

<https://c-rads.od.nih.gov>

(Best viewed in Internet Explorer 5.5+. If viewed in Netscape must be version 4.7 or higher.)

Welcome to C-RADS

Commercial Rate Agreement Distribution Services

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1. Credits and Acknowledgments

- C-RADS was created by the NIH Office of Information Technology, (OIT) Web and Development Team in association with the Office of Acquisition Management and Policy (OAMP).

Commercial Rate Agreement Distribution Services (C-RADS)
National Institutes of Health

Credits and Acknowledgments

Office of Information Technology
NIH - Office of Director - Executive Office

C-RADS was created by the OIT Web and Development Team in association with the Office of Acquisition Management and Policy.

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Special thanks to Rose Farace and Mike Payne from OAMP for Subject Matter and Business Process information, Diane Frasier, Director of OAMP, and Sue O'Boyle and Christina Simmons of the OIT CRM team for their support.

2. Background and Purpose

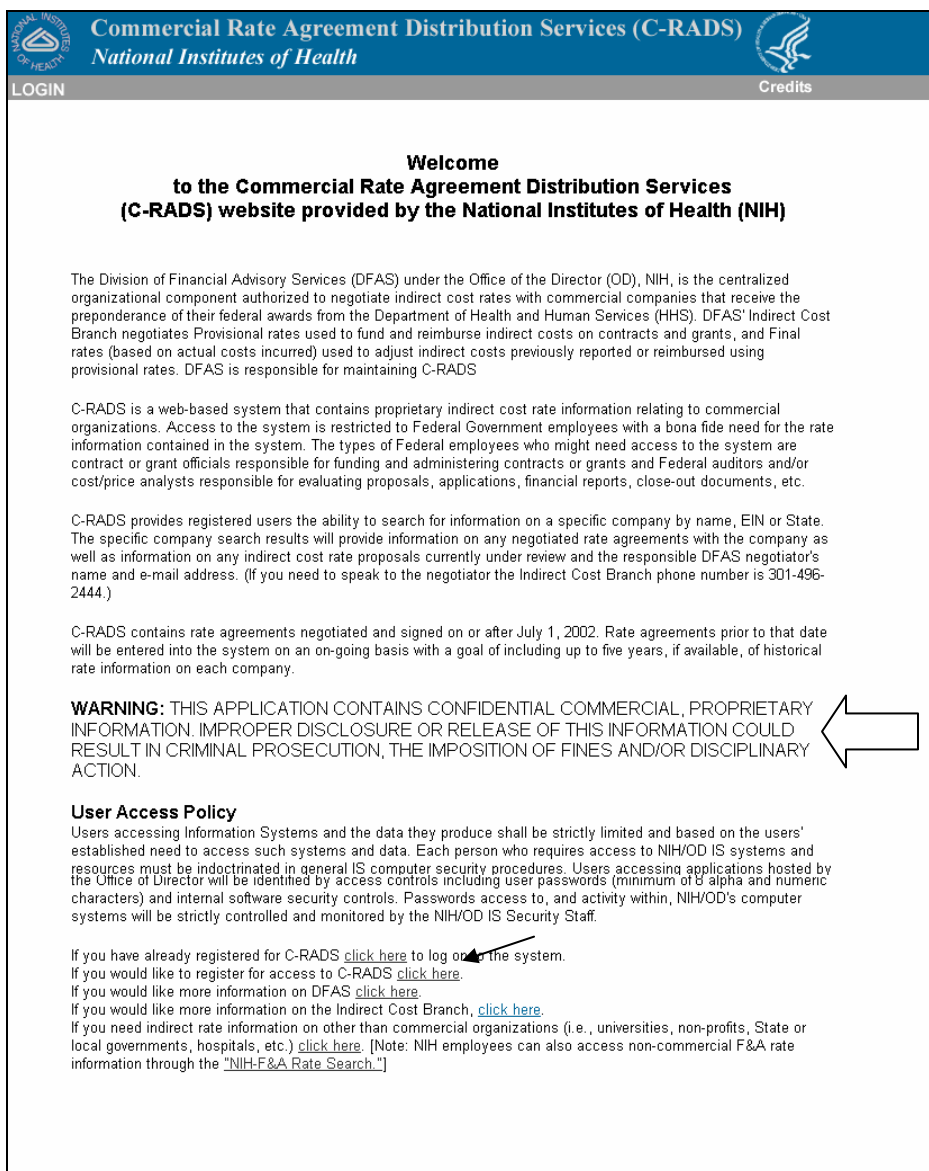
- a. The **Division of Financial Advisory Services (DFAS)**, OAMP, under the Office of the Director (OD), NIH, is the centralized organizational component authorized to negotiate indirect cost rates with **commercial companies** that receive the preponderance of their federal awards from the Department of Health and Human Services (HHS).
- b. C-RADS is a **secure, web-based system** that provides on-line access to DFAS negotiated rate agreements and DFAS assignment status information to **registered** users.
- c. Since C-RADS contains **confidential/proprietary** indirect cost rate **information**, access to the system is restricted to **Federal Government employees** with a **bona fide need** for the rate information contained in the system. The types of Federal employees who might need access to the system are:
 - Contract or grant officials responsible for funding and/or administering contracts or grants and
 - Federal auditors and cost/price analysts responsible for evaluating proposals, applications, financial reports, closeout documents, etc.
- d. C-RADS provides registered users the ability to search for rate information on a specific company by name, EIN or State. The specific company search results will provide information on any negotiated rate agreements with the company, as well as, information on any indirect cost rate proposals currently under review by DFAS and the responsible negotiator's name and e-mail address. (If you need to speak to the negotiator, the DFAS Indirect Cost Branch number is 301-496-2444.)
- e. C-RADS contains all rate agreements negotiated and signed on or after July 1, 2002. Rate agreements prior to that date are being entered into the system on an on-going basis with a goal of including up to five years of historical negotiated rate information on each company, if available.

3. C-RADS System Access (Best if viewed in Internet Explorer 5.5+. If viewed in Netscape must be version 4.7 or higher.)

a. **Registration:** Approved registration is a pre-requisite for admittance into C-RADS.

Step 1: Enter the C-RADS site at <https://c-rads.od.nih.gov> The "Credits" page will come up and it will automatically move to the "Welcome."

Step 2: At the "Welcome Page" click on the link "If you would like to register for access to C-RADS [click here](#)" ←



Commercial Rate Agreement Distribution Services (C-RADS)
National Institutes of Health

LOGIN Credits

Welcome
to the Commercial Rate Agreement Distribution Services (C-RADS) website provided by the National Institutes of Health (NIH)

The Division of Financial Advisory Services (DFAS) under the Office of the Director (OD), NIH, is the centralized organizational component authorized to negotiate indirect cost rates with commercial companies that receive the preponderance of their federal awards from the Department of Health and Human Services (HHS). DFAS' Indirect Cost Branch negotiates Provisional rates used to fund and reimburse indirect costs on contracts and grants, and Final rates (based on actual costs incurred) used to adjust indirect costs previously reported or reimbursed using provisional rates. DFAS is responsible for maintaining C-RADS.

C-RADS is a web-based system that contains proprietary indirect cost rate information relating to commercial organizations. Access to the system is restricted to Federal Government employees with a bona fide need for the rate information contained in the system. The types of Federal employees who might need access to the system are contract or grant officials responsible for funding and administering contracts or grants and Federal auditors and/or cost/price analysts responsible for evaluating proposals, applications, financial reports, close-out documents, etc.

C-RADS provides registered users the ability to search for information on a specific company by name, EIN or State. The specific company search results will provide information on any negotiated rate agreements with the company as well as information on any indirect cost rate proposals currently under review and the responsible DFAS negotiator's name and e-mail address. (If you need to speak to the negotiator the Indirect Cost Branch phone number is 301-496-2444.)

C-RADS contains rate agreements negotiated and signed on or after July 1, 2002. Rate agreements prior to that date will be entered into the system on an on-going basis with a goal of including up to five years, if available, of historical rate information on each company.

WARNING: THIS APPLICATION CONTAINS CONFIDENTIAL COMMERCIAL, PROPRIETARY INFORMATION. IMPROPER DISCLOSURE OR RELEASE OF THIS INFORMATION COULD RESULT IN CRIMINAL PROSECUTION, THE IMPOSITION OF FINES AND/OR DISCIPLINARY ACTION.

User Access Policy
Users accessing Information Systems and the data they produce shall be strictly limited and based on the users' established need to access such systems and data. Each person who requires access to NIH/OD IS systems and resources must be indoctrinated in general IS computer security procedures. Users accessing applications hosted by the Office of Director will be identified by access controls including user passwords (minimum of 8 alpha and numeric characters) and internal software security controls. Passwords access to, and activity within, NIH/OD's computer systems will be strictly controlled and monitored by the NIH/OD IS Security Staff.

If you have already registered for C-RADS [click here](#) to log on to the system.
If you would like to register for access to C-RADS [click here](#).
If you would like more information on DFAS [click here](#).
If you would like more information on the Indirect Cost Branch, [click here](#).
If you need indirect rate information on other than commercial organizations (i.e., universities, non-profits, State or local governments, hospitals, etc.) [click here](#). [Note: NIH employees can also access non-commercial F&A rate information through the "NIH-F&A Rate Search."]

The following registration form will come up.

Commercial Rate Agreement Distribution Services (C-RADS)
National Institutes of Health

WELCOME **WARNING:** THIS APPLICATION CONTAINS CONFIDENTIAL COMMERCIAL, PROPRIETARY INFORMATION. IMPROPER DISCLOSURE OR RELEASE OF THIS INFORMATION COULD RESULT IN CRIMINAL PROSECUTION, THE IMPOSITION OF FINES AND/OR DISCIPLINARY ACTION.

Register to Access C-RADS

First Name:

MI:

Last Name:

Suffix:

Email Address:

Phone:
(example: 1234567890)

User Name:

Password:

User Type:

Supervisor:

Supervisor Phone:
(example: 1234567890)

Department:

OP Div:

IC:

Rules: Access to C-RADS is restricted to Federal Government employees (e.g., contract/grant officials, cost/price analysts, auditors) who have a bona fide need for commercial indirect cost rate information for use in funding, reviewing, and/or administering Federal awards. Please note that by registering to access the system, you are **certifying** that you are a Federal Government employee with a bona fide need for the rate information contained in C-RADS.

Step 3: Fill out all applicable fields on the registration form. [Note: All fields are required except "MI" (Middle Initial) and "Suffix" (Jr., Sr., etc.).]

- ✓ Choose your own **User Name and Password**. Your password must be between eight and ten characters long and should include a combination of letters, numbers and special characters.
- ✓ Be sure to **"tab"** between registration fields (rather than hitting the "Enter" key).
- ✓ Also, be sure to **select a "user type"** from the drop down menu. (Select grant official, contract official, cost analyst or price analyst.)

Step 4: Read the "Rules" paragraph:

Rules: Access to C-RADS is restricted to Federal Government employees (e.g., contract/grant officials, cost/price analysts, auditors) who have a bona fide need for commercial indirect cost rate information for use in funding, reviewing, and/or administering Federal awards. Please note that by registering to access the system, you are **certifying** that you are a Federal Government employee with a bona fide need for the rate information contained in C-RADS. Contract employees, consultants, etc. are not permitted access to the system.

Step 5: Select the "Register" button. A pop-up box will appear to ask if all of the entered information is correct. Check the information and select "OK" if it is correct, or "Cancel" if not. If you select "Cancel", correct the information where needed and select the "Register" button again.

The screenshot shows the 'Commercial Rate Agreement Distribution Services (C-RADS)' registration page from the National Institutes of Health. The page includes a 'WELCOME' message, a warning about confidential information, and an OAMP logo. The registration form contains the following fields:

- First Name: Betty
- MI: (empty)
- Last Name: Jones
- Suffix: (empty)
- Email Address: jrfa@nih.gov
- Phone: 3014960000
- User Name: jonesb
- Password: (masked)
- User Type: Contract Official
- Supervisor: Mike Smith
- Supervisor Phone: 3014961111
- Department: Department of Health and Human Services
- OP Div: National Institutes of Health
- IC: Office of Director

A 'Microsoft Internet Explorer' dialog box is overlaid on the form, asking 'Is this information correct?' with 'OK' and 'Cancel' buttons. Below the form are 'Register' and 'Reset' buttons. A 'Rules' section at the bottom explains that access is restricted to Federal Government employees and that registration certifies the user as such.

If you have registered correctly, the following screen will appear and you will receive an email from the C-RADS Administrator.

The screenshot shows the 'Commercial Rate Agreement Distribution Services (C-RADS)' registration completion page. The page includes a 'WELCOME' message, an OAMP logo, and a confirmation message:

**YOUR REGISTRATION IS COMPLETE.
YOU WILL BE NOTIFIED WHEN
YOU ARE APPROVED FOR ACCESS.**

The email will indicate the user information that you entered and will contain the following message:

This message is for your verification purpose. If any information above the date submission line is incorrect, please contact the C-RADS administrator. Your registration request will be processed as soon as possible and you will be notified by email of your CRADS 'User Status' change.

b. Registration Approval: You cannot access the system until your registration has been approved. The C-RADS administrator will review your registration request. An email will automatically be sent to the user/registrant when the C-RADS administrator approves or denies the registration. Please reply to the C-RADS administrator's email if you have any questions about your registration approval or denial.

c. LOGIN: As noted above, approved registration is a pre-requisite to access the C-RADS system. Once you receive an email indicating that your registration has been approved, you can access C-RADS.

Step 1: Enter the C-RADS site by typing in the URL: <https://c-rads.od.nih.gov> (Best viewed in IE 5.5+. If viewed in Netscape must be version 4.7 or higher.)

Step 2: Click on the link "If you have already registered for C-RADS [click here](#) to log on to the system." or click on the **LOGIN** button at the left top corner of the page.

Commercial Rate Agreement Distribution Services (C-RADS)
National Institutes of Health

LOGIN Credits

Welcome
to the Commercial Rate Agreement Distribution Services (C-RADS) website provided by the National Institutes of Health (NIH)

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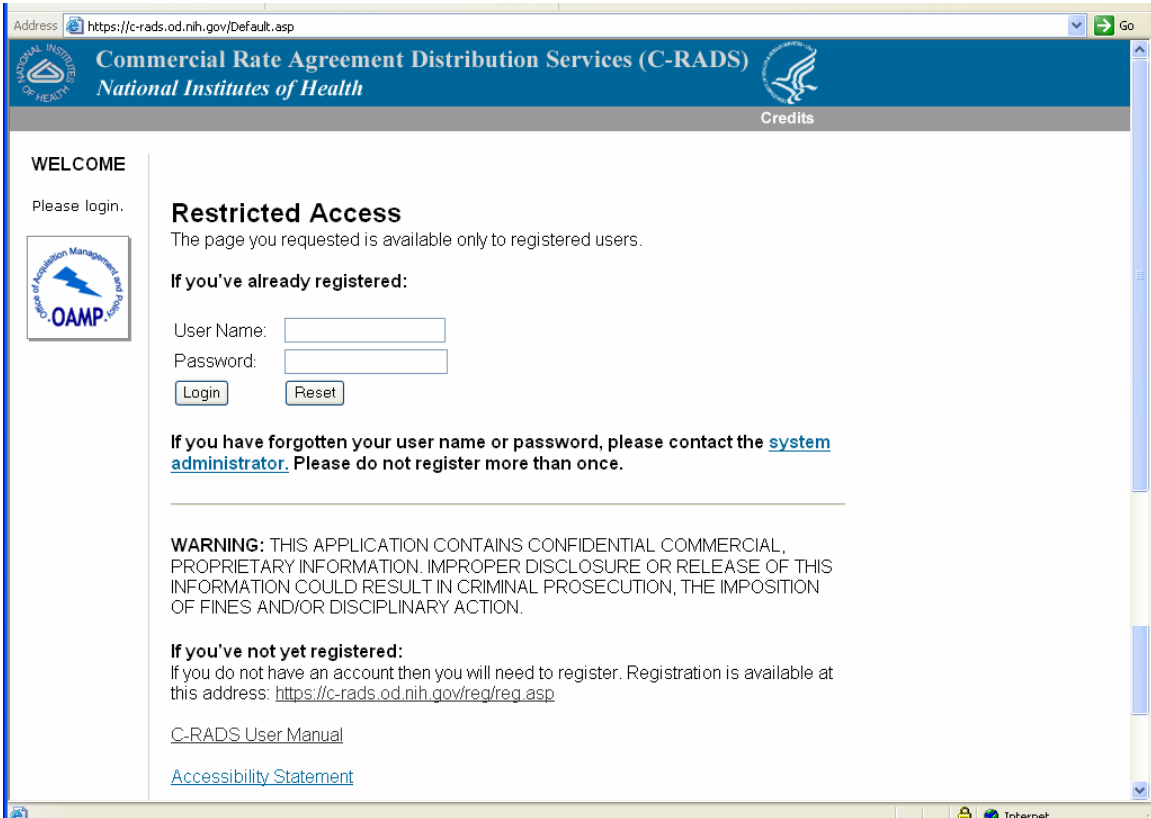
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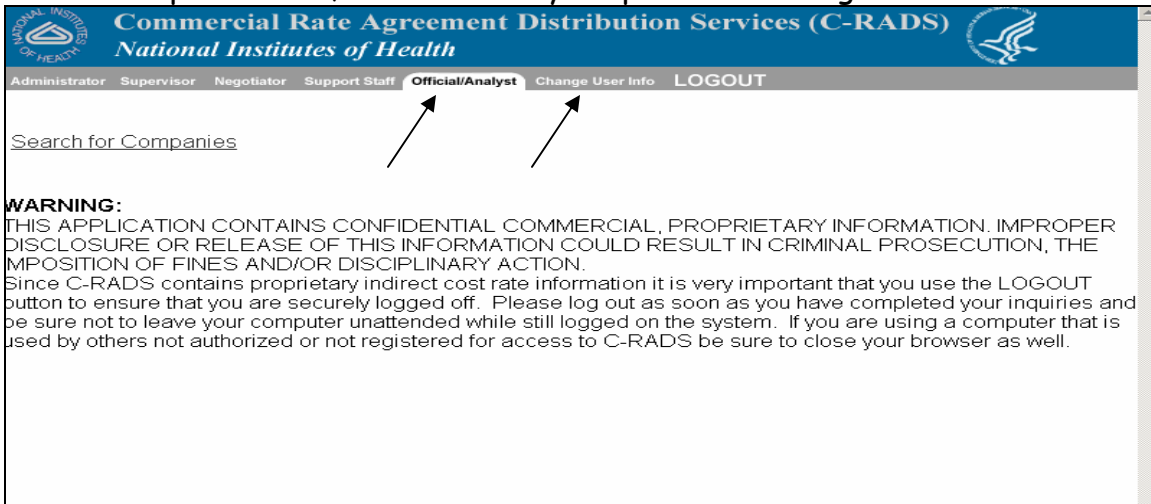
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If you would like to register for access to C-RADS [click here](#).
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If you would like more information on the Indirect Cost Branch, [click here](#).
If you need indirect rate information on other than commercial organizations (i.e., universities, non-profits, State or local governments, hospitals, etc.) [click here](#). [Note: NIH employees can also access non-commercial F&A rate information through the [NIH-F&A Rate Search](#).]

Step 3: Insert User Name and password as prompted by the following screen:



Step 4: Select the "Login" button to process the login request.

d. Company Search: A successful login will take the user to the **Official/Analyst Menu**. As an Official/Analyst user you will have access to two menu options—i.e., Official/Analyst option and Change User Info.



Step 1: Select the Search for Companies option. The following search form will be provided to search for a specific company. (Note: The **Official/Analyst** user does not have any privileges that allow for modification of any rate information in the system.)

Step 2: Complete the search form and select "Search Company."

The screenshot shows a web browser window titled "C-RADS Cost Database - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page header features the National Institutes of Health logo and the text "Commercial Rate Agreement Distribution Services (C-RADS) National Institutes of Health". Below the header is a navigation bar with links for Administrator, Supervisor, Negotiator, Support Staff, Official/Analyst (selected), Change User Info, and LOGOUT. The main content area is titled "Search Company Information" and contains a search form with fields for Keyword, State, and Company Type (set to "Awardee"). There are "Search Company" and "Reset" buttons. An arrow points to the "Search Company" button.

This option provides search capability by keyword, state or company type. The search can be limited to one option or any combination of the three.

Search Hints/Notes:

- a. Under the keyword search you can type in a complete or partial name, city, contact name, address, EIN*, etc.
- b. If you are not sure of an exact name just use a partial word.
- c. Do not include any periods or commas in the keyword search on a name.
- d. By only completing the State field you will get a listing of all companies in that State.
- e. "Awardee" is a wildcard category for company type. If you select "Awardee" and leave the other searches blocks blank, all companies in the system will be listed. [Other company types (Contractor, Grantee and SBIR/STTR) are for internal use only and may not match your company type classification/definition. We, therefore, do not recommend selecting a type other than "Awardee."
- f. * Although the system includes the capability to search on EIN, incomplete EIN information is currently in the system so such a search will most likely result in "No Records Found."
- g. If a former company name is in the system, the Search results on the former name will bring up current and prior name hits because of the former name listed in the comment field. However, a search on the current company name will not bring up a hit on the former name, but there will most likely be a reference to the prior company name on the rate agreement.

SAMPLE SEARCH for ABC Corporation: (Just entered partial name)

The screenshot shows the C-RADS search interface. At the top, there is a blue header with the National Institutes of Health logo and the text 'Commercial Rate Agreement Distribution Services (C-RADS) National Institutes of Health'. Below the header is a navigation bar with links for Administrator, Supervisor, Negotiator, Support Staff, Official/Analyst, Change User Info, and LOGOUT. The main content area is titled 'Search Company Information'. It contains a search form with the following fields: 'Keyword' (containing 'ABC'), 'State' (a dropdown menu), and 'Company Type' (a dropdown menu set to 'Awardee'). There are two buttons: 'Search Company' and 'Reset'.

Note: The search results show two hits because ABC Corporation had a name change to XYZ Corporation.

The screenshot shows the search results in a table format. The table has four columns: 'Company Info.', 'Contact', 'Ein', 'CoAsNum', and 'Option'. There are two rows of results. The first row is for 'ABC CORPORATION' and the second row is for 'XYZ CORPORATION'. The 'Option' column for each row contains three buttons: 'List Memos', 'List Agreement', and 'List Open Assignments'. An arrow points to the 'Formerly ABC CORPORATION' text in the 'Company Info.' column of the second row.

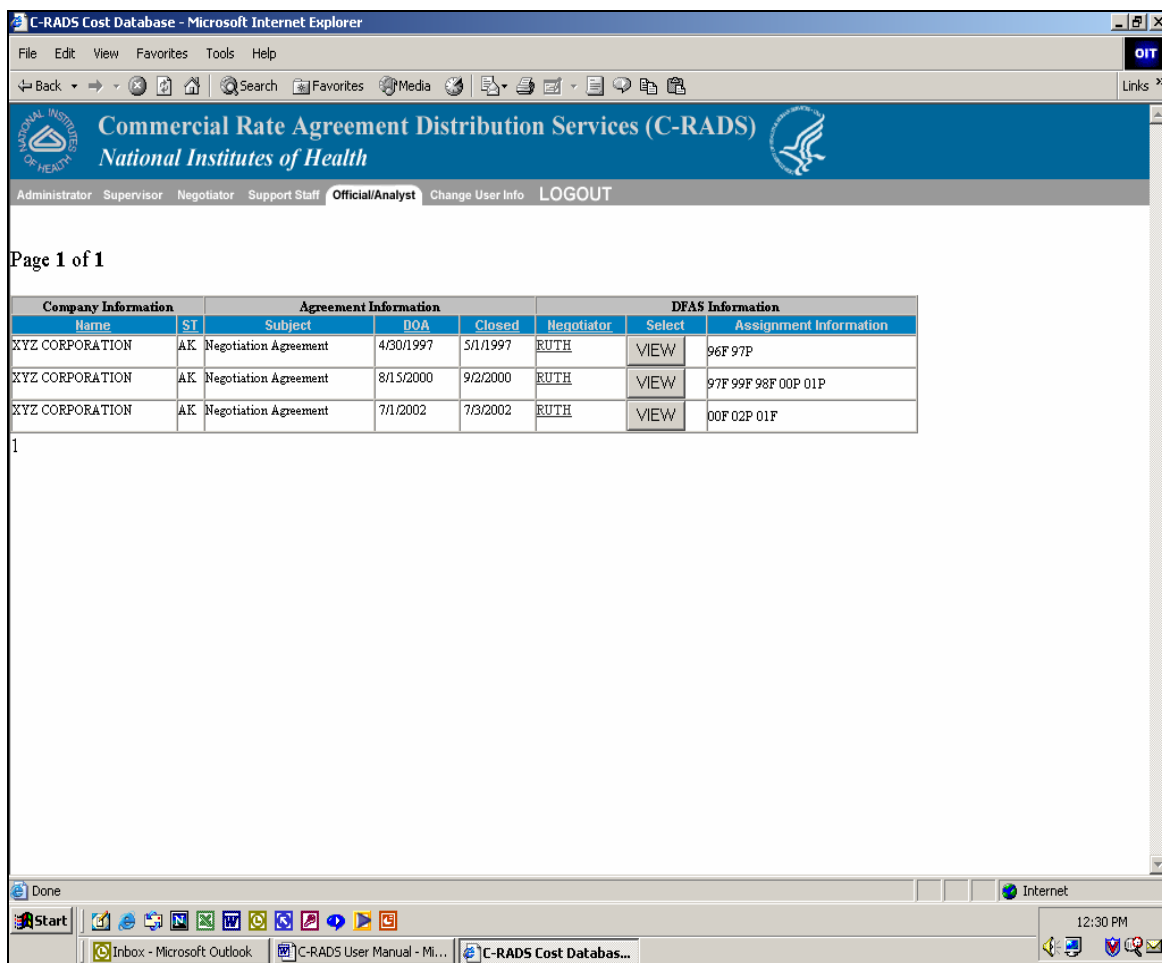
Company Info.	Contact	Ein	CoAsNum	Option
ABC CORPORATION 123 A STREET ALPHA CITY AK 97858	JOHN DOE 5558889999			List Memos List Agreement List Open Assignments
XYZ CORPORATION 21 FIRST STREET ALPHA CITY AK 97858 Formerly ABC CORPORATION	JOHN DOE 5558889999			List Memos List Agreement List Open Assignments

There are three buttons provided for each company listed under the search results

- List Memos
- List Agreement and
- List Open Assignments

The option/button that will be used most frequently will be List Agreement.

- List Agreement.** Selection of this button provides a list of all closed agreements (i.e., agreements that have been returned signed by the company official) for the selected company. The list provides the company name, state, the subject on the agreement, the date of the agreement (DOA), the date the company signed it (Closed), the name of the negotiator (with a link to his/her email), a description of assignments closed with the agreement (Assignment Information*) and a button to allow the user to view a PDF file of the agreement. The user can print a copy of the PDF file if needed. (Viewing closed agreements will require that the user have Acrobat Reader installed on his/her PC).



* Assignment Information of "00F, 01F, 02P" would mean that the rate agreement closed the assignments for 2000 and 2001 Finals and 2002 Provisional rates. (An assignment of 02RP would be for 2002 Revised Provisional rates.)

- Selection of the "View" button for the 71/2002 agreements brings up the following.

DEPARTMENT OF HEALTH & HUMAN SERVICES
Public Health Service

National Institutes of Health
Bethesda, Maryland 20892
Division of Financial Advisory Services
6100 Executive Blvd., Room 6B05
Bethesda, Maryland 20892-7540
301-496-2444 / Fax 301-402-7180

Date: July 1, 2002

Awardee: XYZ CORPORATION
Formerly ABC CORPORATION
21 FIRST STREET
ALPHA CITY, AK 97858

This supersedes the negotiation agreement dated August 15, 2000

Subject: Negotiation Agreement

TYPE	PERIOD	RATES			BASE
		FINAL	PROVISIONAL	CEILING (*)	
FRINGE BENEFITS	01/01/1999-12/31/1999	21.00%			(a)
	01/01/2000-12/31/2000	22.00%			(a)
	01/01/2001-12/31/2001	22.50%			(a)
	01/01/2002-03/31/2003		23.00%		(a)
OVERHEAD	01/01/1999-12/31/1999	26.00%			(b)
	01/01/2000-12/31/2000	27.50%			(b)
	01/01/2001-12/31/2001	27.50%			(b)
	01/01/2002-03/31/2003		28.00%	28.00%	(b)

Rate Application Bases:

(a) Direct salaries and wages excluding vacation, holiday and sick leave.
 (b) Direct salaries and wages plus fringe benefits.
 (*) Final rates cannot exceed ceiling rates.

Notes:

- Fringe benefits relating to direct salaries and wages consist of the following elements of cost:
 - Vacation, holiday and sick pay
 - Payroll taxes
 - Health insurance
 - 401(k) Plan
- Direct charges to projects include:
 - Direct salaries and wages excluding vacation, holiday and sick pay
 - Fringe benefits (see Note 1.)
 - Materials and supplies
 - Equipment, as authorized
 - Travel

- **List Memos.** This option provides a list of any closed memos (mailed or sent via email) in the system for the selected company. The list provides the company name, state, subject line of the memo, date of the memo (DOA), negotiator's name with an email link and a list of assignments closed with the memo.

Most Memos relate to a specific award and specify that the rate information should not be used for funding any other awards with the company without first contacting the negotiator. As a result, the Official/Analyst is not given the option to view the memos. The listing is provided to let the User know that we have some information on the company and who to contact for further information.

Commercial Rate Agreement Distribution Services (C-RADS)
National Institutes of Health

Administrator Supervisor Negotiator Support Staff **Official/Analyst** Change User Info LOGOUT

Page 1 of 1

Company Information		Agreement Information		DFAS Information	
Name	ST	Subject	DOA	Negotiator	Assignment Information
ABC CORPORATION	AK	Indirect Costs ABC Corporation SBIR R44A112345-02	4/1/1996	RUTH	96P

1

- **List Open Assignments.** Selection of this button provides a list of all open assignments for the selected company. The list provides the company name, state, name of the negotiator (with a link to his/her email), a description of assignment and the date the assignment was received.

The official/analyst will have to contact the negotiator for further information. If the listed rate agreements do not cover the period under review, the user can go to this list and see if DFAS has received the related proposal from the company. Also, on occasion, a grant or contract document will require submission of an indirect cost proposal within a specified time frame. The Specialist can check this listing to see if DFAS has received the required proposal.

Page 1 of 1

Company Information		DFAS Information		Assignment Information	
Name	ST	Negotiator	Desc	Received	Status
XYZ CORPORATION	AK	RUTH	03P	10/04/2002	Contact Negotiator

Note: If a C-RADS User needs to speak to the negotiator, the phone number for the DFAS Indirect Cost Branch is 301-496-2444.

e. **Change of User Info:**

The Change User Info provides a form to allow the registered user to update his/her user information. Any update to the file will initiate a confirming email to the User and the System Administrator.

f. **LOGOUT**

You should LOGOUT as soon as you have completed your inquiries.

NOTE: Be sure not to leave your computer unattended while still logged onto the system. If you are using a computer that is, or can be, used by others not authorized or not registered for access to C-RADS, be sure to close your browser as well.

4. Security

Regardless of the protective measures built into the system, the key element of security is the User and how well the User follows the established policies and guidelines.

As noted on the Official/Analyst Menu page

THIS APPLICATION CONTAINS CONFIDENTIAL COMMERCIAL,
PROPRIETARY INFORMATION. IMPROPER DISCLOSURE OR RELEASE OF
THIS INFORMATION COULD RESULT IN CRIMINAL PROSECUTION,
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