



DATE: January 29, 2024

TO: Keondra Watts
Office of Acquisition and Logistics Management (OALM)
Office of the Director (OD)

FROM: NIH Senior Official for Privacy

SUBJECT: Applicability of the Privacy Act: Historically Black Colleges and Universities (HBCUs) Pre-solicitation Portal

I have reviewed the OALM submission to the Office of Management and Budget under the Paperwork Reduction Act which proposes to collect identifiable information via a pre-solicitation portal that will provide a central repository for HBCUs and small businesses to report Federal grants and contracts of interest. Additionally, this tool has a social networking component that will create a space for HBCUs and businesses to collaborate as they pursue NIH funding opportunities. Through the collection and analysis of this information, the National Institutes of Health (NIH) Small Business Program Office (SBPO) will assist in strengthening HBCUs' ability to equitably participate in Federal funding programs.

The system will allow those with access to see what grants and contracts are available through periodic data uploads from grants.nih.gov, NIH RePORTER, beta.sam.gov, and FPDS.gov. The data uploaded from these sites will reduce the user's reporting effort by prepopulating about 75% of the data input fields. Consolidating the upcoming grants and contracts into this system will decrease the burden on the HBCUs and businesses by giving them one site to access NIH funding opportunities. The information entered by an HBCU or a business is viewable only by that HBCU or business and the NIH SBPO staff.

Users are assigned login credentials, including "strong" passwords that conform to standards used by the NIH Center for Information Technology, and the online tools these individuals use to enter data are restricted to HBCU and small business approved users. Users receive login credentials, including randomly generated or user-defined passwords, when they first apply.

I have determined that the Privacy Act will apply to this data collection, which includes the collection of personally identifiable information (PII) such as name, email address, phone number, mailing address and other identifiers stored in a system designed to be retrieved by a personal identifier. The data collection is covered by NIH Privacy Act System of Records 09-25-0156, "*Records of Participants in Programs and Respondents in Surveys Used to Evaluate Programs of the Public Health Service, HHS/PHS/NIH/OD.*" If you have questions, please contact me at (301) 402-6201.

Celeste Dade-Vinson

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