

NIH – DCIS USER’S MANUAL

1/7/03

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I. FOREWORD

This User’s Manual is to be used as a supplement to the User Manual for the Enhanced Department Contracts Information System (DCIS). The DCIS Manual covers all data elements required by the Department and the Federal Procurement Data System (FPDS). The DCIS – NIH User’s Manual concerns only those data elements required specifically by NIH for tracking additional management and scientific requirements.

All information relative to NIH contracting activities, both Research and Development (R&D) and Station Support, is collected and maintained in the DHHS Department Contract Information System (DCIS). Effective October 1, 2000, data for all NIH contracts and procurements greater than \$25,000 are also included in the DCIS - NIH module. Prior to that date, all NIH contract and procurement activity greater than \$25,000 was collected and maintained in the NIH Information for Management, Planning, Analysis, and Coordination (IMPAC) I system. All contracts active as of October 1, 1995 have been integrated into the DCIS - NIH module. The NIH IMPAC I Contract History file maintains expired NIH contracts from 1978 to September 30, 2000.

The Director, Office of Acquisition Management and Policy (OAMP) as the NIH Head of the Contracting Activity (HCA) is responsible for contract data quality and reporting into the DCIS and therefore, to the Federal Procurement Data System (FPDS), as specified by the Health and Human Services Acquisition Regulations (HHSAR) 304.602: “The Departmental Contracts Information System (DCIS) represents the Department's implementation of the FPDS. All departmental contracting activities are required to participate in the DCIS and follow the procedures stated in the Enhanced Departmental Contracts Information System Manual and amendments to it. *The HCA (not delegable) shall ensure that all required contract information is collected, submitted, and received into the DCIS on or before the 15th of each month for all appropriate contract and contract modifications award of the prior month.*”

A. THE RESEARCH COMPONENTS (ICs)

The Institutes and Centers (ICs) of the National Institutes of Health, in carrying out their mission activities, negotiate and award research and development contracts, contracts in support of research and development, and resource and support contracts. These contracts are awarded to various organizations to foster and direct scientific inquiry toward significant areas of research and development and to utilize advances in knowledge and technology to search for solutions to specific questions. These contracts include educational institutions, hospitals, state and local government agencies, not for profit organizations, and industrial/commercial concerns (both large and small business). Designated IC Contracting Offices also provide Station Support contracting for delegated categories of acquisition.

The R&D contracts portion of the IMPAC I system was originally developed between 1969 and 1971 with significant cooperation between the Division of Research Grants

(DRG) [now the Center for Scientific Research (CSR)], the Division of Contracts and Grants (DCG) [now the Office of Acquisition Policy and Management (OAMP)], the Division of Computer Research and Technology (DCRT) [now the Center for Information Technology (CIT)], the Research Contracting Committee (RCC) [now the Acquisition Management Committee (AMC)] and the NIH management. During that time, the NIH management agreed that the R&D contract segment of the IMPAC I system would be maintained by DRG for post-award contract activity. DRG would also be responsible for upgrading the system as required and for providing necessary reports to and for responsible NIH management and outside entities.

During the 1970’s, the R&D contracts segment in IMPAC I grew in scope and size as new requirements for information emanated from Congress, the Office of Management and Budget (OMB), the Department of Health, Education, and Welfare (HEW) [now the Department of Health and Human Services (DHHS)], and the private sector. Data from the IMPAC I system was provided to the DCIS on a regular monthly basis.

An OMB memorandum, dated February 3, 1978, directed to all Departments, independent agencies, etc., initiated the Federal Procurement Data System (FPDS). This directive required the collection, development, and dissemination of computerized procurement data at the then Public Health Service (PHS) and DHHS levels to take into account the needs of Congress, the Executive Branch, and the private sector. Until FY 1996, following, extensive collaborative efforts by PHS and NIH, the contracts segment of the IMPAC I system fed all three upper level management data systems: Public Health Service Contract Information System (PHSCIS), DCIS, and FPDS. In FY 1996, the PHSCIS was abolished and all IMPAC contract data was reported directly to the DCIS on a monthly basis. With the advent of IMPAC II [developed for the collection of NIH grant information], a vehicle to collect, maintain, and disseminate NIH acquisition data was required. In FY 2000, the DCIS was viewed by management as the most economical and efficient solution. The DCIS allows for real-time, direct data entry at the contract specialist/Officer level providing for timely and accurate data.

Effective October 1, 1992 (FY 1993), the NIH contract database requirements expanded measurably as National Institutes for Drug Abuse (NIDA), Alcohol Abuse and Alcoholism (NIAAA), and Mental Health (NIMH) were incorporated as the result of the ADAMHA Reorganization Act.

B. THE OFFICE OF LOGISTICS AND ACQUISITION OPERATIONS (OLAO)

The Office of Procurement Management [now OLAO], in carrying out its mission activities, awards contracts for supplies, services, Architect and Engineering (A&E) services, and construction to meet the full spectrum of administrative and research needs of the NIH. OLAO also includes the Division of Research Acquisitions (formerly part of the Office of Acquisition Management and Policy).

In FY 1992, a NIH management decision was made to incorporate the NIH station support Contract Information System (CIS) into the NIH IMPAC I contract segment.

The decision was made in the belief that this consolidation would (1) provide greater accuracy of data, (2) provide cost savings, and (2) meet the proposed Office of Federal Procurement Policy (OFPP), OMB, policy of integrating data systems into a single agency-wide system. The consolidation was effective FY 1993.

As of FY 2001, all NIH contract activity is collected, maintained, and disseminated via the DCIS.

C. SIMPLIFIED ACQUISITIONS

All simplified acquisitions greater than \$25,000 were added to the IMPAC I system in FY 1995. In FY 1998, all acquisitions greater than \$25,000, regardless of mechanism, were incorporated into the IMPAC I contract segment. This included awards against the Federal Supply Schedule, UNICOR, and task orders on Other Government Agency (OGA) contracts. These actions were incorporated into the DCIS effective FY 2001.

Small Purchases (simplified acquisitions \$25,000 or less) were not recorded in the IMPAC I contract segment and are not reported as individual actions in the DCIS. Centralized and decentralized purchases are recorded in the NIH Administrative Database (ADB) Delegated Acquisition Program (DELPRO) and are reported to the DCIS on the SF 281. The ADB is the automated NIH acquisition system for the ordering, receiving, and payment process at NIH. The Division of Station Support Acquisition, Simplified Acquisitions Branch, OLAO, Office of Administration (OA) manages the Delegated Procurement System (DELPRO).

Questions concerning information contained in this publication should be directed to the Office of Acquisition Management and Policy (OAMP), OA, Office of the Director, NIH, 6100 Executive Boulevard, Room 6D01, Rockville, MD 20892; e-mail: jw59y@nih.gov.

This publication will be updated, as necessary. Users are invited to offer suggestions to improve the instructions or definitions contained herein. The User’s Manual is available in Microsoft Word format and on-line at <http://ocm.od.nih.gov/cdmp.html>.

II. DATA ELEMENT DESCRIPTION

This appendix describes the data elements outlined by the DCIS-NIH module. All elements are required for NIH reporting.

ITEM 100. TYPE OF PROCUREMENT

This code indicates the type of action reported.

Code Definition

- 1 **New Contract:** Document covers new work defining specifications, conditions, and negotiated clauses pertaining to a contractual agreement between the government and a non-government contractor. A new contract will obligate funds and specify the period of performance covered by the funds.
- 2 **Major Modification:** Contract modification, excluding options and incremental funding actions, which provides for new work (additional supplies, equipment, or services). The contract *obligates additional funds and may extend the period of performance*.
- 3 **Minor Modification:** Contract modification that does not meet the tests for coding as a Type 2, Type 5, or Type 7 action. In general, actions such as cost overruns, change orders, no cost time extensions, administrative changes, changes to delivery schedules, etc., will be coded Type 3. *Actions that obligate funds may be coded Type 3 provided no “new work” is involved.* If a Type 2, Type 5, or Type 7 test is met, use that particular code instead of Type 3.
- 4 **Letter Contract:** Written preliminary contractual document that authorizes immediate commencement of work and stipulates maximum fund obligations that may be incurred prior to negotiation of a definitive contract. A letter contract will be superseded by a definitive contract at the earliest possible date, usually within 90 days.
- 5 **Continuation of an Incrementally-Funded Contract – Specified in the Contract:** Any action that allocates previously negotiated funds to an incrementally funded contract. This action may include other unilateral actions with the incremental funding. Do not use this code to report any action covered by the definition in Code 2 above.
- 7 **Exercise of Option:** Action taken to implement the Government’s rights to require the contractor to accomplish additional work under the contract, as negotiated in the original contract.
- 8 **New contract resulting from a Basic Ordering Agreement:** Report this code when the action is a new order resulting from a Basic Ordering Agreement.

- 9 **New Single Award Indefinite Delivery Contract:** Report this code when the action is an order under a single award indefinite delivery contract.

(Prior to FY 1997, this code reflected all new indefinite delivery contracts. In FY 1997, indefinite delivery contracts were split into two different categories – single award and multiple award task order or IDIQ contracts.)

- A **New Multiple Award Task Order or IDIQ Contract:** Report this code when the action is a task order for services or a delivery order under a multiple award IDIQ contract awarded pursuant to the multiple award preference set forth in FAR 16.504 (c)(1) or 16.504 (c)(2).
- G **Order/Modification under Federal Schedule Contract:** Report this code when the action is an order, modification to an order, under a federal schedule contract. Also, report this code when the action is an order/calls against a BPA under a federal schedule contract.

ITEM 101. ACTIVITY CODE

This code identifies the NIH extramural/intramural activity supported by the contract.

Code Definition

N01 R&D contracts and contracts in direct support of R&D – to develop and/or apply new knowledge or to test, screen, or evaluate a product, material, device, or component for use by the scientific community.

N02 Station support contracts awarded by *authorized Station Support IC contracting offices* – to contract for intramural and extramural station support needs and provide resources to the intramural biomedical research programs within the NIH through negotiated contracts or sealed bids.

(Effective March 1993, this activity is used only for station support contracts awarded by IC contracting offices other than the Office Of Procurement. It is not to be used for contracts for Research and Development. The authorized station support contracting offices are NCI, NHLBI, NIDDK, NLM, NIAID, and NIEHS.)

N03 The Office of Procurement Management (OPM) – to contract for the spectrum of supplies, support services, audiovisual services, Architect-Engineering (A&E) services, construction, and equipment supporting the operating needs of the NIH accomplished by negotiated procedures or sealed bidding.

(In FY 1993, the N03 activity was developed in order to accommodate the identification of station support contracts and actions awarded by the Office of Procurement Management, [now OLAO].)

- N43 SBIR (Phase I) – to support projects limited in time and amount, to establish the technical merit and feasibility of R&D ideas that may ultimately lead to a commercial product or service. These contracts may be awarded only to small business concerns.

This code was established by NIH specifically for Small Business Innovative Research (SBIR) contracts in FY 1987.

- N44 SBIR (Phase II) – to support in-depth development of R&D ideas whose feasibility has been established in Phase I and are likely to result in commercial products or services. These contracts may be awarded only to small business concerns that were previously awarded a Phase I SBIR contract (N43).

This code was established by NIH specifically for Small Business Innovative Research (SBIR) contracts in FY 1987.

ITEM 102. ADMINISTERING IC

A Mnemonic code identifying the NIH organization administering the contract. See Appendix A, Code Chart 102 for a listing of NIH awarding components and the codes assigned.

ITEM 103. FORMER CONTRACT NUMBER

Used to record the former contract number when a new number has been assigned to the contract. For example, this may result when a new Institute or Center assumes the responsibility for a contract.

ITEM 104. ADB DOCUMENT NUMBER

All contracts are required to have an ADB Document Number. This number is assigned automatically by the Administrative Data Base (ADB) when the user enters contract information into the ADB for payment purposes. This number is used as the key identifier between the NIH Data Warehouse, NIH ADB, and the DCIS.

See edits for numbering criteria.

ITEM 105. DATE ACTION EFFECTIVE

The date upon which any action (initial award or modification) is effective, as indicated on the face page of the contract document.

The format is YYYYMMDD.

ITEM 106. FISCAL YEAR OF OBLIGATION

This item identifies the fiscal year from which the funds were appropriated. May include prior year funds. If the action does not involve an obligation, this item only indicates the fiscal year in which the action was effective.

The format is YYYY.

ITEM 107. DOLLARS AWARDED TO DATE

The total funds (cumulative) awarded to date without regard to fiscal years.

ITEM 108. DOLLARS – TOTAL IN SUBCONTRACTING PLAN

The total estimated dollar value of all planned subcontracts to all organizations. This includes nonprofit, large business, small business, woman-owned business, etc. This item applies to any contract that requires a prime contractor to submit a subcontracting plan. This item is required for all contract actions where the total obligations are, or are expected to exceed, \$500,000 (\$1,000,000 for construction contracts).

ITEM 109. DOLLARS – SUBCONTRACTING PLAN, SMALL BUSINESS GOAL

The total estimated dollar value planned to be subcontracted to small business concerns under this contract award. The amount, if any, reported on this item is a subset of the total subcontracting dollars contained in Item 108.

ITEM 110. DOLLARS – SUBCONTRACTING PLAN, DISADVANTAGED BUSINESS GOAL

The total estimated dollar value planned to be subcontracted to small disadvantaged business concerns under this contract award. The amount, if any, reported on this item is a subset of the total subcontracting dollars contained in Item 108.

ITEM 111. DOLLARS – SUBCONTRACTING PLAN, WOMAN-OWNED BUSINESS GOAL

The total estimated dollar value planned to be subcontracted to small woman-owned business concerns under this contract award. The amount, if any, reported on this item is a subset of the total subcontracting dollars contained in Item 108.

ITEM 112. DOLLARS – SUBCONTRACTING PLAN, HUBZONE BUSINESS GOAL

The total estimated dollar value planned to be subcontracted to HubZone business concerns under this contract award. The amount, if any, reported on this item is a subset of the total subcontracting dollars contained in Item 108.

ITEM 113. DOLLARS – SUBCONTRACTING PLAN, VETERAN-OWNED BUSINESS GOAL

The total estimated dollar value planned to be subcontracted to veteran-owned business concerns under this contract award. The amount, if any, reported on this item is a subset of the total subcontracting dollars contained in Item 108.

ITEM 114. DOLLARS – SUBCONTRACTING PLAN, DISABLED VETERANS BUSINESS GOAL

The total estimated dollar value planned to be subcontracted to disabled veteran-owned business concerns under this contract award. The amount, if any, reported on this item is a subset of the total subcontracting dollars contained in Item 108.

ITEM 115. HUMAN SUBJECTS

Indicates whether or not human subjects are involved in the research project as stated in the Statement of Work.

Code Definition

10	No Human Subjects
20	Project Involves Human Subjects
30	Exemption Claimed

Note: *Exemptions from coverage by regulations relating to the protection of human subjects are activities in which only the involvement of human subjects will be in one or more of the following categories:*

- (1) Research conducted in established or commonly accepted educational settings involving normal educational practices;
- (2) Research involving the use of educational texts, if information taken from these sources is recorded in such a manner that subjects cannot be identified directly, or through identifiers linked to the subjects;
- (3) Research involving survey or interview procedures;
- (4) Research involving the observation of public behavior;
- (5) Research involving the collection/study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that the subjects cannot be identified.

ITEM 116. LAST MOD INDICATOR

This item is used to identify the latest modification on a contract. It has been suspended indefinitely for use in the DCIS.

ITEM 117. DATE – END OF CURRENT FUNDING PERIOD

This date represents the end of the period over which funding (including the latest reported obligation) is expected to support project performance. In the case of fully-funded contracts, this data also represents the expected expiration date of the contract.

The format is YYYYMMDD.

ITEM 118. AGENT CODE

This item is used to identify the purchasing agent entering the data into the DCIS for station support contracts.

ITEM 119. COMPETITIVE SERVICE CENTER

This item identifies the IC designator of the contracting office authorized to act as a Competitive Service Center performing contracting activities on behalf of another IC. In this circumstance, Item 102 – Administering IC, should reflect the IC of the funding activity.

See Appendix, Code Chart 119.

ITEM 120. SBIR RESEARCH TOPIC CODE

This item indicates specific research being conducted within a particular program area. The IC that has primary responsibility for the contract assigns the code. This item is applicable only to contracts containing the activity codes N43 and N44 in Item 101.

ITEM 121. AIDS AFFILIATED DOLLARS

Report the actual dollar amount that is AIDS affiliated for each action with an obligation. If dollars are reported in this field, then Item 122 (AIDS Affiliated Contract) must be coded “Y.”

This item was established for all contract actions with obligations awarded effective FY 1989.

ITEM 122. AIDS AFFILIATED CONTRACT

This item identifies whether or not the contract action is affiliated with AIDS research. If this action is coded “Y,” then Item 121 (AIDS Affiliated Dollars) must be completed.

Code Definition

Y Yes

N No

ITEM 123. PRIVACY ACT APPLICABLE

This item indicates whether a contract award is subject of the Privacy Act (P.L. 93-579).

Code Definition

Y Yes

N No

ITEM 124. GOVERNMENT PROPERTY

This item identifies those contracts that contain the use of U.S. Government property. This item is to be coded whenever government property is contained within the scope of the contract at any time during the life of the contract. If property is transferred from one contract to another, it should be so coded.

Note: Contractor acquired government property that will be vested to the contractor at contract completion should be reported as “Y.”

Code Definition

Y Yes

N No

T Transferred

ITEM 125. CHILDREN

This item indicates whether the Children’s Policy applies to a contract awarded for clinical research studies involving human subjects.

Code Definition

N Children’s Policy does not apply in the study

X Not applicable

Y Children should be represented in the study

ITEM 126. CHILDREN REPRESENTATION

This item indicates whether a contract awarded for clinical research studies involving human subjects employs a study design with children representation appropriate to the scientific objectives of the disease or condition being studied, unless a compelling rationale is made for their exclusion.

Code Definition

Block 1 (Byte 1)

- 1 Both children and adults
- 2 Only children
- 3 No children included
- 4 Representation of children is unknown

Block 2 (Byte 2)

- A Scientifically Acceptable: Representation of children is scientifically acceptable and recruitment/retention has been realistically addressed, or an acceptable justification for exclusion has been provided.
- R Resolved: A representation of children status of unacceptable has been resolved.
- U Unacceptable: Representation of children is unacceptable. Application fails to conform to NIH policy guidelines in relation to the scientific purpose of the study or fails to provide sufficient information; or does not adequately justify that children are not included; or does not realistically address recruitment/retention. Code U constitutes a bar to funding unless or until resolved by NIH staff.

Note: A child is defined as an individual under the age of 21 years.

ITEM 127. CLINICAL RESEARCH – MINORITY

This item indicates whether a contract awarded for clinical research studies involving human subjects employs a study design with minority representation appropriate to the scientific objectives of the disease or condition being studied, unless a compelling rationale is made for their exclusion. *(Note: If Item 115 “Human Subjects” is coded “10”, and Item 129 “NIH-Defined Phase III Clinical Trial” is coded “N”, then leave Item 127 blank.)*

Code Definition

Block 1 (Byte 1)

- 1 Includes minorities and non-minorities
- 2 Includes only minorities
- 3 Includes only non-minorities
- 4 Minority representation unknown
- 5 Only foreign subjects in study population (If the study population includes both foreign and U.S. study subjects, then use codes 1 through 4 to describe the U.S. component.)

Code Definition

- 7 Coding for contract actions prior to 10-1-1994
 - 0 *Coding for contract actions prior to 10-1-1994 – Not clinical research*
 - 1 *Coding for contract actions prior to 10-1-1994 – Minority composition is not germane*
 - 2 *Coding for contract actions prior to 10-1-1994 – Minority composition is appropriate*
 - 3 *Coding for contract actions prior to 10-1-1994 – Minority composition is inappropriate, justification OK*
 - 4 *Coding for contract actions prior to 10-1-1994 – Minority composition is inappropriate, justification not OK*

Block 2 (Byte 2)

- A Scientifically Acceptable
- R Resolved

Note: United States minorities include: American Indians or Alaskan natives, Asian or Pacific Islanders, African Americans, Hispanic Americans. This item was established and coded for new contracts awarded on or after December 10, 1990 in order to conform to NIH policy. See NIH Manual Issuance

“Clinical Research” includes human biomedical and behavioral studies of etiology, epidemiology, prevention (and preventive strategies), diagnosis, or treatment of diseases,

disorders, or conditions including, but not limited to, clinical trials. Basic research or clinical trials are excluded.

ITEM 128. CLINICAL RESEARCH –GENDER

This item indicates whether a contract awarded for clinical research studies involving human subjects employs a study design with gender representation appropriate to the scientific objectives of the disease or condition being studied, unless a compelling rationale is made for their exclusion. *(Note: If Item 115 “Human Subjects” is coded “10”, and Item 129 “NIH-Defined Phase III Clinical Trial” is coded “N”, then leave Item 128 blank.)*

Code Definition

Block 1 (Byte 1)

- | | |
|---|-------------------------------|
| 1 | Includes both genders |
| 2 | Includes only women |
| 3 | Includes only men |
| 4 | Gender representation unknown |

Code Definition

- | | |
|---|--|
| 7 | Coding for contract actions prior to 10-1-1994 |
| 1 | <i>Coding for contract actions prior to 10-1-1994 – Not clinical research</i> |
| 2 | <i>Coding for contract actions prior to 10-1-1994 – Gender is not germane</i> |
| 3 | <i>Coding for contract actions prior to 10-1-1994 – Gender representation is appropriate</i> |
| 4 | <i>Coding for contract actions prior to 10-1-1994 – Gender representation is inappropriate, justification OK</i> |
| 5 | <i>Coding for contract actions prior to 10-1-1994 – Gender representation is inappropriate, justification not OK</i> |

Block 2 (Byte 2)

- | | |
|---|---------------------------|
| A | Scientifically Acceptable |
| R | Resolved |

“Clinical Research” includes human biomedical and behavioral studies of etiology, epidemiology, prevention (and preventive strategies), diagnosis, or treatment of diseases, disorders, or conditions including, but not limited to, clinical trials. Basic research or clinical trials are excluded.

ITEM 129. NIH-DEFINED PHASE III CLINICAL TRIAL

This item identifies whether the contract awarded is for a NIH-Defined Phase III Clinical Trial. A Phase III Clinical Trial as defined for this purpose is “... a broadly based prospective Phase III clinical intervention in comparison with a standard or control intervention or comparing two or more existing treatments.” One of the primary features of such clinical trials is that they “could lead to a ‘... change in health policy or standard of care’.”

Code Definition

- | | |
|---|--|
| N | Clinical Research – not an NIH-defined Phase III Clinical Trial |
| X | Not Clinical Research or is Unscored and does not require Gender or Minority Codes |
| Y | NIH-defined Phase III Clinical Trial |

“Clinical Research” includes human biomedical and behavioral studies of etiology, epidemiology, prevention (and preventive strategies), diagnosis, or treatment of diseases, disorders, or conditions including, but not limited to, clinical trials. Basic research or clinical trials are excluded.

ITEM 130. EXCEPTION TO TRACKING

This item identifies those contracts that are exempted from tracking of children, minority and gender composition and the reason they are excluded. The NIH Revitalization Act of 1993 requires that awards containing Human Subjects be monitored for inclusion of children, women and minorities as subjects of clinical research. Some awards, coded as having human subjects, are excluded from this requirement. (*If Item 115 “Human Subjects” is coded “10”, leave Item 130 blank.*)

Code Definition

- | | |
|----|---|
| 00 | Must be tracked – All contracts involving human subjects (and considered to be clinical research) will be designated as 00. |
| 01 | Basic Research – far removed from immediate clinical application |
| 02 | Early stages of technical/mathematical development |

- 03 Fewer than ten (10) participants in the study group
- 04 Multi-center project – not coordinating center
- 05 Supplement
- 06 Unidentifiable gender and minority
- 07 Awarded prior to implementing gender/minority policy
- 08 Sub-study of existing reported population
- 09 Analysis of existing study data
- 10 Only tissue/body fluid specimens
- 11 IC defined

ITEM 131. CONTRACTING OFFICER NAME

This item identifies the name of the Contracting Officer responsible for the contract.

Format is Last Name, First Name, Middle Initial

ITEM 132. TASK ORDER ON MASTER AGREEMENT

This item identifies Task Orders to Master Agreements (MAO) and subsequent Modifications. It identifies an order placed under an existing Master Agreement that specifies the delivery schedule and the obligation of funds. This code is also used in reporting any subsequent modifications to the order.

Code Definition

- 0 Not a Task Order
- 1 Modification to a Task Order
- 6 Task Order to a Master Agreement

ITEM 133. RFP/IFB NUMBER

This item identifies the number of the solicitation (Request for Proposals [RFP]/Invitation for Bid [IFB]).

ITEM 134. DATE CONTRACT ADMINISTRATIVELY CLOSED

This item identifies the date the contract was administratively closed.

The format is YYYYMMDD

ITEM 135. FCRDC OR NITAAC CONTRACT

This item identifies whether a contract is one awarded to the Frederick Cancer Research Development Center (FCRDC) by NCI or one of several NITAAC contracts.

<u>Code</u>	<u>Definition</u>
CIOSP	Chief Information Officer – Solutions and Partners - NITAAC
ECS	Electronic Computer Store - NITAAC
FCRDC	Frederick Cancer Research Development Center – NCI
IMAGE	ImageWorld – NITAAC
N/A	Not applicable

ITEM 136. ANIMALS IN RESEARCH

This item identifies whether the use of animals is involved in the conduct of the contract award.

<u>Code</u>	<u>Definition</u>
Y	Yes
N	No

ITEM 137. DOLLARS OBLIGATED ON ACTION

This item identifies the WHOLE (*not rounded*) dollars obligated by the action.

ITEM 138. PROGRAM CLASS CODE

This is an optional item established for IC use to classify various extramural program areas.

ITEM 139. COMMON ACCOUNTING NUMBER (CAN)

This item identifies the last seven (7) digits of the Common Accounting Number under which the obligation in Item 137 “Dollars Obligated on Action”. The CAN identifies the funding areas to which costs should be applied.

If the action obligates funds under more than one CAN, or an IC other than the one administering the contract obligates funds, enter the CANs for each specific portion of the funds obligated. Item 140 “IC from CAN” is used to identify the IC associated with the CAN identifying the specific portion of funds obligated. Item 142 “Dollars by CAN” is used to identify the specific portion of funds obligated. The total of all dollars in Item 142 “Dollars by CAN” should equal the dollars reflected in Item 137 “Dollars Obligated on Action.”

ITEM 140. IC FROM CAN

This item identifies the IC that is specifically associated with the CAN from which funds are appropriated for the action.

ITEM 141. CAN FY

This item identifies the FY from which funds are appropriated.

ITEM 142. DOLLARS BY CAN

This item identifies the whole dollars (not rounded) obligated against each specific CAN associated with the action. . The total of all dollars for the action identified in Item 142 “Dollars by CAN” should equal the dollars reflected in Item 137 “Dollars Obligated on Action.”

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IV. DATA FIELD EDIT SPECIFICATIONS

ITEM	DESCRIPTION	EDIT SPECIFICATIONS
100	TYPE OF PROCUREMENT	Applies to all activities (N01, N02, N03, N43, N44.) Must not be blank. Must be a valid code. Must not equal 1 if item DCIS item 3 (Modification number) is not 0000.
101	ACTIVITY CODE	Applies to all activities (N01, N02, N03, N43, N44.) Must not be blank. Must be a valid code. If equals N03, Item 119 (Competitive Service Center) must be blank. If equals N43, N44, Item 120 (SBIR Research Topic) must not be blank. If equals N02 or N03 and Item 100 (Type of Procurement) is 1, 8, 9, A or G, then Item 104 (ADB Document Number) must not be blank. If equals N02 and Item 9 (Kind of Contract Action) is D, then Item 104 must not be blank.
102	ADMINISTERING IC	Applies to all activities (N01, N02, N03, N43, N44.) Must not be blank. Must be a valid code.
103	FORMER CONTRACT NUMBER	Applies to all activities (N01, N02, N03, N43, N44.) May be blank. Must not exceed 18 characters. Must be left-justified. Must not include embedded spaces.
104	ADB DOCUMENT NUMBER	Applies to all activities (N01, N02, N03, N43, N44.) Must not exceed 18 characters. Must be left-justified. Must not include embedded spaces. Must not be blank if Item 101 (Activity Code) equals N02 and Item 9 (Kind of Contract Action) is D.
105	DATE ACTION EFFECTIVE	Applies to all activities (N01, N02, N03, N43, N44.) Must not be blank. Must be YYYYMMDD format. YYYY must be greater than 1977.
106	FISCAL YEAR OF OBLIGATION	Applies to all activities (N01, N02, N03, N43, N44.) Must be YYYY format. Must not be blank if DCIS Item 10 (Dollars Obligated or Deobligated this action) is greater than 0 and Item 107 (Dollars Awarded to Date) is greater than 0. Must be blank if Item 10 is 0.

		YYYY must be between 1960 and 2050.
107	DOLLARS AWARDED TO DATE	Applies to all activities (N01, N02, N03, N43, N44.) System generated.
108	DOLLARS – TOTAL IN SUBCONTRACTING PLAN	Applies to all activities (N01, N02, N03, N43, N44.) Cannot be less than 0. Must not be 0 if DCIS Item 34 (Subcontracting Plan) is A and Item 100 (Type of Procurement) is 1, 8, 9, or A. Must be 0 if Item 34 is B.
109	DOLLARS – SUBCONTRACTING PLAN, SMALL BUSINESS GOAL	Applies to all activities (N01, N02, N03, N43, N44.) Must not be greater than Item 108 (Dollars – Total in Subcontracting Plan). Cannot be less than 0.
110	DOLLARS – SUBCONTRACTING PLAN, DISADVANTAGED BUSINESS GOAL	Applies to all activities (N01, N02, N03, N43, N44.) Must not be greater than Item 108 (Dollars – Total in Subcontracting Plan). Cannot be less than 0.
111	DOLLARS – SUBCONTRACTING PLAN, WOMAN-OWNED BUSINESS GOAL	Applies to all activities (N01, N02, N03, N43, N44.) Must not be greater than Item 108 (Dollars – Total in Subcontracting Plan). Cannot be less than 0.
112	DOLLARS – SUBCONTRACTING PLAN, HUBZONE BUSINESS GOAL	Applies to all activities (N01, N02, N03, N43, N44.) Must not be greater than Item 108 (Dollars – Total in Subcontracting Plan). Cannot be less than 0.
113	DOLLARS – SUBCONTRACTING PLAN, VETERAN-OWNED BUSINESS GOAL	Applies to all activities (N01, N02, N03, N43, N44.) Must not be greater than Item 108 (Dollars – Total in Subcontracting Plan). Cannot be less than 0.
114	DOLLARS – SUBCONTRACTING PLAN, DISABLED VETERANS BUSINESS GOAL	Applies to all activities (N01, N02, N03, N43, N44.) Must not be greater than Item 108 (Dollars – Total in Subcontracting Plan). Cannot be less than 0.
115	HUMAN SUBJECTS	Applies to N01, N43, N44 activities. May be blank. If not blank, must be a valid code. Must not be blank if Item 100 (Type of Procurement) is 1, 8, 9, or A and Item 101 is N01, N43, or N44. Must not be blank if Item 101 is N01, N43, or N44. Must be blank if Item 100 is 1, 8, 9 or A and Item 101 is N02 or N03. Must be blank if Item 101 is N02 or N03.
116	LAST MOD INDICATOR	No edits – system generated.
117	DATE – END OF CURRENT FUNDING PERIOD	Applies to all activities (N01, N02, N03, N43, N44.) Must not be blank if Item 100 (Type of Procurement) is 1.

		<p>Must not be blank if Item 100 is 2, 3, 5, or 7 and DCIS Item 10 (Dollars Obligated or Deobligated this action) is greater than 0 and Item 137 (Dollars Obligated on Action) is greater than 0.</p> <p>Must be in YYYYMMDD format.</p> <p>YYYY must be greater than 1977.</p>
118	AGENT CODE	<p>Applies to N02 and N03 activities.</p> <p>Must not be blank if Item 101 (Activity Code) is N02 or N03.</p> <p>Must be blank if Item 101 is N01, N43, or N44.</p> <p>Must not be blank if Item 100 (Type of Procurement) is 1, 8, 9, or A and Item 101 is N03.</p>
119	COMPETITIVE SERVICE CENTER	<p>Applies to activities N01, N43, N44, and N02.</p> <p>Must not be blank if Item 101 (Activity Code) is N01, N02, N43, or N44.</p> <p>Must be blank if Item 101 is N03.</p> <p>Must be blank if the user is not assigned to office 00261 (NCI), 00268 (NHBI), 00273 (NIEHS), or 00276 (NLM).</p>
120	SBIR RESEARCH TOPIC CODE	<p>Applies to activities N43 and N44.</p> <p>Must not be blank if Item 101 (Activity Code) is N43 or N44.</p> <p>Must be blank if Item 101 is N01, N02, or N03.</p>
121	AIDS AFFILIATED DOLLARS	<p>Applies to all activities (N01, N02, N03, N43, N44.)</p> <p>Must be greater than 0 if Item 122 (AIDS Affiliated Contract) is Y.</p> <p>Must be 0 if Item 122 is N.</p>
122	AIDS AFFILIATED CONTRACT	<p>Applies to all activities (N01, N02, N03, N43, N44.)</p> <p>Must be coded Y or N.</p> <p>Must be Y if Item 121 (AIDS Affiliated Dollars) is greater than 0.</p>
123	PRIVACY ACT APPLICABLE	<p>Applies to all activities (N01, N02, N03, N43, N44)</p> <p>Must be coded Y or N.</p>
124	GOVERNMENT PROPERTY	<p>Applies to all activities (N01, N02, N03, N43, N44)</p> <p>May be blank.</p> <p>If not blank, must be a valid code.</p> <p>May not be changed from Y or T to N.</p> <p>May be changed from N or Y to T.</p>
125	CHILDREN	<p>Applies to activities N01, N43, N44.</p> <p>If not blank, must be a valid code.</p> <p>May not be blank if Item 101 (Activity Code) is N01.</p> <p>Must be X if Item 115 (Human Subjects) is 10.</p> <p>Must be X if Item 126 (Children Representation) is blank.</p> <p>May be blank if Item 101 is N43, N44.</p>

126	CHILDREN REPRESENTATION	Applies to activities N01, N43, N44. May be blank. If not blank, must be a valid code. May not be blank if Item 101 (Activity Code) is N01 unless Item 125 (Children) is X and Item 115 (Human Subjects) is 10. Must be blank if Item 125 is X. Must be blank if Item 115 is 10. May be blank if Item 101 is N02, N03, N43, or N44.
127	CLINICAL RESEARCH – MINORITY	Applies to activities N01, N43, N44. May be blank. If not blank, must be a valid code. May not be blank if Item 101 (Activity Code) is N01 unless Item 115 (Human Subjects) is 10 and Item 125 (Children) is X or Item 129 (NIH-defined Phase III Clinical Trial) is N. Must be blank if Item 101 is N02 or N03. May be blank if Item 101 is N43 or N44. Codes ‘70’, ‘71’, ‘72’, ‘73’, and ‘74’ apply to awards prior to 10/01/1994 only.
128	CLINICAL RESEARCH – GENDER	Applies to activities N01, N43, N44. May be blank. If not blank, must be a valid code. May not be blank if Item 101 (Activity Code) is N01 unless Item 115 (Human Subjects) is 10 and Item 125 (Children) is X or Item 129 (NIH-defined Phase III Clinical Trial) is N. Must be blank if Item 101 is N02 or N03. May be blank if Item 101 is N43 or N44. Codes ‘60’, ‘61’, ‘62’, ‘63’, and ‘64’ apply to award prior to 10/01/1994 only.
129	NIH-DEFINED PHASE III CLINICAL TRIAL	Applies to activities N01, N43, N44. May be blank. If not blank, must be a valid code. Must not be blank if Item 101 (Activity Code) is N01. Must be blank if Item 101 is N02 or N03. May be blank if Item 101 is N43 or N44.
130	EXCEPTION TO TRACKING	Applies to activities N01, N43, N44. May be blank. If not blank, must be a valid code. Must not be blank if Item 101 (Activity Code) is N01, N43, or N44. Must be blank if Item 101 is N02 or N03. Must be blank if Item 115 (Human Subjects) is 10.
131	CONTRACTING OFFICER	Applies to all activities (N01, N02, N03, N43, N44)

	NAME	Must not be blank.
132	TASK ORDER ON MASTER AGREEMENT	Applies to activity N01. Must be a valid code. Must be blank if Item 101 (Activity Code) is N02, N03, N43, or N44. May not be blank if Item 101 is N01.
133	RFP/IFB NUMBER	Applies to all activities (N01, N02, N03, N43, N44) Must not be blank. Must not exceed 14 characters. Must be left-justified. Must not include embedded spaces.
134	DATE CONTRACT ADMINISTRATIVELY CLOSED	Applies to all activities (N01, N02, N03, N43, N44) Data entry restricted to OAMP, NIH. Must be in ‘YYYYMMDD’ format. Must be greater than 1977.
135	FCRDC OR NITAAC CONTRACT	Applies to activities N01, N02, N03. May be blank. Must not exceed 5 characters. Must be left-justified. Must not include embedded spaces. FCRDC or NITAAC code must be a valid code. Must be blank if Item 101 is N43 or N44.
136	ANIMALS IN RESEARCH	Applies to activities N01, N43, N44. May not be blank if Item 101 (Activity Code) is N01, N43, or N44. Must be Y or N. Must be blank if Item 101 is N02 or N03.
137	DOLLARS OBLIGATED ON ACTION	Applies to all activities (N01, N02, N03, N43, N44) Must be numeric. Must not be 0 if Item 10 (Dollars Obligated or Deobligated this Action) is greater than 0.
138	PROGRAM CLASS CODE	Applies to activities N01, N43, N44. May be blank. Must be blank if Item 101 is N02 or N03.
139	COMMON ACCOUNTING NUMBER (CAN)	Applies to all activities (N01, N02, N03, N43, N44) Must be a valid code in the NIH CAN Table. Must be completed if Item 137 (Dollars Obligated on Action) is greater than 0.
140	IC FROM CAN	Applies to all activities (N01, N02, N03, N43, N44) Must reflect the IC associated with the CAN. Must be completed if Item 137 (Dollars Obligated on Action) is greater than 0.
141	CAN FY	Applies to all activities (N01, N02, N03, N43, N44) Must reflect the FY from which Dollars are

		<p>obligated. Must be completed if Item 137 (Dollars Obligated on Action) is greater than 0. CAN FY must be between 1970 and 2050.</p>
<p>142</p>	<p>DOLLARS BY CAN</p>	<p>Applies to all activities (N01, N02, N03, N43, N44) Must be numeric. Must be completed if Item 137 (Dollars Obligated on Action) is greater than 0. Sum of CAN dollars must not be 0 if Item 10 (Dollars Obligated or Deobligated this Action) is greater than 0. Sum of CAN dollars must equal Item 137. Cannot be less than 0.</p>

V. ITEM CHARACTERISTICS

ITEM	DESCRIPTION	LENGTH	START BYTE	END BYTE	FORMAT
100	TYPE OF PROCUREMENT	1	801		CHAR
101	ACTIVITY CODE	3	802	804	CHAR
102	ADMINISTERING IC	2	805	806	CHAR
103	FORMER CONTRACT NUMBER	18	807	824	CHAR
104	ADB DOCUMENT NUMBER	18	825	842	CHAR
105	DATE ACTION EFFECTIVE	8	843	850	DATE YYYYMMDD
106	FISCAL YEAR OF OBLIGATION	4	851	854	CHAR
107	DOLLARS AWARDED TO DATE	10	855	864	NUMERIC
108	DOLLARS – TOTAL IN SUBCONTRACTING PLAN	10	865	874	NUMERIC
109	DOLLARS – SUBCONTRACTING PLAN, SMALL BUSINESS GOAL	10	875	884	NUMERIC
110	DOLLARS – SUBCONTRACTING PLAN, DISADVANTAGED BUSINESS GOAL	10	885	894	NUMERIC
111	DOLLARS – SUBCONTRACTING PLAN, WOMAN-OWNED BUSINESS GOAL	10	895	904	NUMERIC
112	DOLLARS – SUBCONTRACTING PLAN, HUBZONE BUSINESS GOAL	10	905	914	NUMERIC
113	DOLLARS – SUBCONTRACTING PLAN, VETERAN-OWNED BUSINESS GOAL	10	915	924	NUMERIC
114	DOLLARS – SUBCONTRACTING PLAN, DISABLED VETERANS BUSINESS GOAL	10	925	934	NUMERIC
115	HUMAN SUBJECTS	2	935	936	CHAR
116	LAST MOD INDICATOR	1	937		CHAR
117	DATE – END OF CURRENT FUNDING PERIOD	8	938	945	DATE YYYYMMDD
118	AGENT CODE	2	946	947	CHAR
119	COMPETITIVE SERVICE CENTER	2	948	949	CHAR
120	SBIR RESEARCH TOPIC CODE	4	950	953	CHAR
121	AIDS AFFILIATED DOLLARS	10	954	963	NUMERIC
122	AIDS AFFILIATED CONTRACT	1	964		CHAR
123	PRIVACY ACT APPLICABLE	1	965		CHAR
124	GOVERNMENT PROPERTY	1	966		CHAR
125	(i) CHILDREN	1	967		CHAR
126	CHILDREN REPRESENTATION	2	968	969	CHAR

ITEM	DESCRIPTION	LENGTH	START BYTE	END BYTE	FORMAT
127	CLINICAL RESEARCH – MINORITY	2	970	971	CHAR
128	CLINICAL RESEARCH –GENDER	2	972	973	CHAR
129	NIH-DEFINED PHASE III CLINICAL TRIAL	1	974		CHAR
130	EXCEPTION TO TRACKING	2	975	976	CHAR
131	CONTRACTING OFFICER NAME	25	977	1001	CHAR
132	TASK ORDER ON MASTER AGREEMENT	1	1002		CHAR
133	RFP/IFB NUMBER	14	1003	1016	CHAR
134	DATE CONTRACT ADMINISTRATIVELY CLOSED	8	1017	1024	DATE YYYYMMDD
135	FCRDC OR NITAAC CONTRACT	6	1025	1030	CHAR
136	ANIMALS IN RESEARCH	1	1031		CHAR
137	DOLLARS OBLIGATED ON ACTION	10	1032	1041	NUMERIC
138	PROGRAM CLASS CODE	8	1042	1049	CHAR
139	COMMON ACCOUNTING NUMBER (CAN)	7	1050	1056	CHAR
140	IC FROM CAN	2	1057	1058	CHAR
141	CAN FY	4	1059	1062	CHAR
142	DOLLARS BY CAN	10	1063	1072	NUMERIC

VI. DCIS – NIH DATA ELEMENTS VS NIH IMPAC I DATA ELEMENTS

(Purpose: to enable a user to cross-reference data from the NIH Contract History File containing records from FY 1979 with DCIS –NIH data)

ITEM	DESCRIPTION	IMPAC ITEM
100	TYPE OF PROCUREMENT	001
101	ACTIVITY CODE	003
102	ADMINISTERING IC	003
103	FORMER CONTRACT NUMBER	006
104	ADB DOCUMENT NUMBER	006
105	DATE ACTION EFFECTIVE	020
106	FISCAL YEAR OF OBLIGATION	022
107	DOLLARS AWARDED TO DATE	024
108	DOLLARS – TOTAL IN SUBCONTRACTING PLAN	028
109	DOLLARS – SUBCONTRACTING PLAN, SMALL BUSINESS GOAL	030
110	DOLLARS – SUBCONTRACTING PLAN, DISADVANTAGED BUSINESS GOAL	032
111	DOLLARS – SUBCONTRACTING PLAN, WOMAN-OWNED BUSINESS GOAL	036
112	DOLLARS – SUBCONTRACTING PLAN, HUBZONE BUSINESS GOAL	None
113	DOLLARS – SUBCONTRACTING PLAN, VETERAN-OWNED BUSINESS GOAL	None
114	DOLLARS – SUBCONTRACTING PLAN, DISABLED VETERANS BUSINESS GOAL	None
115	HUMAN SUBJECTS	044
116	LAST MOD INDICATOR	064
117	DATE – END OF CURRENT FUNDING PERIOD	090
118	AGENT CODE	363
119	COMPETITIVE SERVICE CENTER	138
120	SBIR RESEARCH TOPIC CODE	237
121	AIDS AFFILIATED DOLLARS	150
122	AIDS AFFILIATED CONTRACT	301
123	PRIVACY ACT APPLICABLE	302
124	GOVERNMENT PROPERTY	305
125	CHILDREN	
126	CHILDREN REPRESENTATION	
127	CLINICAL RESEARCH – MINORITY	354
128	CLINICAL RESEARCH –GENDER	355
129	NIH-DEFINED PHASE III CLINICAL TRIAL	359
130	EXCEPTION TO TRACKING	365
131	CONTRACTING OFFICER NAME	362
132	TASK ORDER ON MASTER AGREEMENT	364

133	RFP/IFB NUMBER	372
134	DATE CONTRACT ADMINISTRATIVELY CLOSED	374
135	FCRDC OR NITAAC CONTRACT	804
136	ANIMALS IN RESEARCH	None
137	DOLLARS OBLIGATED ON ACTION	089
138	PROGRAM CLASS CODE	091
139	COMMON ACCOUNTING NUMBER (CAN)	157
140	IC FROM CAN	IMPAC Joint Funding File
141	CAN FY	IMPAC Joint Funding File
142	DOLLARS BY CAN	IMPAC Joint Funding File

(Note: Historical NIH contract data found in the IMPAC.CHISTORY file. This file contains NIH contract data from FY 1979 through FY 2000.)

VII. DCIS – NIH DATA ELEMENTS AND NIH-DW COLUMN NAMES

(Purpose: to enable a user to report using the NIH DataWarehouse tools)

ITEM	DESCRIPTION	NIH DATAWAREHOUSE
100	TYPE OF PROCUREMENT	PROC_ACTION_CD
101	ACTIVITY CODE	ACTIVITY_CD
102	ADMINISTERING IC	ADMIN_IC
103	FORMER CONTRACT NUMBER	FORMER_CNTRCT_NO
104	ADB DOCUMENT NUMBER	ADB_DOC_NO
105	DATE ACTION EFFECTIVE	ACTION_EFF_DT
106	FISCAL YEAR OF OBLIGATION	FUNDG_FY
107	DOLLARS AWARDED TO DATE	AWRD_TODATE_AMT
108	DOLLARS – TOTAL IN SUBCONTRACTING PLAN	TOTL_SUB_AMT
109	DOLLARS – SUBCONTRACTING PLAN, SMALL BUSINESS GOAL	SUB_SB_GOAL_AMT
110	DOLLARS – SUBCONTRACTING PLAN, DISADVANTAGED BUSINESS GOAL	SUB_SB_DISADV_AMT
111	DOLLARS – SUBCONTRACTING PLAN, WOMAN-OWNED BUSINESS GOAL	SUB_WOB_AMT
112	DOLLARS – SUBCONTRACTING PLAN, HUBZONE BUSINESS GOAL	SUB_HUBZ_AMT
113	DOLLARS – SUBCONTRACTING PLAN, VETERAN-OWNED BUSINESS GOAL	SUB_VOB_AMT
114	DOLLARS – SUBCONTRACTING PLAN, DISABLED VETERANS BUSINESS GOAL	SUB_DVOBT_AMT
115	HUMAN SUBJECTS	HUMAN_SUBJECTS
116	LAST MOD INDICATOR	CURRENT_RECORD_FL
117	DATE – END OF CURRENT FUNDING PERIOD	END_CUR_FUNDG_DT
118	AGENT CODE	AGENT_CD
119	COMPETITIVE SERVICE CENTER	COMP_SERV_CTR
120	SBIR RESEARCH TOPIC CODE	SBIR_RESRCH_CTR
121	AIDS AFFILIATED DOLLARS	AIDS_AFFL_AMT
122	AIDS AFFILIATED CONTRACT	AIDS_AFFL_CNTRCT
123	PRIVACY ACT APPLICABLE	PRIVCY_ACT_APPL
124	GOVERNMENT PROPERTY	GOV_PROPERTY
125	CHILDREN	CHILDREN
126	CHILDREN REPRESENTATION	CHILDREN_REP
127	CLINICAL RESEARCH – MINORITY	CLIN_RSRCH_MINRTY
128	CLINICAL RESEARCH –GENDER	CLIN_RSRCH_GENDR
129	NIH-DEFINED PHASE III CLINICAL TRIAL	NIH_PHASE_III
130	EXCEPTION TO TRACKING	EXCPTN_TRACKING
131	CONTRACTING OFFICER NAME	CNTRCT_OFFCR_NAME
132	TASK ORDER ON MASTER AGREEMENT	TASK_ORDR_AGRMNT
133	RFP/IFB NUMBER	RFP_IFB_NO

134	DATE CONTRACT ADMINISTRATIVELY CLOSED	CNTRCT_AD_CLOSE_DT
135	FCRDC OR NITAAC CONTRACT	FCRDC_NITAAC_CD
136	ANIMALS IN RESEARCH	ANIMAL_RSRCH_FL
137	DOLLARS OBLIGATED ON ACTION	OBLIG_ACTION_AMT
138	PROGRAM CLASS CODE	PRGM_CLASS_CD
139	COMMON ACCOUNTING NUMBER (CAN)	CAN
140	IC FROM CAN	IC
141	CAN FY	OBLIG_FY
142	DOLLARS BY CAN	CAN_AMT

VIII. NIH Datawarehouse Acquisition and Contract Management (ACM) Table Definitions

From the NIH Datawarehouse Acquisition and Contract Management Data Dictionary:

This information is provided as a tool to aid the user in understanding how the DCIS and NIH-DCIS relate to the NIH Datawarehouse ACM.

“The Acquisition and Contract Management (ACM) business area of the NIH Data Warehouse provides a variety of data from the Departmental Contracts Information System (DCIS) about NIH acquisitions and contracts owned and administered by NIH, including funded and unfunded modifications. The tables in the Acquisition and Contract Management business area include Allowance, Appropriation, ADB Discrepancy, Contract, Contractor, CAN, Object Class, Open Documents, and Vendor Name. The tables are described below:

ADB Discrepancy: The ADB Discrepancy Table is designed to aid in the manual reconciliation of DCIS source data, and specifically the ADB Document Number and Total Obligation amounts. Data are updated daily.

Contract: The Contract Table provides information about the contract, such as the Contract Number, Funding Agency, and Small Business Indicator. Data are updated daily. The table is sourced from the DCIS.

Contractor: The Contractor Table provides information about the contractor, such as the Contractor Name and Type of Contract. Data are updated daily. The table is sourced from the DCIS.

CAN: The CAN Table provides information about the CAN, such as the CAN, the CAN IC, and the Intramural/Extramural Indicator. Data are updated daily. The table is sourced from the DCIS.

MAS Dimension: The Management Accounts System (MAS) Dimension Table contains information from the Central Accounting System (CAS) and the Administrative Data Base (ADB), such as the Allowance Number and Appropriations Number. Data are updated daily.

Object Class: The Object Class Table describes the services on which NIH has incurred expenses. It classifies the expenditures according to the type or nature of services, articles, or other items involved. Data are updated daily.

Open Documents: The CAS Open Documents Table contains information that mirrors the Central Accounting System (CAS) Open Document File. CAS places all transactions that are expected to have follow-on transactions in this file. When the follow-on transactions are processed by CAS, then the document is updated on the file. For

example, an obligation that should have follow-on accrual and disbursement transactions would be part of the CAS Open Documents Table. Data are updated daily.

Vendor Name: The Vendor Name Table provides information about vendors used by NIH. Note: It does not contain information about individuals. Data are updated daily.”

IX. DCIS – NIH DATA ELEMENTS AND NIH-DCIS COLUMN NAMES

(Purpose: to enable a user to report using the NIH-DCIS tools)

ITEM	DESCRIPTION	NIH – DCIS
100	TYPE OF PROCUREMENT	PROCUREMENT_ACTION
101	ACTIVITY CODE	ACTIVITY_CODE
102	ADMINISTERING IC	ADMIN_IC
103	FORMER CONTRACT NUMBER	FORMER_NUM
104	ADB DOCUMENT NUMBER	ADB_CONTRACT_NUM
105	DATE ACTION EFFECTIVE	ACTION_EFFECTIVE_DATE
106	FISCAL YEAR OF OBLIGATION	FISCAL_YEAR
107	DOLLARS AWARDED TO DATE	TOTAL_AWD_TO_DATE_DOL
108	DOLLARS – TOTAL IN SUBCONTRACTING PLAN	TOTAL_SUB_PLAN_DOL
109	DOLLARS – SUBCONTRACTING PLAN, SMALL BUSINESS GOAL	SUB_PLAN_SM_BUS_GOAL_DOL
110	DOLLARS – SUBCONTRACTING PLAN, DISADVANTAGED BUSINESS GOAL	SUB_PLAN_DISADV_BUS_DOL
111	DOLLARS – SUBCONTRACTING PLAN, WOMAN-OWNED BUSINESS GOAL	SUB_WOB_AMT
112	DOLLARS – SUBCONTRACTING PLAN, HUBZONE BUSINESS GOAL	SUB_PLAN_HUBZONE_DOL
113	DOLLARS – SUBCONTRACTING PLAN, VETERAN-OWNED BUSINESS GOAL	SUB_PLAN_VET_GOAL_DOL
114	DOLLARS – SUBCONTRACTING PLAN, DISABLED VETERANS BUSINESS GOAL	SUB_PLAN_DIS_VET_DOL
115	HUMAN SUBJECTS	HUMAN_SUBJECTS_CODE
116	LAST MOD INDICATOR	LAST_REC_ON_FILE
117	DATE – END OF CURRENT FUNDING PERIOD	CURRENT_FUND_END_DATE
118	AGENT CODE	AGENT_CODE
119	COMPETITIVE SERVICE CENTER	COMP_SERVICE_CENTER
120	SBIR RESEARCH TOPIC CODE	SBIR_RESEARCH_CODE
121	AIDS AFFILIATED DOLLARS	AIDS_RELATED_DOL
122	AIDS AFFILIATED CONTRACT	AIDS_AFF_CONTRACT
123	PRIVACY ACT APPLICABLE	PRIVCY_ACT_APPLICABLE
124	GOVERNMENT PROPERTY	GOV_PROPERTY
125	CHILDREN	CHILDREN
126	CHILDREN REPRESENTATION	CHILDREN_REP_B1, B2
127	CLINICAL RESEARCH – MINORITY	CLINICAL_RES_MIN_B1, B2
128	CLINICAL RESEARCH –GENDER	CLINICAL_RES_GEN_B1, B2
129	NIH-DEFINED PHASE III CLINICAL TRIAL	PHASE3 TRIAL
130	EXCEPTION TO TRACKING	EXCEPTION_TRACKING
131	CONTRACTING OFFICER NAME	CONTRACT_OFFICER_FIRST_NAME

		CONTRACT_OFFICER_LAST_NAME
132	TASK ORDER ON MASTER AGREEMENT	TASK_ORDER_AGREEMENT
133	RFP/IFB NUMBER	RFP_IFB_NUM
134	DATE CONTRACT ADMINISTRATIVELY CLOSED	CONTRACT_ADMIN_CLOSE_DATE
135	FCRDC OR NITAAC CONTRACT	FCRDC_MEMO_AREA
136	ANIMALS IN RESEARCH	ANIMALS_RESEARCH
137	DOLLARS OBLIGATED ON ACTION	DOLLAR_OBLIGATED
138	PROGRAM CLASS CODE	PROGRAM_CLASS_CODE
139	COMMON ACCOUNTING NUMBER (CAN)	CAN
140	IC FROM CAN	IC
141	CAN FY	FY_FUNDS
142	DOLLARS BY CAN	CAN_DOLLAR

APPENDICES:**CODE CHART 102 – NIH CONTRACTING ORGANIZATIONS**

<u>Designator</u>	<u>Organization Name</u>
AA	National Institute on Alcohol Abuse and Alcoholism (NIAAA)
AG	National Institute on Aging (NIA)
AI	National Institute of Allergy and Infectious Diseases (NIAID – R&D)
AM	National Institute of Arthritis, Diabetes, Digestive, and Kidney Diseases (NIADDK)
AO	National Institute of Allergy and Infectious Diseases (NIAID – SS and R&D)
AR	National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)
AS	Office of Engineering Services, PHS Region X (OES X)
AT	National Center for Complementary and Alternative Medicine (NCCAM)
National Cancer Institute (NCI):	
CA	National Cancer Institute
BC	Division of Basic Sciences (DBS, NCI)
CB	Division of Cancer Biology (DCB, NCI)
CM	Division of Cancer Treatment and Diagnosis (DCTD, NCI)
CN	Division of Cancer Prevention (DCP, NCI)
CO	Division of Extramural Activities and Office of the Director (OD, NCI)
CP	Division of Cancer Epidemiology and Genetics (DCEG, NCI)
PC	Division of Cancer Control and Population Science (DCCPS, NCI)
SC	Division of Clinical Sciences (DCS, NCI)
RC	Center for Cancer Research (CRS, NCI)
CL	Clinical Center (CL)
CT	Center for Information Technology (CIT)
DA	National Institute on Drug Abuse (NIDA)
DC	National Institute on Deafness and Other Communication Disorders (NIDCD)
DE	National Institute Dental and Craniofacial Research (NIDCR)
DK	National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)
DS	Division of Safety (DS/OD)
EB	National Institute of Biomedical Imaging and Bioengineering (NIBIB)
ES	National Institute of Environmental Health Sciences (NIEHS)
EY	National Eye Institute
GM	National Institute of General Medical Sciences (NIEHS)
HD	National Institute of Child Health and Human Development (NICHD)
HG	National Human Genome Research Institute (NHGRI)

National Heart, Lung, and Blood Institute (NHLBI):

HB	Division of Blood Diseases and Resources (DBDR, NHLBI)
HC	Division of Epidemiology and Clinical Applications (DECA, NHLBI)
HI	Division of Intramural Research (DIR, NHLBI)
HO	Office of the Director (OD, NHLBI)
HL	National Heart, Lung, and Blood Institute (NHLBI)
HR	Division of Lung Diseases (DLD, NHLBI)
HV	Division of Heart and Vascular Diseases (DHVD, NHLBI)
JT	Contracts awarded for Multiple Use in the Office of Logistics and Acquisition Operations (OLAO, OD)
LM	National Library of Medicine (NLM)
MD	National Center on Minority Health and Health Disparities (NCMHD)
MH	National Institute of Mental Health (NIMH)
NR	National Institute of Nursing Research (NINR)
NS	National Institute of Neurological Disorders and Stroke (NINDS)
OD	Office of the Director, NIH (OD)
RG	National Center for Scientific Research (CSR)
RR	National Center for Research Resources (NCRR)
WH	Women’s Health Initiative (OD, NIH)
TW	Fogarty International Center (FIC)

CODE CHART 119 – COMPETITIVE SERVICE CENTERS

Competitive Service Centers (CSCs) provide a formal vehicle for Institutes and Centers (ICs) to obtain services from other ICs in a variety of administrative areas. A Provider is an IC that successfully develops and performs a specific service internally and decides to provide the service to other interested User ICs. The Program emphasizes flexibility and the ability of ICs to negotiate arrangements that best meet their individual needs. The benefit to the Provider and Users, and the NIH community as a whole, is that through Competitive Service Centers, the range and quality of services available is increased, and often with fewer staff and at lower overall cost to NIH. The CSC program was officially implemented in November 1995 with 13 Centers and 22 Institutes participating in the Program.

The Competitive Service Centers are:

CSC	CUSTOMER	ACQUISITION METHOD
NHLBI	NCRR	All awards effective FY 1996.
	CSR	Simplified Acquisitions effective FY 1996.
	NIDA	Simplified Acquisitions effective FY 1996.
	NIDR	R&D awards – new awards effective FY 1998, all awards effective FY 2001
	ORS	All awards effective FY 1996.
	WH	All awards effective FY 1998.
NIEHS	NHGRI	Station Support contracts, R&D contracts, ADP, Simplified Acquisitions - effective FY 1996
NLM	CIT	ADP
NCI	NINDS	Station Support and Simplified Acquisitions – effective FY 1998
	NCCAM	All awards effective FY 2002

Other Service Centers:

DSSA/OLAO – Customers are all those ICs not serviced by CSC or individual contracting offices for Station Support Contracts and DRA/OLAO for research and development contracts for NEI, NIA, NIGMS, NIDCD, and the OD.

Note: In FY 1999 the Clinical Center (CL) became a decentralized contracting office. From FY 1995 through FY 1998, CL contracts were awarded by OPM (OLAO). Prior to FY 1995, CL contracts were awarded by the Division of Contracts and Grants (now OAMP) , Division of Research Contracts (DRC) [now DRA/OLAO].

DCIS CONTRACTING OFFICE CODES

OES – PHS REGION X	00102 (NIAID)
DRA/OLAO	00260
NCI	00261
OLAO/STATION SUPPORT	00263
NIAMS	00264
NINDS	00265
NIAID-AI	00266
NIDDK	00267
NHLBI	00268
CL	00269
NIDA	00271
NIAID-AO	00272
NIEHS	00273
NIDR	00274
NICHD	00275
NLM	00276
NIMH	00278
NIAAA	00281
ORS/CONSTRUCTION	00292