everyday risks which require normal safety precautions. When performing site visits or attending meetings, the environment consists of offices, conference rooms or auditoriums.

CTD2 Network SC Teleconference Guidelines

(List server name: NCI TDDN SC)

On the third Monday of each month (one week before the teleconference) send out an email to the current SC chair and cc to DSG, asking for agenda item by Wednesday of same week.

Dear Dr. XXXXX;

We are in the process of establishing the agenda for the (Insert date) CTD2 Network SC teleconference. Please send me the topics that you think should be discussed on the call by COB Wednesday (insert date).

As always, I thank you for your input.

Sincerely,

CTD2 Steering Committee Chair Schedule:

11/09 – 02/10	Stuart Schreiber, Broad Institute
03/10 – 06/10	Scott Powers, Cold Spring Harbor Laboratory
07/10 – 10/10	Andrea Califano, Columbia University
11/10 – 02/11	William Hahn, Dana Farber Cancer Institute
03/11 – 06/11	Michael Roth, UT Southwestern
07/11 – 10/11	Stuart Schreiber, Broad Institute
11/11 – 02/12	Scott Powers, Cold Spring Harbor Laboratory
03/12 – 06/12	Andrea Califano, Columbia University
07/12 – 10/12	William Hahn, Dana Farber Cancer Institute

On the third Thursday morning drafts the agenda from the input of the chair and DSG. In addition, checks the minutes from the previous teleconference. If action items were developed, then the first agenda item will be: "Report on action items". The last item on each agenda is "Other Business". Send out agenda to network members.

Dear CTD2 Network Members;

Enclosed please find a draft of the agenda for the (insert date) CTD2 Network SC teleconference. Should you have any additional items you would like to include, please forward them to my attention by mid-day Friday (insert date). Please let me know if you will need web sharing during this teleconference.

Sincerely,

On the third Friday afternoon if the agenda is finalized (or if no responded, then just remove the word "draft" from the document. In addition, if any of the PI's requested web sharing service, set up. Then send the final agenda together with the final minutes from previous teleconference provided by Jean Claude Zenklusen and available on the TDDN sharepoint site to the TDDN listserv and cc Karin Jegalian using the text draft below.

Dear CTD2 Network Members;

Enclosed please find the agenda for the (insert date) CTD2 Network SC teleconference. Included for your records are the minutes from the previous meeting. It is also posted on the sharepoint site.

Include call information and web share information.

Sincerely,

Additional material may be sent at the same time with clear explanation of what it is and why it is included.

Writer develops a draft document with 48 hours of teleconference and sends it to JC with cc to DSG for review.

Current writer: Karin Jegalian

JC goes over the document and makes changes as needed with 24 hours. He sends the changes to Karin.

The document is sent out, no later than COB Thursday of the teleconference week to the NCI TDDN list serv with the following text:

Title: CTD2 Network SC teleconference draft minutes

Dear CTD2 Network SC Member;

Enclosed please find the action items and minutes from the CTD2 Network SC call. Please send your edits by COB Monday, (specific date) to Jean-Claude Zenklusen (zenklusj@mail.nih.gov) with cc to Daniela Gerhard (gerhardd@mail.nih.gov).

Sincerely,

Jean Claude integrates all changes to minutes and posts the document on the CTD2 Network sharepoint site no later than COB Wednesday (10 day after the SC teleconference)

