

**NOTICE****Revised 03/20/2008****Reimbursement Process for NIH Peer Reviewers**

On October 1, 2005 a new system was implemented to reimburse reviewers who participate in peer review meetings at NIH. Under this new system NIH is required to use, all non-federal reviewers must register with the U.S. Treasury Central Contractor Registration (CCR). This is a secure, federally controlled database for all non-federal persons, companies, or other entities doing business with the Federal government. The CCR will be used to reimburse you for your review meeting related expenses and pay your honorarium through Electronic Funds Transfer (EFT) payments made directly to your bank account. Foreign reviewers without a U.S. bank account will also need to register with the CCR, but will receive a check via mail rather than via direct deposit. Without CCR registration, NIH will be unable to pay you for your reimbursable expenses such as ground transportation and food as well as honorarium.

The CCR database is designed primarily for companies and not individuals. As a reviewer, you will be registering as an individual. Attached are instructions to provide specific guidance to assist you. You are required to register in CCR only once (i.e., registration is not required for every study section meeting), and you will be automatically notified by the system to update your information in the CCR annually. If you have previously registered in CCR, you do not need to register again. There are two essential steps in completing your CCR registration:

- STEP 1      Obtain your individual Data Universal Number System (DUNS) number, which is required for CCR registration. This is a quick process that takes only a phone call; the DUNS number is provided at the end of the call or you can obtain this number online and the DUNS number will be emailed to you within 48 hours.
- STEP 2      Register with the CCR. This process is done electronically via the web. The attached instructions are meant to be helpful to you in sorting out what is required to register as an individual. Should issues arise in this registration process, please contact the CCR Assistance Center at 888-227-2423 (within the U.S.) or at 269-961-5757 (Internationally).

Thank you for your cooperation in this transition to what will be a more efficient system for reviewer reimbursement and honorarium payment. Please note that most of the questions we have received to date concerning CCR are answered by carefully following the instructions.

***Please note that this document is 9 pages long.***

There is a list of frequently asked questions on the Center for Scientific Review web site, SREA Program at <http://cms.csr.nih.gov/PeerReviewMeetings/SREAProgram/>, click on “FAQs”. This site provides an opportunity to comment, ask questions, and find answers to questions.

### **DUNS PRIVACY/SECURITY INFORMATION**

As a first step in registering, a reviewer must obtain a DUNS number. The DUNS site does NOT request private information, such as a social security number or banking information for a reviewer to obtain their DUNS number. The reviewer will be asked for contact information, specifically, Name and Telephone Number; all other entries are generic. The contact information is expected to be the reviewer’s work information, not home, which generally is available on their institution’s website or their own webpage and thus is not considered private. Here is the DUNS privacy policy:

[http://www.dnb.com/US/home/privacy\\_policy/index.html](http://www.dnb.com/US/home/privacy_policy/index.html). The DUNS number is required to register with the CCR, but the DUNS system is a completely separate system from CCR. As a result of registering for a DUNS number, the reviewer’s contact information may be included on postal and e-mail marketing lists associated with Dun and Bradstreet (D&B). They can be removed from this list, but need to make a specific removal request:

**Case 1. If a reviewer already has their DUNS number.** To be removed from D&B mailing lists, the reviewer should call Customer Service at 1-800-234-3867 full instructions are listed below.

**Case 2. If the reviewer does not yet have a DUNS number.** If the reviewer registers via the website, once they receive their number, they can opt out of the mailing list by calling Dun and Bradstreet as instructed below. If the reviewer registers via telephone, at the end of the call, they can request to be de-listed from the marketing list.

#### **Instructions to have your information removed from Dun & Bradstreet’s marketing list:**

- **Make sure you have your nine-digit DUNS number when you call D&B Customer Service at 1-800-234-3867.**
- **Select “5” from the menu options.**
- **When the Customer Service Representative answers, tell them that you would like to be de-listed from D&B marketing list.**
- **Answer the questions the Customer Service Representative will ask to verify your identity, including your name, telephone number; give the name used when you registered for a DUNS number (should be your legal name).**

## **STEP 1:**

### **Data Universal Number System (DUNS) Registration**

You must have a Dun & Bradstreet (DUNS) number before you can complete your Central Contractor Registration (CCR). This step takes between five and ten minutes.

You can apply via telephone by calling 1-866-705-5711. You will receive your DUNS number at the end of the phone call. Please note, you must make the call; your assistant cannot call for you.

**IMPORTANT:** If you call, ask that your contact information be removed from their marketing list. Doing it right there can save you from going back later to do so, and save you from unsolicited marketing phone calls – D&B is a private company. If you use the Internet to obtain the DUNS number, you need to CALL to remove your information; the specific instructions are at the end of this document.

Alternatively, you can apply online at D&B DUNS Request for Prospective Government Contractors & Grantees website at: <http://fedgov.dnb.com/webform/displayHomePage.do>. You will receive your DUNS number via e-mail within 48 hours and it will be active upon receipt. Online instructions follow; bolded items indicate information you must enter or actions you must take.

> **Go to the website** <http://fedgov.dnb.com/webform/displayHomePage.do>

- Click on the “**Click here** to request your D-U-N-S Number via the Web” link.
- Select your Country from the pull down menu.
- Under “Business Name,” enter your **legal** name - **Enter as last name, first name, middle initial. Do not enter your University or other institutional name.**
- **Enter your office address and telephone number** and click on “**Submit**”.
- The above information will populate later screens.*
- Click on “**Request a New D-U-N-S Number**”.

**Important:** Keep this information. You will need to enter the exact format and information for your name and address in the CCR registration process.

#### **COMPANY NAME:**

- Legal Name: Name will populate
- Legal Structure: **Select “Proprietorship”**
- Phone Number of Business: **Enter Telephone Number**

**PHYSICAL ADDRESS:** Information will populate.

#### **ORGANIZATION INFORMATION:**

- Executive Name: **Enter your legal name**
- Executive Title: **Select title from pull down menu**
- Primary SIC Code: **Enter “8621”**

- Description of Operations: **Enter “Grant Reviewer”**
- Socioeconomic Date: **Select “No Special Ownership Status”**
- Number of Employees: **Enter “1”**

**Click on “SUBMIT YOUR REQUEST”**

**VERIFICATION PAGE:**

**Company Name:**

- Legal Name: Legal name will populate
- Phone Number of Business: Phone number will populate
- Physical Address: Address will populate

**Organization Information:**

- Executive Name: Legal name will populate

**Click on “YES Continue”**

**CONTACT: Enter your Legal Name, Title, Telephone Number, and E-mail**

- Please Indicate only one category that describes the relationship you have or plan on seeking For providing goods and services under the legal business name you indicated: **Select Federal Government Contractor or Vendor**
- Do you understand that issuance of a D-U-N-S Number may lead to D&B contacting you periodically to maintain accuracy of your entity’s information on file? **Click on “Yes”**
- Check the box below if you wish to be exclude from the D&B marketing list. **Click on “Yes”**

**Click on “SUBMIT YOUR REQUEST”**. This completes your DUNS registration. Please print and save the final data that you have entered, as this will be helpful in the next step of registering with CCR, Step 2.

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**Notes:**

You are now done with Step 1. Step 2 is the CCR registration.

Please follow all CCR directions carefully as these instructions are customized specifically for NIH reviewers and will help you with the required details. There are four printed pages of detailed directions for CCR registration.

Important: You will need the exact information and format of your legal name and address as entered in DUNS. Retain that in printed or other accessible form for Step 2. There is a checklist to help you with what is needed for Step 2, which is more involved than the DUNS registration.

DUNS/CCR Security and Privacy Information begins after the instructions for Step 2

**-- Printed versions: STEP 2 Instructions Begin on the Next Page --**

## **STEP 2:**

### **Central Contractor Registration (CCR)**

**New Registrants:** If you collect the necessary information prior to registering, the registration process should take about 30 minutes to complete.

For additional guidance:

- You may reference the CCR Handbook on the CCR Homepage at <http://www.ccr.gov>, includes a blank registration template and screen shots.
- If you need assistance in completing your registration, please contact the CCR Assistance Center at 888-227-2423 (within the U.S.) or 269-961-5757 (Internationally).
- A list of Frequently Asked Questions also appears on the NIH SREA Transition Web site: [www.srea.nih.gov](http://www.srea.nih.gov)

#### **Checklist for what you will need to prior beginning CCR registration:**

- DUNS Number** (see Step 1 to obtain this number)  
**DUNS format for legal name and address must be used in CCR (i.e., the exact way you entered this information in DUNS must be used in CCR).**
- Social Security Number** (not necessary for foreign reviewers)
- Financial Institution Name & Telephone Number:** Federal regulations require Federal payments to be made via Electronic Funds Transfer (EFT) whenever possible. You must have a U.S. bank account to receive your payment. If you do not live in the U.S. and do not have a U.S. bank account, please read **Foreign Registrants** note below.
- Bank Routing Number:** This nine-digit number can be found on your checks (not from your checking account deposit slip) in the lower left corner. **Please make sure to enter the routing number for direct deposits and not a routing number for wire transfers.** You may want to verify this information with your financial institution before completing in your CCR profile.
- Bank Telephone Number** (main bank phone number will work)
- Account Number**
- Account Type (checking or savings)**

#### **Foreign Registrants (living outside the U.S.):**

If you do not live in the U.S. and do not have a U.S. bank account, a check will be mailed to you at the address entered in the Financial Information Section/Remittance Information section of the CCR. You must have a North Atlantic Treaty Organization Commercial and Governmental Entity (NCAGE) code. To obtain an NCAGE code log on to the CCR website at [www.ccr.gov](http://www.ccr.gov), at the top of the home page click on "Register in CCR". On the next page on the left hand side of the screen click on "Non-U.S. Registrants". Then click on the [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp) link for the NCAGE form. For easy to follow instruction, please use the NCAGE Code Instructions for Foreign Reviews given to you in your meeting packet.

**Renewing Your CCR Registration:** To successfully renew your CCR registration you are **required** to re-enter your Corporate Information and NAICS code (Goods & Services section) if they were entered prior to December 2, 2007 and update the "Tax Year" in the IRS Consent section. If you do not update the Tax Year your registration will fail the IRS validation process. Pages 6-9 of these instructions will assist you in completing this process.

- Access the CCR online registration at <http://www.ccr.gov>,
- On the left hand side of the homepage click on “Start New Register”
- On the next screen select “I am not a U.S. Federal Government entity”, then click “continue”.
- At the bottom of the Start New Registration page click on “Continue with Registration”.
- Enter your DUNS Number - Only type numbers; do not include dashes. Click on “Next”
- D&B Monitoring: Enter your LEGAL name (Last name, first name, and middle initial) and your address, city, state, zip code, and country. Click on “Next”

You will be taken to a screen that compares your legal name and address just entered with that entered for your DUNS number. You will be asked to confirm that the Dun and Bradstreet information is correct. Clicking “Yes” will take you to a screen that provides you with a CCR confirmation number.

**IMPORTANT:** Record your CCR Confirmation Number. If you cannot complete your CCR registration in one session, click “validate/save” to save an incomplete registration. To resume your registration both your DUNS number and this confirmation number will be required. Your confirmation number will also be needed to obtain your assigned Trading Partner Identification Number (TPIN) passcode.

> Proceed to the General Information Section.

**This section is required: CCR GENERAL INFORMATION SECTION Directions**

- DUNS: Your DUNS number will be populated from the D&B Monitoring page.
  - CAGE/NCAGE Code:
    - ◆ U.S. Registrants - leave blank - a CAGE code will be assigned to you
    - ◆ Foreign Registrants - you must enter an NCAGE code - see instructions above
  - Legal Business Name: Your legal name will be populated from the D&B Monitoring page (Enter as last name, first name, middle initial)
  - SSN: Enter your social security number - Only type numbers; do not include dashes
  - *Note: TIN/EIN field is indicated as a required field. SSN, however, is the only information that is needed for sole proprietorship.*
  - Physical Street Address: Your legal name will be populated from the D&B Monitoring page
  - Mailing Name: **At this point, you can click on “Create a POC (Point of Contact) template” button. Enter all the requested information, click “save”, and close window. Now click “Paste POC Template”. Use the Paste POC Template button to copy this information to the other required fields. Pasting the POC Template is the most efficient method.**
  - Mailing Address: click “Paste POC Template” or Enter information
  - Business Start Date: Enter the date you are registering
  - Fiscal Year End Date: Enter “12/31”
  - Receipts (3 year average) at this location: Enter “1”
  - Number of Employees (12 month average) at this location: Enter “1”
  - Affiliation: If no affiliates, then click here. Click in the box
  - Company Security Level: Leave default as Not Applicable
  - Employee Security Level: Leave default as Not Applicable
- Click on “VALIDATE/SAVE DATA” to move to the next section

> Proceed to the Corporate Information section directions.

**This section is required: CCR CORPORATE INFORMATION Directions**

- Type of Relationship with U.S. Federal Government: **Select “Both” (Contracts & Grants)**
- Please categorize your organization: **Select “Business or Organization”**
- Please indicate the form of your Business or Organization as defined by the IRS: **Select “Sole Proprietorship”**
- Sole Proprietorship Point of Contact: **click “Paste POC Template” or Enter information**
- What is your organization’s Profit Structure: **Select “For-Profit Organization”**  
**(“Non-Profit” status is a designation from the state for corporations only; individuals cannot be “Non-Profit”. Honoraria payments are taxable income and should be reported as such on tax returns. This will not change your filing status.)**

**Skip several questions and Click on “VALIDATE/SAVE DATA”** to move to the next section

**> Proceed to the CCR Goods/Services Information section directions.**

**This section is required: CCR GOODS / SERVICES Directions**

- North American Industry Classification System (NAICS) Code: **Enter “541690”**
- Standard Industrial Classification (SIC) Code: **Enter “8999”**

**Click on “VALIDATE/SAVE DATA”** to move to the next section

**> Proceed to the Financial Information section directions.**

**This section is required: CCR FINANCIAL INFORMATION - Must be a U.S. Bank**

- **Foreign Registrants without U.S. Bank - Complete the Remittance and Accounts Receivable Sections Only**
- Electronic Funds Transfer (EFT): **Enter your U.S. bank name; bank routing number (the nine-digit number in bottom left corner of check; DO NOT take the routing number from your deposit slip. Also, please make sure to enter the routing number for direct deposits and not a routing number for wireless transfers. You may want to verify this information with your financial institution before completing in your CCR profile.); bank account number, and bank account type.**
- ACH US Phone Number: **Enter telephone number of your bank** (main number will work)
- Remittance Information: **Enter your residential mailing address (This is extremely important, your 1099 reports from NIH will be sent to this address.)**
- Accounts Receivable Point of Contact: **click “Paste POC Template” or Enter information**
- Does the Company accept Credit Cards as a method of Payment: **Select “No”**

**Click on “VALIDATE/SAVE DATA”** to move to the next section

**> Proceed to the Points of Contact section directions.**

**This section is required: CCR: POINTS OF CONTACT Directions**

- CCR POC (Registrant Name) Primary: **click “Paste POC Template” or Enter information**
- CCR POC Alternate: **click “Paste POC Template” or Enter information**
- Government Business POC Primary: **click “Paste POC Template” or Enter information**
- Government Business POC Alternate: **click “Paste POC Template” or Enter information**
- Electronic Business POC Primary: **click Paste “POC Template” or Enter information**
- Electronic Business POC Alternate: **click “Paste POC Template” or Enter information**

- Marketing Personal Identification Number (MPIN): **Create and enter a nine-character/number access code that contains at least one alpha character, one number, and no spaces or special characters**

**Click on “VALIDATE/SAVE DATA”** to move to the next section

**> Proceed to the IRS CONSENT section directions**

**This section is required: IRS CONSENT Directions**

- Taxpayer Name: Your legal name will populate.
  - Taxpayer Identification Number: Social Security Number will populate from General Information section.
  - Taxpayer Street Address: Information will populate from General Information section.
  - Taxpayer City: Information will populate from General Information section.
  - Taxpayer State: Information will populate from General Information section.
  - Taxpayer Zip+4/Postal Code: Information will populate from General Information section.
  - Taxpayer Country: Information will populate from General Information section.
  - Type of Tax: Applicable Federal Tax
  - Tax Year: **Enter the last year you filed a tax return; “2006” or “2007”**
  - Name of Individual Executing Consent: **Enter your legal name**
  - Title of Individual Executing Consent: **Enter “Sole Owner”**
  - Signature (enter your MPIN here): **Enter the MPIN number** you created for the CCR Points of Contact section. (If you cannot remember this number click on POC section listed under the Registration Menu located to the left of the screen. Scroll down to the MPIN section, copy and paste this number.)
  - Date: **Current date will be populated**
- Click on “VALIDATE/SAVE DATA”** to complete the registration process.

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**Congratulations! You have now completed the major part of the registration process. As stated in the CCR homepage, here is what will happen next:**

If your registration was submitted successfully you will receive a letter via either U.S. Postal Service or e-mail. This letter is to welcome you to CCR and will include a copy of your registration. Please make sure you review the registration for accuracy. You also will receive guidance to obtain your **Trading Partner Identification Number (TPIN) that may involve your CCR confirmation number for verification; please retain this number until you receive your TPIN.** The TPIN is a confidential password provided to you upon activation in CCR. The TPIN, when used in conjunction with your DUNS number, gives you access to your entire registration, including your EFT information. The TPIN is mailed via the U.S. Postal Service or access to the TPIN is provided via e-mail notification to the person listed as the “CCR Point of Contact” under the “Points of Contact” tab. You need this TPIN in order to update and/or renew your registration so watch for this letter/e-mail. If you do not receive your TPIN or have lost it, please contact the CCR Assistance Center at 888-227-2423 (within the U.S) or 269-961-5757 (internationally).

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**The NIH thanks you for your willingness to participate as peer reviewers and we appreciate your time in assisting us in the transition to the new reviewer reimbursement process by completing your CCR registration.**



## Security and Privacy Issues with CCR Registration

### CCR SECURITY INFORMATION

The CCR database is a federal government system based in the Department of the Treasury. It is a secure database that does not disclose sensitive information to the public. To register, sensitive information is requested such as social security number and banking information. Only the registrant has access to their full registration information. To access their own information, a reviewer needs to enter their DUNS number and TPIN (Trading Partner Identification Number). The TPIN is issued by the CCR to the reviewer only. It is important that the reviewer remember which email they use to register, as this will be the email CCR uses to communicate with the reviewer.

**The TPIN is a confidential password that the reviewer should not disclose to anyone under any circumstances. The reviewer should safeguard this number just as they would any sensitive password. The CCR will NEVER request the TPIN. If the reviewer loses or forgets their TPIN, they can submit a TPIN letter request at <https://www.bpn.gov/ccr/scripts/index.html>. If the reviewer thinks their TPIN has been compromised, they should call the CCR helpdesk at: 888-227-2423 (within the U.S.) or 269-961-5757 (Internationally).**

### CCR PRIVACY INFORMATION

Anyone can access the CCR website to search for a person in the CCR database and the results provide the person's DUNS number and contact information. The other displayed categories of information include items related to a business that are not entered by our reviewers. Private information, such as social security number or any type of banking information is NOT publicly available.

Registration with CCR has resulted in NIH reviewers being listed as a "Small Business" and a Small Business profile being generated that is available to the public. In order to minimize the receipt of unsolicited communications, we suggest that you remove your "SBA Profile" from public display by completing the following steps:

- Login to your CCR profile at [www.ccr.gov](http://www.ccr.gov)
- At the top of the homepage **click on "Register in CCR"**.
- On the left hand side of the next page **click on "Update/Renew"**
- On the following page, **click on "CCR Update TPIN #"**
- **Type in your DUNS number** (no dashes or spaces) **and TPIN** and **click on "Submit"**
- You should now be logged into your CCR profile: Scroll down to the bottom of the page and **click on "Validate/Save Data"** button
- **Click on the "SBA Registration or Update your SBA Profile"** button, *this takes you out of CCR and into your SBA Profile*
- On the left hand side of your screen **click on "Must Enter Mandatory Data"**
- Do you want your profile to show up in Dynamic Small Business Searches? **Select "No"**
- Select Primary NAICS Code "541690"
- Keywords: **Enter "NIH Grant Reviewer"**
- Certifier Name: **Enter your legal name**
- **Click on "Save"** at the bottom of the page to update the change and then click on the Exit button at the top of the page. The update will be completed after 24 hours.

For assistance in removing your SBA Profile" from public display you may contact Ms. Veronica Bermejo by email at [Veronica.Bermejo@sba.gov](mailto:Veronica.Bermejo@sba.gov).