

## COLLECTION INSTRUCTIONS

The HBCU or small businesses will enter the following information:

- Profile information to set up a user account (account provisioning done through registration)
- Information about a grant they are interested in pursuing
- Information about a contract they are interested in pursuing
- OMB Number and expiration date displayed on the site
- Burden statement that is displayed on the site
- Registration for new users
- User input for monthly, quarterly and annual reporting

User Account Provisioning

### Log in screen (OMB Number and Expiration Date)

NIH National Institutes of Health  
Office of Management  
Office of Acquisition and Logistics Management (OALM)

Login/Register

\* You must check the check-box to indicate that you have read and agree to the NIH IT General Rules of Behavior to activate the Login.

I accept the NIH IT General Rules of Behavior.

Email

Password

Login

Trouble Logging In? Reset Password

Do not have an account? Go to Register

Access to the PEI Database will be granted to PEI participants.

OMB# 0925-0767 exp., date 05/31/2023

#### NIH IT General Rules of Behavior

These Rules hold users accountable for their actions and responsible for information security. They apply to local, network, and remote use of HHS/NIH information (in both electronic and physical forms) and information systems by all NIH users, including federal employees, contractors, and other system users.

**I assert my understanding that:**

- Information and system use must comply with HHS and NIH policies and standards, and with applicable laws.
- Use for other than official, assigned duties is subject to the HHS Policy for Personal Use of Information Technology Resources.
- Unauthorized access to information or information systems is prohibited.
- Users must prevent unauthorized disclosure or modification of sensitive information, including Personally Identifiable Information (PII).

**I must:**

**General Security Practices**

- Follow NIH security practices whether working at my primary workplace or remotely;
- Accept that I will be held accountable for my actions while accessing and using HHS/NIH information and information systems;
- Ensure that I have appropriate authorization to install and use software, including downloaded software on NIH systems and that before doing so I will ensure that all such software is properly licensed,

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**Burden Statement (is at bottom of log in screen, scroll down to the bottom of the log in screen to view the Burden Statement)**

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I accept the NIH IT General Rules of Behavior.

Email

Password

**Login**

[Trouble Logging In?](#) [Reset Password](#)

Do not have an account? Go to [Register](#)

Access to the PEI Database will be granted to PEI participants.

**Burden Statement**

- OMB Number: 0925-nmn [Indicates Approval for HBCU site to Collect Information]
- OMB Number Expiration Date: [Expiration Date of Approval to Collect Information; Renewed Every 3-Years]

Public reporting burden for this collection of information is estimated to average 45 minutes per contract or grant entered, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6795 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-xxxx\*). Do not return the completed form to this address.

CONTACT

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**Registration for users**

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Home / [Login](#) / [Register](#)

Access to the PEI Database will be granted to PEI participants.

## Register

Please fill in this form to create an account.

Organization

First Name

Last Name

Title

Contact Number

Email

**Register**

Already have an account? [Sign in.](#)

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## My Org Profile screen

Input organizational data to create a profile accessible to potential teaming partners and NIH staff.

**User Contact Information**

**Name:**  
**Title:** HBCU/MBE Users  
**Contact Number:**  
**Email Address:**

<
Previous User
Next User
>

**DUNS #:**  
**Address:**  
**Carnegie Accreditation:**

**Core Capabilities** ?

**Primary Institutes or Centers** ?

- National Cancer Institute
- National Library of Medicine

**Teaming Partners** ?

**Programs of Interest** ?

**NAICS Codes** ?

## My Grants

Search for and record NIH grant opportunities that you intend to pursue or received notification regarding.

Attributes	Definition
Announcement Number	Funding Opportunity Announcement (FOA) number
Title	Title of the grant opportunity
Activity Category	Category that the activity code belongs to
Activity Code	A 3-character code used to identify a specific category of extramural research activity, applied to financial assistance mechanisms.
Application Type	Type of the grant application, e.g. New, Renewal, Revision.
Teaming	YES/NO question to indicate whether the grant has teaming partners.
Teaming Partner	A partnered HBCU/small business Institute or Center (IC) of the grant.
Grant Status	Current status of the grant, e.g. Interested, Intend to Apply, Not funded.
Start Date	Official date a grant award begins; same as the first day of the first budget period.
End Date	Official date a grant award ends; same as the last day of the last budget period.
IC	Institute or Center
Award Budget	The financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award.

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My Dashboard | Funding Opportunities | **My Grants** | My Contracts | HBCU/MBE Profiles | Community Forum | My Org Profile

Home / My Grants / Add My Grant

## Add My Grant

\* Announcement Number

**Populate**  
(\*Placeholder: message to remind users that they can choose to populate or enter manually.)

\* Title

\* Activity Category

\* Activity Code

\* Application Type

\* IC

\* Teaming

Teaming Partner

\* Grant Status

Award Budget

Start Date

End Date

\* indicates this field is mandatory.

**Back** **Submit**

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## My Contracts

Search for and record NIH contract opportunities that you intend to pursue or received notification regarding.

Attributes	Definition
Solicitation Number	Agency assigned notice number to be associated with the solicitation.
Title	Title of the contract opportunity
Notice Type	Type of the contract opportunity notice, such as Award, Combined Synopsis/Solicitation, Pre-solicitation.
Contract Type	Type of the contract, such as Cost No Fee, Cost Plus Award Fee, Cost Plus Fixed Fee.
Contract Vehicle	A contract vehicle is a streamlined method the government uses to buy goods and services.
IC	Institute or Center
Teaming	YES/NO question to indicate whether the grant has teaming partners.
Teaming Partner	A partnered HBCU/small business Institute or Center (IC) of the grant.
Contract Status	Current status of the contract, e.g. Interested, Intend to Apply, Did not win.
Contract Value	Total value of the contract.
Start Date	Official effective date of the contract.
End Date	Official completion date of the contract.

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Home / My Contracts / Add My Contract

## Add My Contract

\* Solicitation Number:

**Populate**  
(\*Placeholder: message to remind users that they can choose to populate or enter manually)

\* Title:

\* Notice Type: -- Please choose --  
Contract Vehicle: -- Please choose --  
\* Teaming: NO  
\* Contract Status: -- Please choose --  
Start Date:

Contract Type: -- Please choose --  
\* IC: -- Please choose --  
Teaming Partner: -- Please choose --  
Contract Value: -- Please choose --  
End Date:

[Back](#) [Submit](#)

\* Indicates this field is mandatory.

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## Dashboard

View upcoming events, recent NIH funding opportunities & updates from the NIH Small Business Program Office.

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My Dashboard | Funding Opportunities | My Grants | **My Contracts** | HBCU/MBE Profiles | Community Forum | My Org Profile

Home / My Dashboard

## Welcome to the HBCU Portal for Acquisition and Grants homepage!

**Upcoming Events**

**Requested Assistance**

Number	Type	Title	Last Comment	Last Comment Time	Status	Action
No Request for Assistance Information Found.						

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

**Upcoming Opportunities** [See All](#)

Type	Opportunity	Institute or Center (IC)	Close Date	Action
Grant	Pilot Projects Investigating Understudied G-Protein-Coupled Receptors, Ion Channels, and Protein Kinases (80% Clinical Trial Not Allowed)		Oct 20 2019	<a href="#">View</a> <a href="#">Add</a>
Grant	Service Network Hub for Cryoelectron Tomography (100% - Clinical Trial Not Allowed)		Nov 13 2019	<a href="#">View</a> <a href="#">Add</a>
Grant	Service Centers for Cryoelectron Tomography (100% - Clinical Trial Not Allowed)		Nov 13 2019	<a href="#">View</a> <a href="#">Add</a>
Grant	NIH Directors Early Independence Awards (50% Clinical Trial Optional)		Sep 14 2019	<a href="#">View</a> <a href="#">Add</a>
Grant	NIH Directors Transformative Research Awards (50% Clinical Trial Optional)		Sep 21 2019	<a href="#">View</a> <a href="#">Add</a>

Showing 1 to 5 of 126 entries


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## My Reports

Reporting dashboard to edit, submit, and download monthly, quarterly, and annual reports

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Home / [My Reports](#)


### My Reports <sup>1</sup>

Report Type	Last Submit Date	Last Submit By	Action	Next Submit Deadline
Monthly Report	2020-06-30	John Smith	<a href="#">Edit</a> <a href="#">Submit New</a> <a href="#">Download</a>	2020-08-03
Quarterly Report	2020-05-28	John Smith	<a href="#">Edit</a> <a href="#">Submit New</a> <a href="#">Download</a>	2020-10-01
Annual Report	2019-09-29	John Smith	<a href="#">Edit</a> <a href="#">Submit New</a> <a href="#">Download</a>	2020-10-01

\* Submission Instruction:  
Monthly Report: due on the first business day of each month.  
Quarterly Report: submit the report in January, April, July and October.  
Annual Report: due on the first business day of October each year.

## Monthly Report

Monthly reporting on teaming partners and training

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Home / [My Reports](#) / [Monthly Report](#)

### Monthly Report

Month:

POSITION/TITLE:

Have you identified a teaming partner?

Current Teaming Partner Name:  [Fill Additional Info \(required\)](#)  
 [Fill Additional Info \(required\)](#)

(Note: Teaming partners should be added in the organization profile page.)

TRAININGS/WEBINARS ATTENDED:  [Fill Evaluation \(required\)](#)

[+ Add Training/Webinar](#)

Please provide additional feedback below.

[Back](#) [Submit](#)

## Monthly Report – Teaming Partners

Monthly reporting on teaming partners information

The screenshot shows a web browser window titled "Teaming Partner Info - Google Chrome" with the URL "127.0.0.1:32767/09.29.38/start.html#p=teaming\_partner\_info&c=1&id=una569". The page is part of the NIH National Office of Acquisition and Management system. The main form is titled "Teaming Partner Info" and contains the following fields:

- Teaming Partner Name:** FEFA, INC.
- Status of Business Development Strategy:** NOT STARTED
- How many times did you & your teaming partner meet?:** (Empty text box)

A blue "Submit" button is located at the bottom right of the form. Below the form, there is a section for "TRAININGS/WEBINARS ATTENDED" with a dropdown menu showing "PEI Database Overview Webinar" and a link for "Fill Evaluation (required)". There is also a "+ Add Training/Webinar" button and a text area for "Please provide additional feedback below." At the bottom of the page, there are "Back" and "Submit" buttons.

## Monthly Report – Training

Monthly reporting on training evaluation

The screenshot shows a web browser window titled "Evaluation - Google Chrome" with the URL "127.0.0.1:32767/09.29.38/start.html#p=evaluation&c=1&id=zddd46". The page is part of the NIH National Office of Acquisition and Management system. The main form is titled "Training Evaluation" and contains the following fields:

- Training/Webinar:** PEI Database Overview Webinar
- INFORMATIVE:** 2-NEEDS IMPROVEMENT
- LENGTH OF TIME:** 5-EXCELLENT
- KNOWLEDGABLE INSTRUCTOR:** 4-VERY GOOD
- WELL STRUCTURED FORMAT:** 5-EXCELLENT
- RELEVANCE:** 3-FAIR
- BENEFICIAL:** 4-VERY GOOD

A blue "Submit" button is located at the bottom right of the form. Below the form, there is a section for "TRAININGS/WEBINARS ATTENDED" with a dropdown menu showing "PEI Database Overview Webinar" and a link for "Fill Evaluation (required)". There is also a "+ Add Training/Webinar" button and a text area for "Please provide additional feedback below." At the bottom of the page, there are "Back" and "Submit" buttons.

## Quarterly Report

Quarterly reporting on teaming partners and PEI Program

The screenshot shows the NIH Office of Acquisition and Logistics Management (OALM) Quarterly Report form. The page header includes the NIH logo and navigation links: My Dashboard, Funding Opportunities, My Grants, My Contracts, My Reports (highlighted), HBCU/Business Partner Profiles, Community Forum, and My Org Profile. The breadcrumb trail is Home / My Reports / Quarterly Report. The form title is "Quarterly Report".

Fields and options include:

- Quarter: 1st Quarter (dropdown)
- NAME OF ORGANIZATION/UNIVERSITY: Auto-populate (text input)
- POC: Auto-populate (text input)
- POSITION/TITLE: Auto-populate (text input)
- NAME OF CURRENT PARTNER: FEFA, INC. (text input) with a link "Fill Additional Info. (required)"; ADA, INC. (text input) with a link "Fill Additional Info. (required)".
- PEI Program Evaluation: Fill Evaluation. (required) (link)
- Please provide additional feedback below. (text area)

Buttons: Back, Submit

## Quarterly Report – Teaming Partners

Quarterly reporting on teaming partners information and evaluation

The screenshot shows the NIH Office of Acquisition and Logistics Management (OALM) Teaming Partner Info form. The page header includes the NIH logo and navigation links: My Dashboard, Funding Opportunities, My Grants, My Contracts, My Reports (highlighted), HBCU/Business Partner Profiles, Community Forum, and My Org Profile. The breadcrumb trail is Home / My Reports / Teaming Partners / Teaming Partner Info.

Fields and options include:

- NAME OF PARTNER: FEFA, INC. (text input)
- CAPABILITY STATEMENT: NOT STARTED (dropdown)
- TEAM STRATEGY STATUS: SUBMITTED (dropdown)
- Have You Started Scheduling Capability Briefings?: No (dropdown)
- Please specify why? (text area)
- DATE OF CAPABILITY BRIEFINGS: 2020-08-01 (text input) with a "+ Add More Dates" button
- Evaluation section:

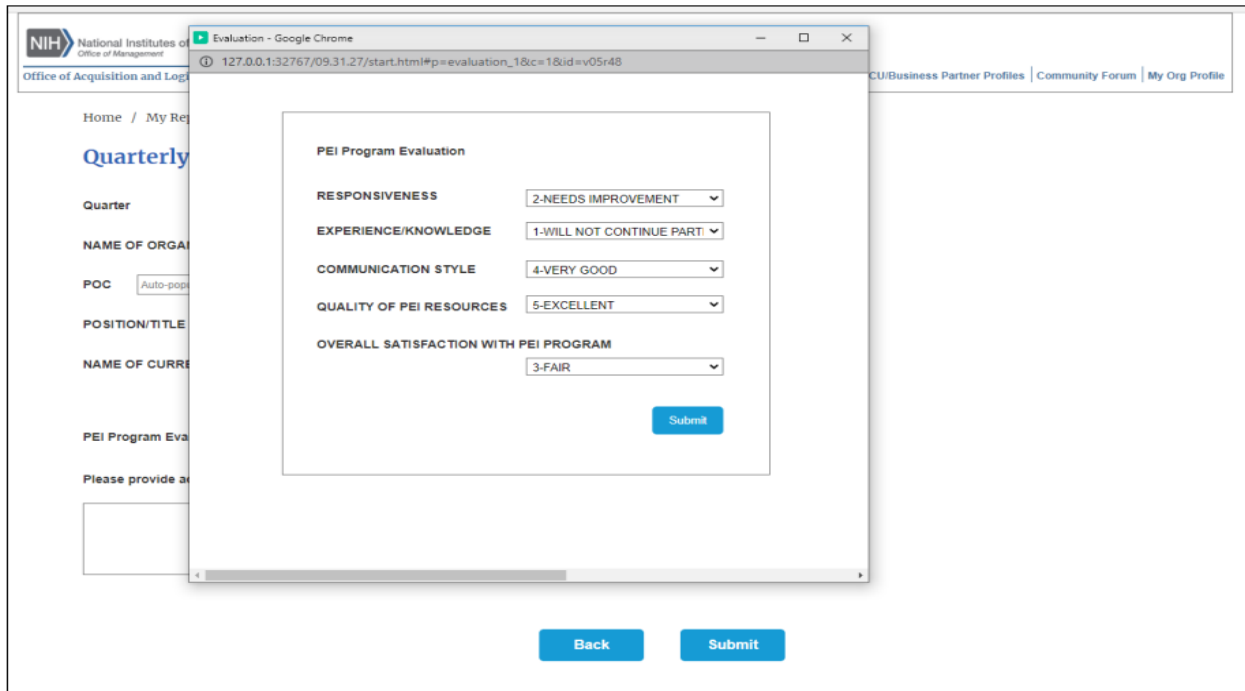
  - RESPONSIVENESS: 2-NEEDS IMPROVEMENT (dropdown)
  - EXPERIENCE/KNOWLEDGE: 1-WILL NOT CONTINUE PART (dropdown)
  - VALUE ADD: 4-VERY GOOD (dropdown)
  - COMMUNICATION STYLE: 5-EXCELLENT (dropdown)
  - PARTNERING COMPATIBILITY: 3-FAIR (dropdown)

Buttons: Submit



## Quarterly Report – PEI Program

Quarterly reporting on PEI Program evaluation



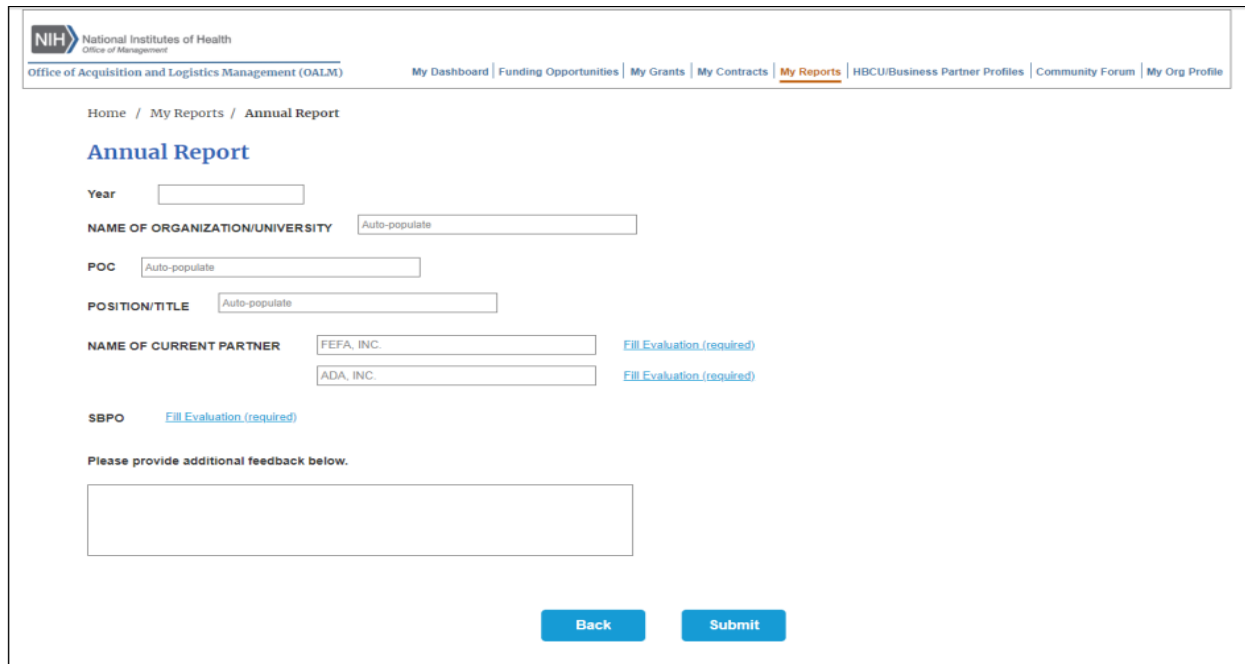
The screenshot shows a web browser window titled "Evaluation - Google Chrome" with the URL "127.0.0.1:32767/09.31.27/start.html#p=evaluation\_1&c=1&id=v05r48". The page is for the "National Institutes of Health Office of Management Office of Acquisition and Logistics Management". The main heading is "Quarterly PEI Program Evaluation". The form contains the following fields:

- RESPONSIVENESS: 2-NEEDS IMPROVEMENT
- EXPERIENCE/KNOWLEDGE: 1-WILL NOT CONTINUE PART
- COMMUNICATION STYLE: 4-VERY GOOD
- QUALITY OF PEI RESOURCES: 5-EXCELLENT
- OVERALL SATISFACTION WITH PEI PROGRAM: 3-FAIR

There is a "Submit" button at the bottom right of the form. Below the browser window, there are "Back" and "Submit" buttons.

## Annual Report

Annual reporting on teaming partners and SBPO



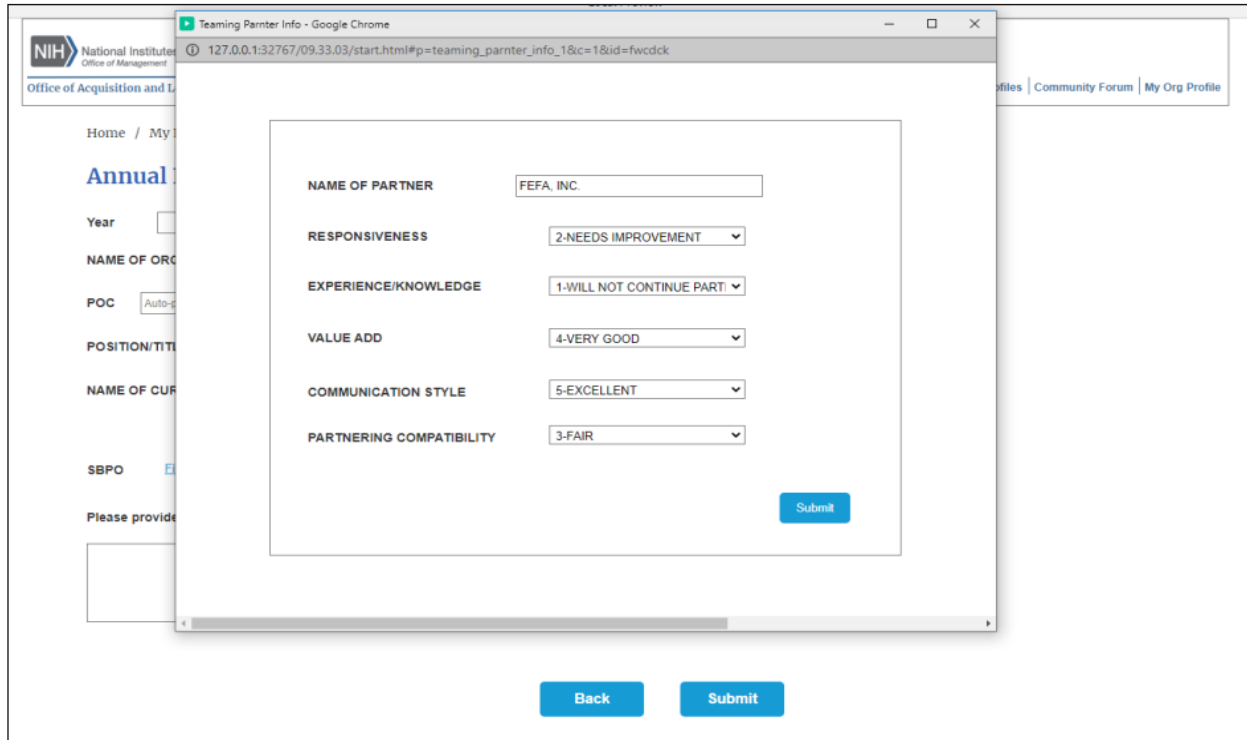
The screenshot shows the "Annual Report" form on the NIH website. The page title is "Annual Report" and the breadcrumb is "Home / My Reports / Annual Report". The form includes the following fields:

- Year: [ ]
- NAME OF ORGANIZATION/UNIVERSITY: Auto-populate
- POC: Auto-populate
- POSITION/TITLE: Auto-populate
- NAME OF CURRENT PARTNER: FEFA, INC. (Fill Evaluation (required))  
ADA, INC. (Fill Evaluation (required))
- SBPO: Fill Evaluation (required)

Below the form, there is a section for "Please provide additional feedback below." with a text area. At the bottom, there are "Back" and "Submit" buttons.

## Annual Report

Annual reporting on teaming partners evaluation



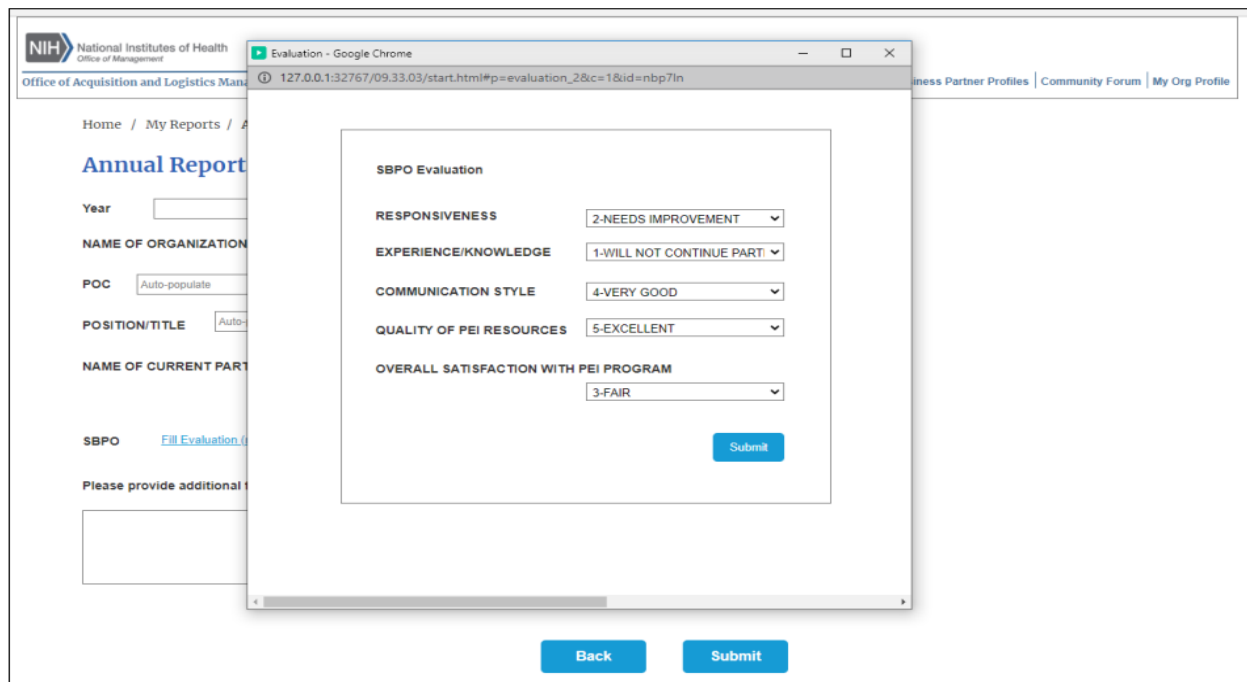
The screenshot shows a web browser window titled "Teaming Partner Info - Google Chrome" with the URL "127.0.0.1:32767/09.33.03/start.html#p=teaming\_partner\_info\_18&c=1&id=fwcdck". The form is displayed over a background of the NIH Office of Acquisition and Logistics Management website. The form fields are as follows:

Field Name	Value
NAME OF PARTNER	FEFA, INC.
RESPONSIVENESS	2-NEEDS IMPROVEMENT
EXPERIENCE/KNOWLEDGE	1-WILL NOT CONTINUE PART
VALUE ADD	4-VERY GOOD
COMMUNICATION STYLE	5-EXCELLENT
PARTNERING COMPATIBILITY	3-FAIR

Buttons: Back, Submit

## Annual Report

Annual reporting on the NIH SBPO evaluation



The screenshot shows a web browser window titled "Evaluation - Google Chrome" with the URL "127.0.0.1:32767/09.33.03/start.html#p=evaluation\_2&c=1&id=nbp7in". The form is displayed over a background of the NIH Office of Acquisition and Logistics Management website. The form fields are as follows:

Field Name	Value
RESPONSIVENESS	2-NEEDS IMPROVEMENT
EXPERIENCE/KNOWLEDGE	1-WILL NOT CONTINUE PART
COMMUNICATION STYLE	4-VERY GOOD
QUALITY OF PEI RESOURCES	5-EXCELLENT
OVERALL SATISFACTION WITH PEI PROGRAM	3-FAIR

Buttons: Back, Submit