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 Menu

* 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?   Forgot Password

Do not have an account? Go to
Register

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

NIH IT General Rules of Behavior   OMB# 0925-0767 Exp., Date 01/31/2024

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

Contact Us — Phone: **301-496-4756** | Email: **PEI@nih.gov** | **Schedule An Appointment** | **Templates** | **Resources**

HHS OSDBU Staff | Federal Acquisition Regulations | NIH Forecast | Federal Business Opportunities | North American Industry Classification Codes | System for Award Management (SAM)

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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debarment from work on Federal contracts or projects; and/or revocation of access to Federal information, information systems, and/or facilities and may also include civil and criminal penalties and/or imprisonment.

- I understand that exceptions to the NIH Rules must be authorized in advance in writing by the NIH Chief Information Officer or his/her designee.
- I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the Rules draw upon, can result in monetary fines and/or criminal charges that may result in imprisonment.

Burden Statement

- OMB Number: 0925-0767
- OMB Number Expiration Date: 01/31/2024

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, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0767*). Do not return the completed form to this address.

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Registration for users

NIH National Institutes of Health
Office of Management

Office of Acquisition and Logistics Management (OALM)

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

-- Please choose -- ▼

First Name

Last Name

Title

Contact Number

Email

Register

Already have an account? Sign in.

Contact Us — Phone: 301-451-3861 | Email: **NIHSmallBusiness@mail.nih.gov** | **Schedule An Appointment**

My Org Profile screen

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

My Grants

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

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.

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.

Dashboard

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

My Reports

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

Monthly Report
Monthly reporting on teaming partners and training

Monthly Report – Teaming Partners
Monthly reporting on teaming partners information

Monthly Report – Training
Monthly reporting on training evaluation

Quarterly Report
Quarterly reporting on teaming partners and PEI Program

Quarterly Report – Teaming Partners
Quarterly reporting on teaming partners information and evaluation

Quarterly Report – PEI Program
Quarterly reporting on PEI Program evaluation

Annual Report
Annual reporting on teaming partners and SBPO

Annual Report

Annual reporting on teaming partners evaluation

Annual Report

Annual reporting on the NIH SBPO evaluation