NICHD Orientation - Administrative Management Branch

Welcome to the NICHD

Welcome Letter from Dr. Bianchi, Director, NICHD 12/19/2016
Welcome Letter from Dr. Stratakis, Scientific Director, NICHD 12/19/2016
NICHD History and Mission 1/24/2017
NICHD Division of Intramural Research Organization Chart 4/15/2019

Orientation Folder Contents

Orientation Package Contents - General 1/24/2017
Orientation Website Outline 9/12/2018
Division of Intramural Research Orientation Fact Sheet 1/24/2017
Important NIH Phone Numbers and Websites 9/12/2018
Training Courses and Career Development 9/27/2019
Research Guideline Websites 1/27/2017
Campus Map 6/27/2014
Building 31 Map 6/27/2014
Getting an ID Badge 12/21/2016
FAES Insurance Flyer 1/6/2017

Training & Career Development

NICHD DIR Office of Education 12/31/2016
Postdoc and Graduate Students Orientation 1/23/2017
Career Services for Current NIH Trainees 1/31/2017
The HHS Learning Portal / Learning Management System (LMS) User Guide 09/19/2019

Scientific, Business & Ethical Conduct

Scientific Misconduct Allegations Guide in the Intramural Research Program 1/2012
NIH Update on Existing Human Embryonic Stem Cells 8/27/2001
Research Involving Human Subjects Guidelines at the National Institutes of Health 12/19/2016
Oversight of Intramural Fetal Tissue Research 12/15/2015
Required Permissions and Procedures for Transporting Materials When Leaving an NIH Laboratory 3/22/2015
Use of NIH Letterhead Guide 12/21/2016
NBS Rules of Behavior 10/7/2009
Standards of Ethical Conduct for Employees of the Executive Branch 8/25/2016
Outside Activity Information for FTE Appointments 9/26/2016
Outside Activity Information for IRTA and Visiting Fellow Appointments 3/24/2015
Procurement & Property Management

- Requesting Goods and Services at the NIH 11/1989
- Procurement Orders Over $5,000 06/2019
- Ethics and Procurement Integrity 7/2/2007
- Property Management Fact Sheet 12/14/2011

Research Animal Management Branch


Safety & Emergency Information

- Safety Fact Sheet for NICHD Version 3.0
- Emergency Guide for NICHD 9/22/2014

Resources for Fellows:

- Tax Information-Fellows 1/2012
- Tax Information-Visiting Fellows 12/21/2016
- Fellows Committee 12/21/2016
- Visiting Fellows Committee 12/21/2016

Orientation Administrative Forms Folder (Reference for AOs)

- Orientation Administrative PDFs For Folder
  - SPVOL, COLLAB, GR Orientation Administrative Forms 12/19/2018
  - Foreign SPVOL, COLLAB, GR Orientation Administrative Forms 12/19/2018
  - IRTA Orientation Administrative Forms 12/19/2018
  - VF Orientation Administrative Forms 12/19/2018
  - FTE Orientation Administrative Forms 12/19/2018
- Local Contact Information Sheet 1/23/2017
- Ethnicity and Race Identification 1/23/2017
- Self Identification of Disability (SF256) 7/2/2010
- ACH Form 2/2003
- Report of Medical History (SF93) 7/2/1999
- Verification of US Citizenship or Permanent Residency NIH2590_1 2/9/2004
- Training Acknowledgment Agreement 9/27/2019
- FAES Insurance Flyer 1/6/2017
- AO Provided Documents As Applicable
  - Individual Agreement
  - FPS Activation Form
  - FPS Health Insurance Forms

Information for AOs Only

- NICHD Orientation Folder - Left Side 6/12/2019
- NICHD Orientation Folder - Right Side 6/12/2019