



Orientation Package Outline of Contents - (General Folder)

Left Side:

- **AO business Card (stapled to flap)**
- **Wiki Website Outline**
- **Division of Intramural Research Orientation Fact Sheet**
- **Important NIH Phone Numbers and Websites**
- **Required Training and Career Development**

Right Side:

- **Wiki Website (Sticker of flap)**
- **Helpful Research Guideline websites**
- **Campus Map**
- **Building 31 Map**
- **Getting an ID Badge**

Eunice Kennedy Shriver National Institute of Child Health and Human Development Administrative Management Branch

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NICHD Orientation

Welcome to NICHD

- [Welcome Letter from Dr. Guttmacher, Director, NICHD](#)
- [Welcome Letter from Dr. Stratakis, Scientific Director, NICHD](#)
- [NICHD History, Mission and Vision](#)
- [NICHD Division of Intramural Research Organization Chart](#)

General Orientation Folder Contents

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Useful Resources

- [Safety Fact Sheet for NICHD](#)
- [Emergency Guide for NICHD](#)
- [Tax Information-Fellows](#)
- [Tax Information-Visiting Fellows](#)
- [Fellows Committee](#)
- [Visiting Fellows Committee](#)

Training and Career Development

- [NICHD DIR Office of Education](#)
- [Postdoc and Graduate Students Orientation](#)
- [Career Services for Current NIH Trainees](#)

Scientific, Business and Ethical Conduct

- [Scientific Misconduct Allegations Guide in the Intramural Research Program](#)
- [NIH Update on Existing Human Embryonic Stem Cells](#)
- [Research Involving Human Subjects Guidelines at the National Institutes of Health](#)
- [Oversight of Intramural Fetal Tissue Research](#)
- [Required Permissions and Procedures for Transporting Materials When Leaving an NIH Laboratory](#)
- [Use of NIH Letterhead Guide](#)
- [NBS Rules of Behavior](#)

- [Standards of Ethical Conduct for Employees of the Executive Branch](#)
- [Outside Activity Information and Forms](#)

Procurement and Property Management

- [Requesting Goods and Services at the NIH](#)
- [Procurement Orders Over \\$3,000](#)
- [Ethics and Procurement Integrity](#)
- [Property Management Fact Sheet](#)

Research Animal Management Branch

- [Research Animal Management Branch Information](#)

Orientation Administration Forms Folder (*Reference for AOs*)

- **Orientation Administrative PDFs For Folder**
 - [SPVOL, COLLAB, GR Orientation Administrative Forms](#)
 - [IRTA Orientation Administrative Forms](#)
 - [VF Orientation Administrative Forms](#)
 - [FTE Orientation Administrative Forms](#)
- [Local Contact Information Sheet](#)
- [Ethnicity and Race Identification](#)
- [Self Identification of Disability \(SF256\)](#)
- [ACH Form](#)
- [Report of Medical History \(SF93\)](#)
- [Verification of US Citizenship or Permanent Residency NIH2590_1](#)
- [Training Acknowledgment Agreement](#)
- **AO Provided Documents As Applicable**
 - Individual Agreement
 - FPS Activation Form
 - FPS Health Insurance Forms

Information for AOs Only

- [NICHD Orientation Package](#)

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- Download Adobe Reader for free
 - Tools and support information for Adobe software and content
 - Microsoft Word Document Viewer



Eunice Kennedy Shriver National Institute
of Child Health and Human Development

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NICHD

NIH

Health and Human Services

USA.gov

**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.

IMPORTANT NIH PHONE NUMBERS & WEBSITES

NICHD Fellows Orientation Wiki:

<https://science.nichd.nih.gov/confluence/display/amb/Fellows+Orientation>

DDIR Sourcebook <http://www1.od.nih.gov/oir/sourcebook/>

FAES

Building 10, room 1N241

Phone: (301) 496-8063

http://www.faes.org/health_insurance

Fellows Website <http://felcom.od.nih.gov>

Housing Websites <http://recgov.org/housing/housing.html>
<http://www.washingtonpost.com>
<http://washingtoncitypaper.com/class/classifieds.html>

ID Badge Office

Building 31, Room 1B03

Phone: (301) 451-9381

DPSAC helpdesk: (301) 402-9755

e-QIP helpdesk: (301) 496-1294

8:00 a.m.–5:00 p.m. (M-F)

<http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/default.aspx>

NICHD Homepage <http://nichd.nih.gov>

NIH Homepage <http://www.nih.gov>

Parking Office

Building 31, Room B3B04.

Phone: (301) 496-5050

Fax: (301) 480-0854

7:30 a.m. - 4:30 p.m. (M-F)

nihparkingoffice@ors.od.nih.gov

Transhare Office

Building 31, Room B3B04.

Phone: (301) 496-5050

Fax: (301) 480-0854

7:30 a.m. - 4:30 p.m.(M-F)

<http://www.ors.od.nih.gov/pes/dats/Transhare/Pages/ARMT.aspx>

Limited Authorized Personal Use of NIH Information Technology Resources

<http://www3.od.nih.gov/oma/manualchapters/management/2806/>
(section C.3)

NIH Federal Credit Union

Phone: (301) 718-0208 /Toll Free: 1-800-877-6440
TDD: (301) 881-5822
\$25 to open account

Building 31, Room 1A08
8:00 a.m. - 4:00 p.m. (M-F)

Bldg. 10 (Clinical Center), Room B1-C25
8:00 a.m. - 4:00 p.m. (M-Th)
8:00 a.m. - 6:30 p.m. (F)
8:30 a.m. - 1:00 p.m. (Sat) *
NOTE: Extended hours on Sat. are for Teller Dept. only

Executive Plaza South, Room T-43
8:15 a.m. to 4:00 p.m. (M-F)

Rockledge II, Room 110
8:15 a.m. to 4:00 p.m. (M-F)

Occupational Medical Services

Building 10, 6th floor clinic
Phone: (301) 496-4411
http://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms_main.aspx

TRAINING AND CAREER DEVELOPMENT

NIH offers a wide variety of training opportunities to its scientific staff. Regulations and policies require that all scientific staff take certain training courses, as well as others determined by your area of research:

Mandatory Courses:

- ✓ **NIH Computer Security Awareness-** The Computer Security Act requires that all government personnel and contractors who use computers as part of their official duties must receive training on computer security awareness. This training must be completed within 60 days of your arrival at NIH.
<http://irtsectraining.nih.gov>
- ✓ **Privacy Awareness-**The training course emphasizes two points: (1) an increased awareness of the sensitivity of the personally identifiable information (PII) that we collect, use, store, maintain, and disseminate; and (2) an understanding of the risks to the privacy of the PII we are obliged to protect.
<http://irtsectraining.nih.gov>
- ✓ **Introduction to the Responsible Conduct of Research-** This training is required for all staff who have direct and substantive involvement in proposing, performing, reviewing, or reporting research, or who receive training. This training promotes the responsible conduct of research and discourages research misconduct and questionable research practices.
<http://ResearchEthics.od.nih.gov>
- ✓ **Introduction to Laboratory Safety-** This computer-based training is required for all non-administrative staff. - Introduces laboratory personnel to common hazards and exposure risks, including chemical, radiological, and biological hazards.
<https://www.safetytraining.nih.gov/>
- ✓ **Laboratory Safety at NIH-** Required for all scientific personnel, following completion of Introduction to Laboratory Safety. – provides additional training on the recognition and control of common physical, chemical, and biological hazards.
<https://www.safetytraining.nih.gov/>
- ✓ **Technology Transfer Online Training-** Provides information about your rights and responsibilities regarding technology transfer.
<http://tttraining.od.nih.gov/>
- ✓ **New Employee Ethics Orientation-** Provides an overview of ethics (standards of conduct) in the Federal Government.
FTEs use - <http://ethicsorientation.nih.gov>
Non-FTEs use - <http://oge.gov/DisplayTemplates/ModelSub.aspx?id=2147484417>

- ✓ **Equal Employment Opportunity-** Includes training on Disability Awareness, Sexual Harassment, Section 508, and the No Fear Act of 2002. You will be required to complete modules 3, 5, 6, and 7. Below is a brief description of each.

<http://lms.learning.hhs.gov>

- **Prevention of Sexual Harassment Training-** Provides an overview of issues involved in the prevention of sexual harassment on the job.
 - **Disability Awareness Training-** Provides information about the inclusion of persons with disabilities in all facets of NIH work, activities, and benefits.
 - **No Fear Act Training-** initial then bi-annual (Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002).
 - **Section 508 Training-** one time. Stage 1 training in Section 508 of the Rehabilitation Act of 1973. Stage 1 is an introduction to the requirements of Electronic and Information Technology (EIT) Act.
- ✓ **NEMS Awareness Training-**The NEMS (environmental) awareness training, which all NIH staff must take, is designed to briefly inform them of their roles and responsibilities within the NEMS. This training reviews the NIH Environmental Policy, describes how the NEMS works, and discusses ways to reduce your impact on the environment.

<http://lms.learning.hhs.gov>

Mandatory Course Only For Those With Patient Contact:

- ✓ **Protection of Human Research Subjects-** Designed to help IRP investigators understand and comply with the ethical guidelines and regulatory requirements for research involving human subjects. **(This is required only for those working with patients)**
Please contact your AO for course material.

Position Specific Training Courses:

Please speak with your supervisor to find out if any of the following courses apply to your research.

- ✓ **Radiation Safety Course** (Required for all staff working with or around radioactive sources.)- Provides instruction about radiation hazards and appropriate precautions.
<http://drs.ors.od.nih.gov/training/training.htm>
- ✓ **Using Animals in Intramural Research** (Required for all staff working with animals.)- Provides information on the organizational structure of the NIH Intramural Animal Care and Use Program as well as current laws, regulations and guidelines for the care and use of animals in research.
<http://oacu.od.nih.gov/training/index.htm>
- ✓ **Clinical Research Training** (Required for all research staff and for all clinical investigators involved with a protocol.)- Introduces the ethical issues involved in human subjects research, as well as the roles and responsibilities of the principal investigator and the institution when conducting clinical research in the NIH Intramural research program.
<http://www.cc.nih.gov/researchers/training.shtml>
- ✓ **Blood-borne Pathogens** (Required for all staff working with blood-borne pathogens.)- addresses work practices in Biological Safety levels 2 & 3 laboratories, common methods of blood-borne pathogen exposures and the use of various controls to help prevent exposure.
<https://www.safetytraining.nih.gov/>
- ✓ **Working Safely with Non-Human Primates** (Required for all personnel who are scheduled to begin working with non-human primates (NHP) but have little or no experience.) The primary goal of the training is to provide information about the normal behavior of NHP's that will enable personnel to avoid being bitten, scratched or otherwise exposed to pathogens that are transmissible to humans. Consult your IC Animal Program Director or your ACUC for information on presentation dates.
- ✓ **Universal Precautions** – The Departments of Labor, OSHA and HHS require that all health care workers whose job entails either patient care or clinical laboratory responsibilities receive training in Universal Precautions (UP) annually. They also recommend that workers with patient contact receive training regarding Tuberculosis (TB). Call (301) 496-2209 to schedule training.

