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

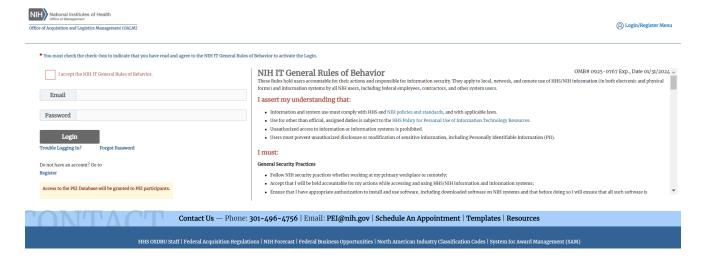
COLLECTION INSTRUCTIONS

The HBCU or small businesses will enter the following information:

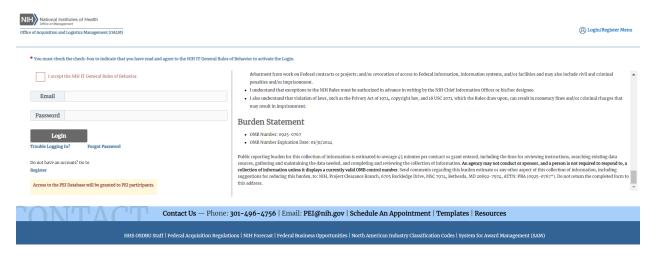
- Profile information to set up a user account (account provisioning done through registration)
- Information about a grant they are interested in pursuing
- Information about a contract they are interested in pursuing
- OMB Number and expiration date displayed on the site
- Burden statement that is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

User Account Provisioning

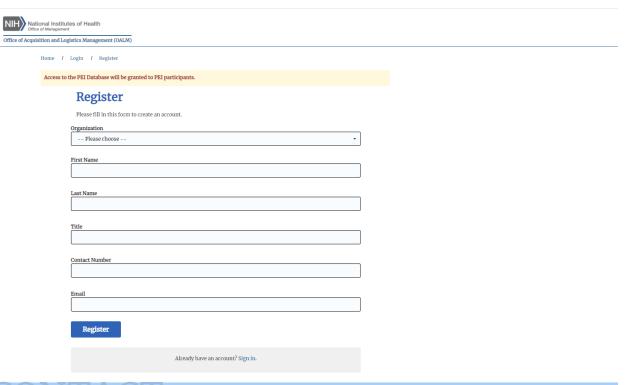
Log in screen (OMB Number and Expiration Date)



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



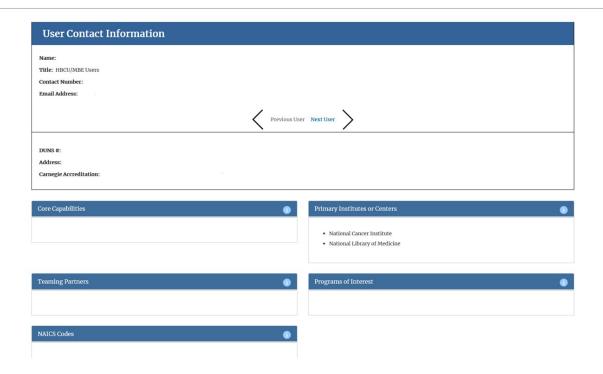
Registration for users



 $\textbf{Contact Us} = \texttt{Phone: 301-451-3861} \ | \ \texttt{Email: NIHSmallBusiness@mail.nih.gov} \ | \ \textbf{Schedule An Appointment}$

My Org Profile screen

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

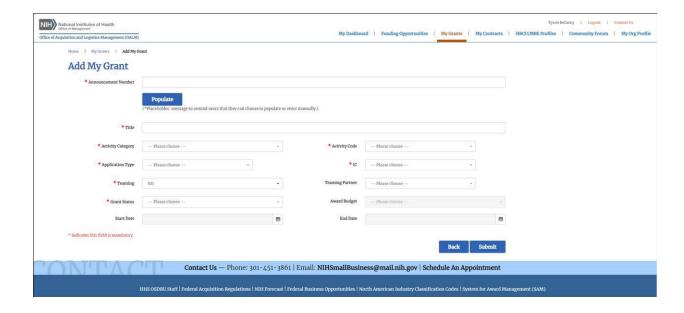


My Grants

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.

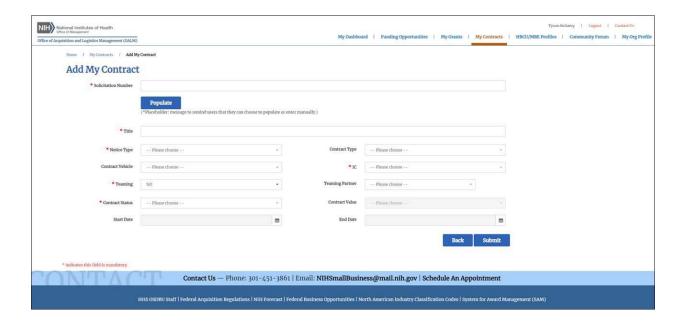
IC	Institute or Center
Award Budget	The financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the
	Federal award.



My Contracts

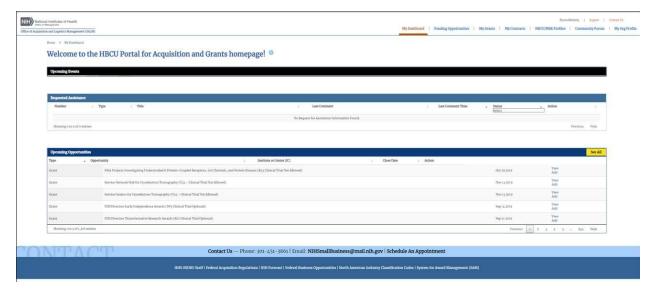
Search for and record NIH contract opportunities that you intend to pursue or received notification regarding.

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.



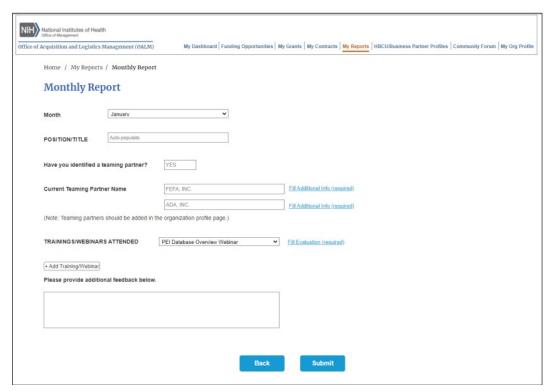
My Reports

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



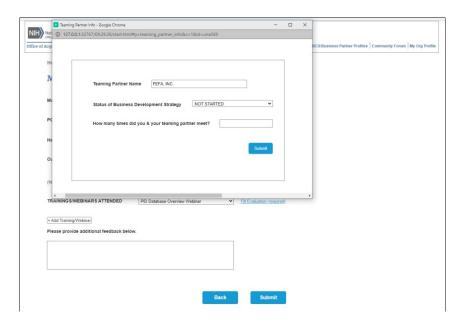
Monthly Report

Monthly reporting on teaming partners and training



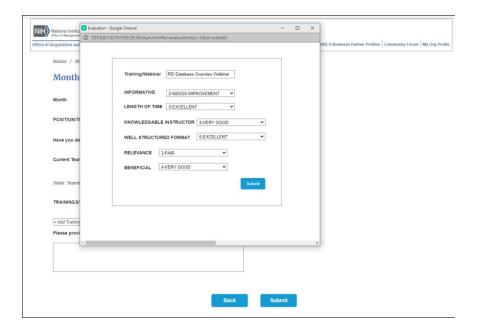
Monthly Report – Teaming Partners

Monthly reporting on teaming partners information



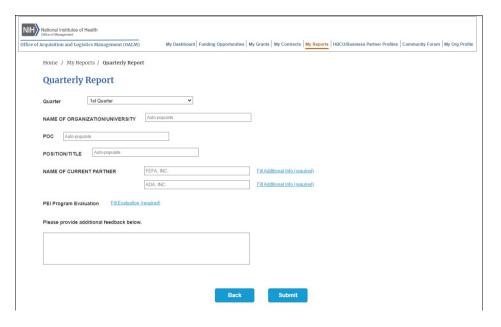
Monthly Report – Training

Monthly reporting on training evaluation



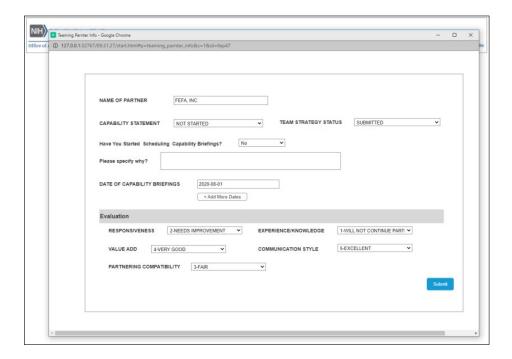
Quarterly Report

Quarterly reporting on teaming partners and PEI Program



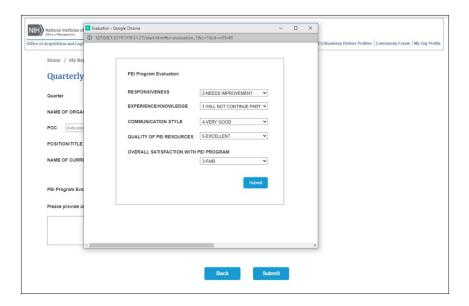
Quarterly Report – Teaming Partners

Quarterly reporting on teaming partners information and evaluation



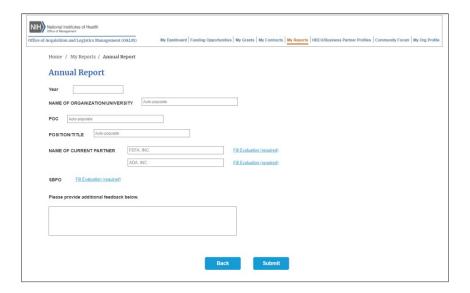
Quarterly Report – PEI Program

Quarterly reporting on PEI Program evaluation



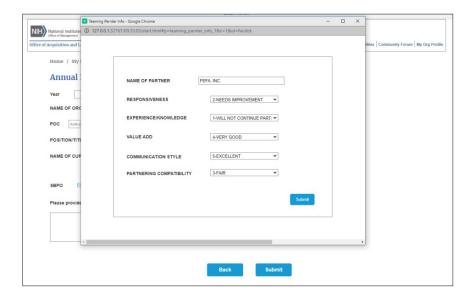
Annual Report

Annual reporting on teaming partners and SBPO



Annual Report

Annual reporting on teaming partners evaluation



Annual Report

Annual reporting on the NIH SBPO evaluation

