

## DEAS PWS Summary

DEAS Staff will provide the following services as described in more detail in the PWS and the Standard Operating Procedures:

PWS Paragraph	Task	Description of Activities and Tasks DEAS Will Perform
<b>Grants Management</b>		
<i>Administrative Support</i>		
5.1.1.1-1	Type Correspondence, Forms, Reports, Spreadsheets, and Presentations	<ul style="list-style-type: none"> <li>▪ Compose letters, e-mails, and memos in Word or WordPerfect.</li> <li>▪ Develop spreadsheets in Excel or MS Access, and presentations in PowerPoint.</li> <li>▪ Proofread and edit documents for compliance.</li> <li>▪ Put documents drafted by other Grants Management staff in appropriate format as needed.</li> </ul>
5.1.1.1-2	Make Requests for Missing or Late Material	<ul style="list-style-type: none"> <li>▪ Review documents for completeness, and obtain any missing, late, or additional information needed and ensure documents are complete)</li> <li>▪ Utilize existing databases and/or contact applicants and grantees by phone, e-mail, fax, or letter for missing information.</li> </ul>
5.1.1.1-3	Duplicate and Collate Grant Documents	<ul style="list-style-type: none"> <li>▪ Make copies using centralized copy services or stand alone machines.</li> </ul>
5.1.1.1-4	Sort, Distribute, Incoming Mail; Send Outgoing Mail	<ul style="list-style-type: none"> <li>▪ Receive mail from the USPS through the NIH central mailroom, courier, or fax.</li> <li>▪ Identify and deliver mail to the correct recipient.</li> <li>▪ Send outgoing mail using a couriers, USPS, internal NIH delivery, and hand carried delivery.</li> </ul>
5.1.1.1-5	Send Non-Electronic Notice of Grant Award Letters to Grantees	<ul style="list-style-type: none"> <li>▪ Send Non-electronic Notice of Grant award letters via fax or USPS.</li> </ul>
5.1.1.1-6	Answer, Transfer Telephone Calls; Receive Visitors	<ul style="list-style-type: none"> <li>▪ Receive visitors and telephone calls, provide requested information, and re-direct inquiries as needed to provide accurate information.</li> <li>▪ Retrieve and respond to voice mail messages; forward to the appropriate party.</li> </ul>
5.1.1.1-7	Respond to Inquiries and Provide Information/Material	<ul style="list-style-type: none"> <li>▪ Answer basic administrative questions.</li> <li>▪ Provide basic information and material to help resolve grant-related issues.</li> <li>▪ Research to locate or compile response material.</li> </ul>
5.1.1.1-8	Order Supplies; Arrange for Repair of Shared Equipment	<ul style="list-style-type: none"> <li>▪ Maintain office supplies and coordinate requests for needed materials for Grants Management staff.</li> <li>▪ For shared equipment, monitor equipment status, resolve minor problems, and requests repairs.</li> </ul>

<b>PWS Paragraph</b>	<b>Task</b>	<b>Description of Activities and Tasks DEAS Will Perform</b>
5.1.1.1-9	Process Research Training Grant Forms	<ul style="list-style-type: none"> <li>▪ Receive and process National Research Service Awards (NRSA) for institutional training and individual fellowship grant forms (all applicable forms for each application).</li> <li>▪ Review forms for eligibility, accuracy, and completeness, and provide ongoing and follow-up reviews as needed.</li> </ul>
<b><i>Logistical Support</i></b>		
5.1.1.2-1	Process Travel Documents for Staff	<ul style="list-style-type: none"> <li>▪ Enter staff travel arrangements in the appropriate databases.</li> <li>▪ Interact with the designated travel service provider.</li> <li>▪ Prepare documents including travel orders and reimbursement vouchers.</li> <li>▪ Obtain required approvals for travel.</li> <li>▪ For international travel, coordinate with the Fogarty International Center to obtain country clearances, visas, Government passports, and Department clearances.</li> </ul>
5.1.1.2-2	Process Staff Training Requests	<ul style="list-style-type: none"> <li>▪ Arrange for training. <ul style="list-style-type: none"> <li>• Enter information into the NIHITS databases.</li> <li>• Prepare necessary documents.</li> <li>• Obtain required approvals.</li> </ul> </li> </ul>
5.1.1.2-3	Arrange and Schedule Meetings	<ul style="list-style-type: none"> <li>▪ Arrange and schedule meetings. <ul style="list-style-type: none"> <li>• Contact participants.</li> <li>• Identify available times, locations, and required equipment.</li> <li>• Assist with agendas, meeting records, notes, collection of relevant materials, and minutes or reports.</li> </ul> </li> </ul>
<b><i>Official Grant File Management</i></b>		
5.1.1.3-1	Create Official Grant Files (Hard Copy, Electronic, or Both)	<ul style="list-style-type: none"> <li>▪ Create, maintain, and dispose of official files for grant-related documents.</li> <li>▪ Label files for tracking and identification purposes.</li> </ul>
5.1.1.3-2	File Documents	<ul style="list-style-type: none"> <li>▪ Shelve files in the file room in a systematic fashion, with a tracking system.</li> <li>▪ Keep originals of each competing application in the official grant file.</li> <li>▪ Conduct annual inventory of files.</li> </ul>
5.1.1.3-3	Pull Official Files and Distribute to Staff	<ul style="list-style-type: none"> <li>▪ Distribute copies to appropriate IC staff, Program Official, or store until after council review.</li> <li>▪ Log out official files when pulled and distributed to the appropriate IC staff; log back in upon return.</li> </ul>
5.1.1.3-4	Close Out Official Grant Files	<ul style="list-style-type: none"> <li>▪ Review close out documents for completeness, follow-up as necessary, and forward to appropriate NIH staff for review, processing, or approval.</li> </ul>

<b>PWS Paragraph</b>	<b>Task</b>	<b>Description of Activities and Tasks DEAS Will Perform</b>
5.1.1.3-5	Dispose Documents	<ul style="list-style-type: none"> <li>▪ Prepare and box files and documentation for transfer to records storage facilities.</li> <li>▪ Maintain a listing of all records sent and stored at a records storage facility.</li> <li>▪ Retrieve archived files as needed.</li> <li>▪ Dispose of confidential documents to include recycling and shredding as required.</li> </ul>
<b><i>IMPAC II and Other Database Management</i></b>		
5.1.1.4-1	Process Actions in Databases	<ul style="list-style-type: none"> <li>▪ Enter, delete, update, and change data into IMPAC II or other databases for a variety of actions.</li> </ul>
5.1.1.4-2	Query Databases, Extract Material or Data, Run Reports	<ul style="list-style-type: none"> <li>▪ Query databases to respond to inquiries, verify release of awards, and retrieve Summary Statements, Financial Status Reports, and Notice of Grant award letters.</li> <li>▪ Track status of files in a grant file database (hard copy or electronic).</li> <li>▪ Run reports from databases to track Grants Management Specialist assignments, application receipt, closeout workload, and other special projects.</li> </ul>
<b>Review Support</b>		
<b><i>Administrative Support</i></b>		
5.2.1.1-1	Provide Telephone Coverage	<ul style="list-style-type: none"> <li>▪ Answer phone calls and basic administrative and non-scientific questions.</li> <li>▪ Research applications or review meeting information to answer questions.</li> <li>▪ Direct calls to the appropriate staff or office for more detailed questions.</li> </ul>
5.2.1.1-2	Duplicate, Collate, and Scan Documents	<ul style="list-style-type: none"> <li>▪ Make copies using centralized copy services or stand alone machines.</li> </ul>
5.2.1.1-3	Create and Maintain General Office Files	<ul style="list-style-type: none"> <li>▪ Create and maintain general office files in hard copy, electronic format, or both.</li> </ul>
5.2.1.1-4	Sort and Distribute Incoming Mail; Send or Deliver Outgoing Mail	<ul style="list-style-type: none"> <li>▪ Receive and send mail to and from the USPS through the NIH central mailroom, courier, or overnight express mail service.</li> <li>▪ Identify and deliver mail to the correct recipient.</li> </ul>
5.2.1.1-5	Correspond by E-Mail	<ul style="list-style-type: none"> <li>▪ Compose, read, and answer e-mails to or from NIH staff, applicants, reviewers, hotels, travel agencies, and national scientific societies.</li> <li>▪ Create and maintain e-mail distribution lists.</li> </ul>
5.2.1.1-6	Fax	<ul style="list-style-type: none"> <li>▪ Send and receive faxes.</li> </ul>
5.2.1.1-7	Prepare Registration for Training and Meeting Attendance	<ul style="list-style-type: none"> <li>▪ Support training and meeting registrations. <ul style="list-style-type: none"> <li>• Enter information into NIHITS (training)</li> <li>• Contact national or international scientific societies as requested.</li> </ul> </li> </ul>

<b>PWS Paragraph</b>	<b>Task</b>	<b>Description of Activities and Tasks DEAS Will Perform</b>
5.2.1.1-8	Arrange for Travel of Staff and Federal Reviewers, Process Travel Vouchers	<ul style="list-style-type: none"> <li>▪ Arrange travel for staff and reviewer. <ul style="list-style-type: none"> <li>• Contact the traveler and designated travel service provider.</li> <li>• Make hotel, car rental, and transportation reservations if not performed by the travel service provider.</li> <li>• Enter information into the NIH NBRSS travel manager system.</li> <li>• Process Government travel orders and vouchers.</li> <li>• Track and correct any problems with travel orders and reimbursement requests.</li> </ul> </li> <li>▪ For international travel, coordinate with the Fogarty International Center to obtain country clearances, visas, and Departmental clearances.</li> <li>▪ Prepare and process paperwork for Government passports.</li> </ul>
5.2.1.1-9	Arrange and Schedule Staff and Internal Meetings	<ul style="list-style-type: none"> <li>▪ Arrange and schedule staff and internal meetings (face to face and teleconference).</li> <li>▪ Identify available times and locations and arranging for needed equipment.</li> </ul>
5.2.1.1-10/11	Maintain and Order Supplies and Arrange for Equipment Repairs	<ul style="list-style-type: none"> <li>▪ Maintain office supplies and coordinate requests for additional or needed materials.</li> <li>▪ Maintain inventory of frequently used supplies and submit requisitions.</li> <li>▪ Monitor equipment status and request repairs through appropriate IC channels for resolution.</li> </ul>
<b><i>IMPAC II and Other Data Management</i></b>		
5.2.1.2-1	Enter Meeting Data	<ul style="list-style-type: none"> <li>▪ Enter and edit meeting data and meeting agenda data in the IMPAC II system.</li> </ul>
5.2.1.2-2	Enter Roster Data	<ul style="list-style-type: none"> <li>▪ Create, enter data, proofread, and edit meeting participant roster data.</li> <li>▪ Contact participants to verify or fill in missing information.</li> <li>▪ Distribute rosters to appropriate recipients.</li> </ul>
5.2.1.2-3	Enter Application Meeting Assignments, Reviewer Assignments and Conflicts, and Update as Necessary	<ul style="list-style-type: none"> <li>▪ Enter applicant meeting assignments as directed by the professional staff. <ul style="list-style-type: none"> <li>• Verify assignment and application information with the SRA or other NIH staff.</li> <li>• Enter review order.</li> <li>• Check and correct application specific information.</li> <li>• Enter subcomponent records and information.</li> </ul> </li> </ul>
5.2.1.2-4	Create and Enter Subproject Records	<ul style="list-style-type: none"> <li>▪ Create and enter subcomponent records and information in IMPAC II if needed.</li> </ul>

PWS Paragraph	Task	Description of Activities and Tasks DEAS Will Perform
5.2.1.2-5	Enter Scores, Special Codes, and Release Meetings	<ul style="list-style-type: none"> <li>▪ Enter scores manually or from scanned score sheets for grant applications into IMPAC II. <ul style="list-style-type: none"> <li>• Calculate scores for subcomponents of multi-component applications as needed.</li> <li>• Release application scores within three business days following the end of the review meeting.</li> </ul> </li> <li>▪ Enter codes for human subject projection, inclusion, animal welfare, clinical trials, and other special codes. <ul style="list-style-type: none"> <li>• Release the meeting within five business days after the conclusion of the review.</li> </ul> </li> </ul>
5.2.1.2-6	Verify and Reconcile Original Applicant Information with IMPAC II Information and Correct if Needed	<ul style="list-style-type: none"> <li>▪ Verify meeting assignments and application information with the SRA or other NIH staff prior to using the IMPAC II Peer Review Module.</li> <li>▪ Check and correct application specific information if needed.</li> </ul>
5.2.1.2-7	Print IMPAC II Reports, Retrieve Previous Summary Statements and Other IMPAC II Data	<ul style="list-style-type: none"> <li>▪ Print out and use all IMPAC II reports related to review activities.</li> <li>▪ Provide IMPAC II reports to SRA as needed.</li> <li>▪ Retrieve data from IMPAC II modules.</li> <li>▪ Download data into Excel for manipulation and printing.</li> <li>▪ Retrieve data from IC specific databases or publicly accessible databases.</li> </ul>
5.2.1.2-8	Order or Create CD's for Review Meetings	<ul style="list-style-type: none"> <li>▪ Order or manually create CD's for review meetings (PDF files of grant applications, review instructions, review policies, previous summary statements, and special announcements).</li> <li>▪ Check CD's for accuracy, quality, and completeness, and correct problems.</li> <li>▪ Answer routine questions about content and use of CDs.</li> </ul>
5.2.1.2-9	Set Up and Monitor Electronic/Internet Assisted Review	<ul style="list-style-type: none"> <li>▪ Set up electronic/internet assisted reviews using appropriate IMPAC II functions.</li> <li>▪ Assist reviewers with routine questions.</li> <li>▪ Track submission of reviewer's critiques and print out necessary reports.</li> </ul>
<b><i>Meeting Logistics</i></b>		
5.2.1.3-1	Mail Out to Participants	<ul style="list-style-type: none"> <li>▪ Mail out (via express mail or electronically) materials (e.g., applications, CDs, and instructions) to participants four to six weeks prior to the meeting.</li> <li>▪ Track receipt of materials.</li> </ul>
5.2.1.3-2	Set Up Meeting Room and Assist at Meetings	<ul style="list-style-type: none"> <li>▪ Set up meeting rooms prior to the arrival of participants.</li> <li>▪ Make and set out meeting folders, name tents, additional applications, seating charts, agendas, and other information.</li> <li>▪ Assist in collecting supplies and additional application and instruction materials, transporting items to meeting locations, and working with hotel staff to correct problems that arise.</li> <li>▪ Make working lunch or dinner arrangements.</li> </ul>

<b>PWS Paragraph</b>	<b>Task</b>	<b>Description of Activities and Tasks DEAS Will Perform</b>
		<ul style="list-style-type: none"> <li>▪ Control access to meeting rooms and ensure participants in conflict leave the room as needed.</li> <li>▪ Set up and take down Government equipment, assist with teleconferences and videoconferences and equipment, and work with audio-visual contacts.</li> <li>▪ Arrange for special accommodations for disabled participants.</li> <li>▪ Track attendance of reviewers and help participants during the meeting as needed.</li> <li>▪ Properly dispose of materials at the end of the meeting.</li> </ul>
5.2.1.3-3	Make Hotel, Conference Room, and Teleconference Arrangements	<ul style="list-style-type: none"> <li>▪ Locate appropriate hotels and conference rooms and arrange for meeting rooms and participant hotel sleeping rooms.</li> <li>▪ Arrange for transportation of all necessary meeting materials to the meeting site.</li> <li>▪ Maintain knowledge of Government per diem and M&amp;IE rates.</li> <li>▪ Track participant hotel confirmations and contact participants with reminders as necessary.</li> </ul>
5.2.1.3-4	Arrange for Document Disposal or Disposition	<ul style="list-style-type: none"> <li>▪ Pack up all meeting materials and equipment at the conclusion of the meeting, arrange for transportation of documents and equipment, and arrange for pick up of documents.</li> <li>▪ Send appropriate documentation for application review meetings to the IC main file room.</li> <li>▪ Forward appropriate documents to contracting office for R&amp;D contract proposal meetings.</li> <li>▪ Collect, duplicate, file, and deliver originals to the Committee Management Office.</li> <li>▪ Upon conclusion of the review cycle, shred meeting, application, and daily office files related to that cycle unless otherwise directed.</li> </ul>
<b><i>IC Internal Receipt and Referral</i></b>		
5.2.1.4-1	Receipt, Routing, and Storage of Original Applications and Duplicates Forwarded from CSR or Sent Directly from Applicants	<ul style="list-style-type: none"> <li>▪ Receive applications directly from applicants.</li> <li>▪ Open boxes, log receipt of applications into IC database or spreadsheet, and re-route to CSR as needed.</li> <li>▪ Receive applications forwarded from the CSR Division of Receipt and Referral.                             <ul style="list-style-type: none"> <li>• Confirm IC assignment.</li> <li>• Log in applications received into an IC database or spreadsheet.</li> <li>• Store duplicated copies.</li> <li>• Route the original signed copy to the IC Grants Management Office.</li> </ul> </li> <li>▪ Provide referral support such as data entry and assignment of preliminary program class codes.</li> </ul>

PWS Paragraph	Task	Description of Activities and Tasks DEAS Will Perform
<b><i>Processing of Assigned Applications and Proposals</i></b>		
5.2.1.5-1	Administrative Review of Applications	<ul style="list-style-type: none"> <li>▪ Provide administrative review of applications.</li> <li>▪ Verify the review assignment and consulting with the SRA or senior review staff.</li> <li>▪ Check each application for proper formatting, completeness, and correctness of information.</li> <li>▪ Correct problems as directed and contact applicants, NIH offices, or SRA for deficiencies.</li> <li>▪ Reconcile information.</li> <li>▪ Maintain an inventory of all material submitted with each application.</li> </ul>
5.2.1.5-2	Extraction of Information from Applications and Proposal	<ul style="list-style-type: none"> <li>▪ Create documents, tables, or spreadsheets of all involved investigators and institutions when extracting information from applications and proposals.</li> </ul>
5.2.1.5-3	Checking Quality and Quantity of Duplicated Applications, and Arranging for Reduplication of Applications with Errors	<ul style="list-style-type: none"> <li>▪ Check duplicates of applications for copy quantity, quality, completeness, and errors.</li> <li>▪ Shelve and label working copies and/or duplicates for retrieval by authorized staff.</li> </ul>
5.2.1.5-4	Creation and Maintenance of Meeting and Application and Proposal Files	<ul style="list-style-type: none"> <li>▪ Create and maintain meeting files including correspondence and other items related to the meeting.</li> <li>▪ Create and maintain application files including copies of the application, correspondence, and additional information received.</li> <li>▪ Organize files in a systematic way to facilitated retrieval by staff.</li> </ul>
<b><i>Document Processing and Preparation</i></b>		
5.2.1.6-1	Creation of Formatted, Spell Checked, and Proofread Summary Statement Drafts Containing Application Descriptions and Reviewer Critiques and Release of Final Summary Statement	<ul style="list-style-type: none"> <li>▪ Prepare summary statement drafts using templates for the grant mechanism.                             <ul style="list-style-type: none"> <li>• Insert, proof, and correct scanned and character recognized description sections provided by the applicant.</li> <li>• Insert reviewers' critiques and finalize the format.</li> </ul> </li> <li>▪ Prepare a preliminary Draft Review Report using an appropriate template.</li> <li>▪ Prepare Technical Evaluation Reports/Minutes for R&amp;D Contract proposal review meetings.</li> <li>▪ Ensure the latest versions of each reviewer's critiques are inserted into the Draft Review Report, summary statement, or Technical Evaluation Report/Minutes as applicable.</li> <li>▪ Provide properly formatted, spell checked, proofread draft summary statements, Draft Review Reports, or draft Technical Evaluation Reports/Minutes as appropriate.</li> </ul>
5.2.1.6-2	Other Typing, Word Processing, and Spreadsheets	<ul style="list-style-type: none"> <li>▪ Provide other typing and word processing such as creating, editing, or formatting letters, memos, proposals, forms, charts, tables, and reports.</li> </ul>

PWS Paragraph	Task	Description of Activities and Tasks DEAS Will Perform
<b>Program</b>		
<i>Administrative Support</i>		
5.3.1.1-1	Perform Administrative and Technical Management of Competing Applications or Proposals, Non-Competing Progress Reports, Awards, and Other Program Activities	<ul style="list-style-type: none"> <li>▪ Coordinate with administrative, review, and grants management staff.</li> <li>▪ Provide administrative and technical management of applications, reports, proposal, and awards.</li> <li>▪ For competing applications and R&amp;D contract proposals:               <ul style="list-style-type: none"> <li>• Complete required forms.</li> <li>• Sort and distribute applications, proposals, appendices, and supplemental materials.</li> <li>• Prepare materials, schedules, and other information for peer review meetings.</li> <li>• Print and distribute summary statements, send letters and summary statements to investigators and institutional officials.</li> <li>• Track status of applications or proposals.</li> <li>• Prepare reports.</li> </ul> </li> <li>▪ For non-competing progress reports and supplemental requests:               <ul style="list-style-type: none"> <li>• Sort and deliver applications and supplemental requests to the correct program staff.</li> </ul> </li> <li>▪ For awards:               <ul style="list-style-type: none"> <li>• Obtain clearance for awards to foreign institutions, and Approvals for projects including human or animal subjects.</li> <li>• Obtain, file, and track additional forms and documents.</li> <li>• Prepare and distribute requirements for information on adverse events monitoring, human subject clearances, and recruitment accrual for studies involving human subjects.</li> <li>• Track and review responses for timeliness and completeness.</li> <li>• Contact applicants to obtain missing or unclear information.</li> <li>• Type and revise OMB clearance requests and FDA correspondence and regulatory documents.</li> </ul> </li> <li>▪ For contract awards:               <ul style="list-style-type: none"> <li>• Type, format and revise acquisition plans, requests for contracts, cost estimates, statements of work, technical evaluation criteria, review memoranda, site visit reports, source selection memoranda, debriefings, and technology transfer agreements.</li> <li>• Provide additional communication and sharing of documents as needed.</li> </ul> </li> <li>▪ Maintain confidentiality of personal, non-public, and proprietary information.</li> </ul>
5.3.1.1-2	Create and Maintain Paper and Electronic Files for Grants, Cooperative Agreements, R&D Contracts, and Other Program	<ul style="list-style-type: none"> <li>▪ Maintain program files for grant-related documents, as well as scientific and other program activities.</li> <li>▪ Retrieve official grant files, and follow IC manual or electronic check-in and check-out procedures.</li> <li>▪ Replace official files promptly and correctly.</li> </ul>



PWS Paragraph	Task	Description of Activities and Tasks DEAS Will Perform
	Activities	
5.3.1.1-3	Create and Maintain Paper or Electronic Calendars; Create and Maintain ListSers; Directories of E-mail and Mailing Addresses; Schedule Meetings	<ul style="list-style-type: none"> <li>▪ Maintain calendars including daily updates and resolution of scheduling conflicts.</li> <li>▪ Maintain investigator mailing lists (e.g., spreadsheets, ListSers, or IC-specific e-mail tools).</li> <li>▪ Contact participants; identify available times, locations, and equipment; schedule meetings (office, teleconference, or videoconference).</li> <li>▪ Prepare and distribute meeting materials.</li> <li>▪ Take notes, and prepare and distribute meeting minutes.</li> </ul>
5.3.1.1-4	Type Correspondence, Forms, Reports, Manuscripts, Spreadsheets, and Scientific Initiatives	<ul style="list-style-type: none"> <li>▪ Edit correspondence, forms, manuscripts, and reports.</li> <li>▪ Prepare scientific, technical, or budgetary information as spreadsheets.</li> <li>▪ Respond to Congressional inquiries with reports and correspondence immediately.</li> </ul>
5.3.1.1-5	Review and Distribute Incoming Mail and Faxes, Send and Deliver Outgoing Mail and Faxes	<ul style="list-style-type: none"> <li>▪ Receive mail by e-mail, fax, NIH internal delivery, UPS, overnight express carrier, or local courier and identify appropriate recipient.</li> <li>▪ Respond to information requests about basic administrative, grant-related, or other non-technical topics.</li> <li>▪ Send outgoing mail by local courier, overnight express mail service, UPS, or internal NIH delivery, and follow special procedures for international destinations.</li> </ul>
5.3.1.1-6	Initiate and Respond to E-Mail Queries	<ul style="list-style-type: none"> <li>▪ Initiate and respond to e-mail queries.</li> <li>▪ Provide immediate attention to time-sensitive e-mail, mail, e-mail, and faxes.</li> </ul>
5.3.1.1-7	Receive, Screen and Route Phone Calls to Appropriate IC Staff if Necessary	<ul style="list-style-type: none"> <li>▪ Answer phone calls and basic administrative and nonscientific grant-related questions.</li> <li>▪ Direct other inquiries to the appropriate Program/Project Officer or staff member.</li> </ul>
5.3.1.1-8	Photocopy, Collate, Scan Documents	<ul style="list-style-type: none"> <li>▪ Photocopy, collate, and scan documents.</li> </ul>
5.3.1.1-9	Process Requests for Supplies, Books and Equipment; Arrange for Equipment Repairs	<ul style="list-style-type: none"> <li>▪ Process requests for supplies, books, and equipment.</li> <li>▪ Arrange for necessary equipment repairs.</li> </ul>
5.3.1.1-10	Provide Support for Staff Travel, Training, and Meeting Registration	<ul style="list-style-type: none"> <li>▪ Support staff travel, training, and meeting registration.</li> <li>▪ Arrange for staff training including entering information in databases, preparing all necessary documents, and obtaining all required approvals.</li> <li>▪ Arrange travel for Federal staff and for non-Federal employees. <ul style="list-style-type: none"> <li>• Enter data into NIH travel database.</li> <li>• Secure and arrange transportation, lodging, registrations, and approvals.</li> <li>• Process appropriate reimbursement vouchers.</li> </ul> </li> </ul>

<b>PWS Paragraph</b>	<b>Task</b>	<b>Description of Activities and Tasks DEAS Will Perform</b>
		<ul style="list-style-type: none"> <li>▪ For international travel, coordinate with the Fogarty International Center to obtain country clearances, visas, and Departmental clearances.</li> </ul>
5.3.1.1-11	Assist with Preparation of Presentations	<ul style="list-style-type: none"> <li>▪ Assist in preparation of presentations using PowerPoint or similar COTS software.</li> </ul>
5.3.1.1-12	Receive and Escort Visitors to Proper Location	<ul style="list-style-type: none"> <li>▪ Receive and escort visitors to proper locations.</li> <li>▪ Assist visitors in making local travel arrangements or securing audiovisual equipment.</li> <li>▪ Ensure the confidentiality of NIH documents and data when visitors are present.</li> </ul>
5.3.1.1-13	Help Prepare and Staff Information Booths at Scientific Meetings	<ul style="list-style-type: none"> <li>▪ Help in preparing and staffing information booths at scientific meetings, which may occasionally require travel.</li> </ul>
<b><i>Logistics Support for Conferences and Workshops</i></b>		
5.3.1.2-1	Prepare Requests for Professional Services Contracts and Process Reimbursement Claims	<ul style="list-style-type: none"> <li>▪ Prepare requests for professional services contracts and process any required reimbursement claims.</li> <li>▪ Protect sensitive personal and confidential information when processing documents.</li> </ul>
5.3.1.2-2	Arrange for Facilities and Equipment, Including Video/Teleconferencing	<ul style="list-style-type: none"> <li>▪ Arrange for conferences, workshops, and similar meetings.</li> <li>▪ Arrange and attend pre-meeting visits to assess adequacy and quality of potential facilities at non-NIH sites as needed.</li> </ul>
5.3.1.2-3	Provide Information to Participants Concerning Meeting Arrangements, Travel and Lodging	<ul style="list-style-type: none"> <li>▪ Assist with arrangements for travel, lodging, and filing of reimbursement claims.</li> <li>▪ Prepare information about the availability, cost, and appropriateness of various meeting facilities and sleeping rooms for program staff.</li> </ul>
5.3.1.2-4	Prepare and Distribute Meeting Materials	<ul style="list-style-type: none"> <li>▪ Prepare and distribute meeting materials.</li> </ul>
5.3.1.2-5	Assist with Meeting Activities On Site	<ul style="list-style-type: none"> <li>▪ Assist with meeting activities on-site.</li> </ul>
5.3.1.2-6	Assist In Preparation and Distribution of Meeting Minutes, Reports, and Publications	<ul style="list-style-type: none"> <li>▪ Assist in the preparation and distribution of meeting minutes, reports, and publications.</li> </ul>
<b><i>IMPAC II and Other Data Management</i></b>		
5.3.1.3-1	Update Public and Internal Websites	<ul style="list-style-type: none"> <li>▪ Post web site contributions using COTS software after required approvals are obtained.</li> </ul>
5.3.1.3-2	Enter Program Class Codes Into IMPAC II via ICO or IC Specific Software Tools	<ul style="list-style-type: none"> <li>▪ Enter program class codes identified by IC Program staff into IMPAC II or IC specific software tools.</li> </ul>

<b>PWS Paragraph</b>	<b>Task</b>	<b>Description of Activities and Tasks DEAS Will Perform</b>
5.3.1.3-3	Track and Report on Competing Applications and Non-Competing Progress Reports and Awards	<ul style="list-style-type: none"> <li>▪ Extract data from multiple databases (using COTS, IMPAC II, or IC-Specific data query software tools) to collect, compile, review, and arrange data to assist in composing recurring and special reports.</li> <li>▪ Customize report format to meet the requirements for the Program/Project Officer.</li> </ul>
5.3.1.3-4	Enter and Verify Required Information on Human Subjects into IC and IMPAC II Population Tracking Databases	<ul style="list-style-type: none"> <li>▪ Obtain information on race, gender and ethnicity of targeted and enrolled study participants from investigators or other designees, verify, and enter into IC specific databases.</li> <li>▪ After obtaining approval, enter the information into the Population Tracking Module of IMPAC II.</li> </ul>
5.3.1.3-5	Update Local Databases and Prepare Reports	<ul style="list-style-type: none"> <li>▪ Prepare reports, including those requiring short deadlines (e.g., in response to legislative inquiries).</li> <li>▪ Participate in the development of new NIH-wide and IC-specific software applications.</li> </ul>
<b><i>Council Activities</i></b>		
5.3.1.4-1	Prepare and Transmit Council-Related Documents and Correspondence	<ul style="list-style-type: none"> <li>▪ Prepare and transmit Council-related documents and correspondence.</li> <li>▪ Identify, collect, and bound materials needed by Program staff for Advisory Council Meetings.</li> </ul>
5.3.1.4-2	Track Council Action Items	<ul style="list-style-type: none"> <li>▪ Track Council-related documents and actions using COTS or IC-specific software tools.</li> </ul>
5.3.1.4-3	Identify Applications Eligible for Expedited Council Concurrence	<ul style="list-style-type: none"> <li>▪ Identify applications eligible for Expedited Council Concurrence according to IC policy based on funding plans and Council actions.</li> </ul>
<b><i>Support for Scientific or Technical Activities</i></b>		
5.3.1.5-1	Search Scientific Literature Database and Prepare Reports	<ul style="list-style-type: none"> <li>▪ Search scientific literature databases using publicly available search tools.</li> <li>▪ Obtain copies of publications by printing online versions or retrieving copies from the NIH library.</li> </ul>
5.3.1.5-2	Maintain Technical Database	<ul style="list-style-type: none"> <li>▪ Maintain IC-specific technical databases that serve the public.</li> </ul>