

**Division of Intramural Research
Orientation Fact Sheet**

General Information:

- Benefits:** Civil Service employees who have questions regarding health insurance, life insurance, retirement or pay should contact the Human Resources Benefits Office at (301) 496-2404. Fellows, guest researchers or volunteers who have questions on health insurance should contact their Administrative Officer.
- Identification Card:** All employees, fellows, guest researchers, volunteers and contractors are required to have a NIH identification card. The Administrative Office will ensure your profile is established and approved in the NIH Employee Directory (NED), in order to obtain your identification card from NIH ID Office when you arrive at the NIH campus to begin your appointment.
- Your Administrative Officer will provide more detailed information on how to obtain your badge.
- Contact your Lab/Branch Secretary for ID renewals or, if your card should be lost, stolen or broken.
- Important Contacts:** The Branch Secretary, Timekeeper, Purchasing Agent and Administrative Officer are people who will assist you with administrative matters.
- Injuries at Work:** If you are in an accident, injured at work, or exposed to hazardous materials, you must immediately report to your supervisor and then report to the Occupational Medical Service located in Building 10, 6th Floor Clinic (301-496-4411). If you are injured on a weekend, holiday or after work hours, report to Suburban Hospital.
- Leave:** Civil Service employees and Commissioned Officers are entitled to earn annual leave (vacation) and sick leave. See your timekeeper for details. Leave for fellows needs to be discussed with your sponsor.
- Library Card:** Access is given through NED and is coded on your NIH ID card.
- Manuscripts:** All manuscripts and abstracts must be cleared through the Scientific Director prior to submission. Contact your Branch Secretary for the necessary paperwork.

Parking: All vehicles using NIH parking facilities on the NIH campus must display a valid parking permit. Parking permits can be obtained from the NIH Parking Office, Building 31, Room B3B-04. You must have your current vehicle registration card and driver's license at the time of processing.

Press Inquiries: If you receive an inquiry from the press, television, or anyone from Congress, take his or her name and telephone number and call the NICHD Public Information and Communication Branch (PIC) at (301) 496-5133. **DO NOT PROVIDE ANY INFORMATION WITHOUT FIRST CONTACTING PIC.**

Procurement: To place an order for goods and services, you must complete a NIH-1861-1 Requisition Worksheet and submit it to the Purchasing Agent through the Lab Chief or Section Head. The enclosed brochure, Requesting Goods and Services at NIH, contains a reference guide on the exact procedures to be followed when ordering goods or services. **THE PURCHASING AGENT IS THE ONLY PERSON AUTHORIZED TO PLACE AN ORDER TO OBLIGATE FEDERAL FUNDS UNLESS YOU ARE AN APPROVED IMPAC CARD HOLDER. DO NOT PLACE AN ORDER FOR GOODS AND SERVICES YOURSELF. IF YOU DO, IT IS CONSIDERED "UNAUTHORIZED" AND YOU WILL BE LIABLE FOR PAYMENT.**

Training: Training is available at government expense for work-related courses, such as computer and scientific courses. If you are interested in training, see your Branch Chief or Administrative Officer to determine your eligibility. The Branch Secretary will complete the necessary forms and forward them for approval. **Never pay for a training class yourself or you will be personally liable for the cost.**

Travel: If you anticipate traveling to a meeting/conference, please contact your Lab/Branch Secretary as soon as you know about the meeting/conference for guidance and governmental rules and regulations. **DO NOT PAY FOR REGISTRATION FEES OR AIRFARE WITH PERSONAL FUNDS.** All registration fees will be paid by your Purchasing Agent via his or her Government Purchase Card. See your Lab/Branch Secretary for guidance on these procedures. **You must use the NIH Travel Management Contractor Agent for all lodging and airfare.**

ETHICAL AND REGULATORY ISSUES

Conduct of Research: NIH policy requires that all primary data (notebooks, gel, photographs, etc.) be retained at the laboratory of origin for the active life of the project or at least 5 years. Investigators leaving NIH may copy, if necessary, but must leave the original in the laboratory. Refer to the brochure *Guidelines for the Conduct of Research in the Intramural Research Program at NIH* for additional information.

Inventions: Should you develop something that appears to have a commercial value, it belongs to the government unless the government waives rights. A significant portion of any royalties will go to the inventor. You should file an Invention Report, form PHS 6364.

Material Transfer: When there is a transfer of proprietary items or information between NIH and an outside party (university, drug company), you must prepare a Material Transfer Agreement (MTA). This agreement defines the terms and conditions under which the recipients of materials (e.g. cell lines, clones, antibodies), provided by either source, may use the materials. For more detailed information see your Branch Chief or contact Virginia DeSeau at (301) 435-3798 or email at Virginia.Deseau@nih.gov.

Outside Work Activities: Advance administrative approval is required for any outside work or activity, whether or not you receive compensation and whether or not the activity is related to your official duties. These include, but are not limited to: teaching, lecturing, or speech making; professional and consultative services with outside organizations; private medical and dental practice, consultative series relating to patient care; service on boards or committees; writing, editing, or publishing; and holding office in professional organizations or societies. Paperwork requesting approval for outside activities must reach the Executive Officer four weeks prior to the date of the activity. Even if plans are not final, submit papers as early as possible as late requests will not be approved. DO NOT perform an activity, or commit yourself to perform an activity, until approval has been secured. If you anticipate outside work, consult with your Branch Chief or Administrative Officer for additional information. The Branch Secretary will have the required forms for you to complete.

Research on Animals: The Research Animal Management Branch (RAMB) provides animal research support services to NICHD investigators. Information sheets which provide general information on RAMB will be provided. For further information, contact Dr. Joseph Schech, Chief Veterinarian at (301) 496-9733. Training courses on the proper management of research animals is mandatory for individuals authorized to conduct procedures involving animals under Animal Study Proposals (ASP),

commonly referred to as animal protocols. This course is offered periodically. Contact Dr. Jim Harwell at (301) 435-1256 for course schedule or to register. This class is also available online. For more information go to:
<https://science.nichd.nih.gov/confluence/display/ramb/Training+Courses>

Research on Human Subjects: Any research involving human tissue of any sort, including genetic material, cells or blood, or that involves interaction with human subjects, is subject to Federal regulations and NIH review. Contact the Clinical Director's office at (301) 493-8368 for more information on how to obtain clearance.

REMEMBER: **Approval is needed and there is a form for almost EVERYTHING!!**

We welcome any suggestions for additional information to be provided. Please call your Administrative Office if there are any topics that were not covered and would be beneficial to others in the future.