

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)

 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.

[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

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

Contact Us — Phone: 301-496-4756 | Email: PEI@nih.gov | [Schedule An Appointment](#) | [Templates](#) | [Resources](#)

HHS OSD/BA 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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☐ 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](#)

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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

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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

-- 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.

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.

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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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
-- Please choose --

* Activity Code
-- Please choose --

* Application Type
-- Please choose --

* IC
-- Please choose --

* Teaming
NO

Teaming Partner
-- Please choose --

* Grant Status
-- Please choose --

Start 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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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 Type
-- Please choose --

Contract Vehicle
-- Please choose --

* IC
-- Please choose --

* Teaming
NO

Teaming Partner
-- Please choose --

* Contract Status
-- Please choose --

Contract Value
-- Please choose --

Start Date

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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[Home](#) / [My Dashboard](#)

Welcome to the HBCU Portal for Acquisition and Grants homepage!

Upcoming Events

Requested Assistance

Institution	Type	Title	Last Comment	Last Comments Time	Status	Action
No Request for Assistance Information found.						

Showing 0 to 0 of 0 entries

PreviousNext

Upcoming Opportunities

Type

Opportunity

Institution or Center (IC)

Close Date

Action

Grant	Pilot Projects Investigating Understudied G-Protein-Coupled Receptors, Ion Channels, and Protein Kinases (R01 Clinical Trial Not Allowed)		Oct 20, 2019	View All
Grant	Service Network Hub for Cytochrome Tomography (T32 - Clinical Trial Not Allowed)		Nov 13, 2019	View All
Grant	Service Centers for Cytochrome Tomography (T32 - Clinical Trial Not Allowed)		Nov 13, 2019	View All
Grant	NIH Directors Early Independence Awards (ID01 Clinical Trial Optional)		Sep 16, 2019	View All
Grant	NIH Directors Transformative Research Awards (ID01 Clinical Trial Optional)		Sep 21, 2019	View All

Showing 1 to 5 of 5 entries

Previous12345Next

See All

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My Reports

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

Home / My Reports

My Reports ¹

My Reports

Report Type	Last Submit Date	Last Submit By	Action	Next Submit Deadline
Monthly Report	2020-06-30	John Smith	Edit Submit New Download	2020-08-03
Quarterly Report	2020-05-28	John Smith	Edit Submit New Download	2020-10-01
Annual Report	2019-09-29	John Smith	Edit Submit New Download	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

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 Office of Acquisition Management system. The main form is titled "Teaming Partner Info" and contains the following fields:

- Teaming Partner Name:** A text input field containing "FEFA INC".
- Status of Business Development Strategy:** A dropdown menu with "NOT STARTED" selected.
- How many times did you & your teaming partner meet?:** A text input field.
- Submit:** A blue button.

Below the form, there is a section titled "TRAINING/WEBINARS ATTENDED" with a dropdown menu showing "PEI Database Overview Webinar" and a link "Fill Evaluation (required)". Below this is a section titled "Please provide additional feedback below." with a text input field. At the bottom of the page are two blue buttons: "Back" and "Submit".

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=zdd446". The page is part of the NIH Office of Acquisition Management system. The main form is titled "Evaluation" and contains the following fields:

- Training/Webinar:** A dropdown menu with "PEI Database Overview Webinar" selected.
- INFORMATIVE:** A dropdown menu with "2-NEEDS IMPROVEMENT" selected.
- LENGTH OF TIME:** A dropdown menu with "5-EXCELLENT" selected.
- KNOWLEDGABLE INSTRUCTOR:** A dropdown menu with "4-VERY GOOD" selected.
- WELL STRUCTURED FORMAT:** A dropdown menu with "5-EXCELLENT" selected.
- RELEVANCE:** A dropdown menu with "3-FAIR" selected.
- BENEFICIAL:** A dropdown menu with "4-VERY GOOD" selected.
- Submit:** A blue button.

Below the form, there is a section titled "Please provide additional feedback below." with a text input field. At the bottom of the page are two blue buttons: "Back" and "Submit".

Quarterly Report

Quarterly reporting on teaming partners and PEI Program

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Home / My Reports / Quarterly Report

Quarterly Report

Quarter

1st Quarter

NAME OF ORGANIZATION/UNIVERSITY

Auto-populate

POC

Auto-populate

POSITION/TITLE

Auto-populate

NAME OF CURRENT PARTNER

FEFA, INC.

[Fill Additional Info \(required\)](#)

ADA, INC.

[Fill Additional Info \(required\)](#)

PEI Program Evaluation

[Fill Evaluation \(required\)](#)

Please provide additional feedback below.

Back

Submit

Quarterly Report – Teaming Partners

Quarterly reporting on teaming partners information and evaluation

 Teaming Partner Info - Google Chrome

Office of 127.0.0.1:32767/09.31.27/start.html#p=teaming_partner_info&c=1&id=ilep47

NAME OF PARTNER

FEFA, INC.

CAPABILITY STATEMENT

NOT STARTED

TEAM STRATEGY STATUS

SUBMITTED

Have You Started Scheduling Capability Briefings?

No

Please specify why?

DATE OF CAPABILITY BRIEFINGS

2020-08-01

+ Add More Dates

Evaluation

RESPONSIVENESS

2-NEEDS IMPROVEMENT

EXPERIENCE/KNOWLEDGE

1-WILL NOT CONTINUE PART

VALUE ADD

4-VERY GOOD

COMMUNICATION STYLE

5-EXCELLENT

PARTNERING COMPATIBILITY

3-FAIR

Submit

Quarterly Report – PEI Program

Quarterly reporting on PEI Program evaluation

The screenshot shows a web browser window with the NIH logo and navigation links. The main content area displays the 'PEI Program Evaluation' form. The form includes 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

A 'Submit' button is located 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. The form includes the following fields:

- Year: [Text input]
- 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 input 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_1&c=1&id=fewcdck". The page is part of the NIH National Institutes of Health Office of Acquisition and Logistics Management. The main form is titled "NAME OF PARTNER" and contains several dropdown menus for evaluation criteria. The background shows a sidebar with "Annual Report" and "SBPO" links, and a top navigation bar with "Home / My Reports / Annual Report".

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

Submit

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 page is part of the NIH National Institutes of Health Office of Acquisition and Logistics Management. The main form is titled "SBPO Evaluation" and contains several dropdown menus for evaluation criteria. The background shows a sidebar with "Annual Report" and "SBPO" links, and a top navigation bar with "Home / My Reports / Annual Report".

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

Submit

Back Submit