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 this form 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, on 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. Suggested Reviewing Offices

Use the guide on page 2 to help determine who should review manual chapters. *(Call OMA, 301-496-2832, for further advice.)*

- Any office mentioned in the text of the chapter.
- Any office that is responsible for a number series in the NIH Manual, but is **not** the issuing office for a particular chapter. For example, if the Office of Management Assessment (OMA) issues a chapter which is part of the 2300 personnel series, OMA should send the chapter for review to the Office of Human Resources (OHR). At a minimum, OHR needs to be aware that the chapter is going to be issued in the 2300 series.
- 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.**
Ofc. Director	
Ofc. Extramural Research	Extramural research policy concerning grants, cooperative agreements, contracts, peer review, advisory committee functions and operations, program management, animal welfare, protection of human subjects, training, and fellowships.
Ofc. Intramural Research	Animal care and use, technology transfer, human subjects research.
Ofc. Equal Opportunity & Diversity Mgmt.	NIH Equal Employment Opportunity Program, Discrimination Complaints Program, and Special Emphasis 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.
Office of Management:	
Ofc. Human Resources.....	Staffing, recruitment, 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, directives, regulations, forms references, records, Privacy Act, internal controls (formerly management controls), A-76/FAIR Act.
Ofc. Acquisition and Logistics Mgmt.:	
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, DELPRO and purchase cards.
Office of Research Services:	
Ofc. Administrative Management	Travel and change of duty station.
Scientific Resources Service Cluster	Radiation safety; occupational safety and health; environmental protection; waste management; emergency and fire protection services; employee health services; and media and glassware services.
Security and Emergency Response Service Cluster	Police, locksmith, security.
Program and Employee Service Cluster	Printing, reproduction, and mail services.
Ofc. Research Facilities Development & Operations:	
Div. Facilities Planning	Master and facilities planning, including feasibility, site and land use analysis, pre-programming studies, and space planning documentation and reporting.
Div. Property Management ..... Capital Projects East and Capital Projects West	Responsible for the safe and effective operation of leased and owned NIH real property through the following comprehensive programs: facility management program; predictive, preventive and emergency maintenance program, construction management program to support alterations, renovations, repairs and improvements; and a program to provide all utility services to NIH-owned facilities.
Office of Acquisitions	Procurement services to lease commercial space, construct federal facilities, and purchase real property.
Div. Technical Resources	Architectural and engineering policy and design guidelines, performance assessment and management control systems.
Div. Environmental Protection.....	Compliance for regulated environmental activities and all related review and authorization processes; non-radioactive waste management, recycling and disposal; and development of environmental guidelines.
Center for Information Technology.....	All IRM functions including acquisition of Information Technology (IT) resources; systems security; IRM strategic management, planning, and budget activities.
Center for Scientific Review	Extramural research policy on grants, cooperative agreements, peer review, initial review groups, animal welfare, protection of human subjects, and fellowships.