

OCPL NIGMS Internet Employee Directory (NIED) User's Guide

Information Resources Management Branch (IRMB)

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Applicable to OCPL NIED Application Version 1.15 and up.

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1.0 INTRODUCTION

This User's Guide is intended for public users of the Office of Communication and Public Liaison (OCPL) NIGMS Internet Employee Directory (OCPL NIED) system. This guide includes a description of the system functions and capabilities, including step-by-step procedures for system access and use.

The document describes the enhanced National Institute of General Medical Sciences (NIGMS) OCPL Staff Contacts web page. The Staff Contacts page facilitates the public's ability to locate and contact members of NIGMS from the main web site (<http://www.nigms.nih.gov>).

The new OCPL NIED system will facilitate the successful locating and contacting of NIGMS staff by members of the public. The new system will increase the accuracy of staff contact information, enhance search capabilities and provide an optimized user interface.

1.1 Privacy Act Considerations

The information in the OCPL NIED system is not protected by the Privacy Act, as discussed in U.S. Code Section 552a, Records Maintained on Individuals, concerning the unauthorized use and disclosure of system data.

1.2 OCPL NIED Data

The National Institutes of Health (NIH) stores personnel data in the NIH Employee Directory (NED) system. OCPL NIED downloads this information on a regular basis to make sure its data is accurate and up to date. OCPL NIED does not provide tools to add, modify, or delete the employee data. All information in NIED is read only.

2.0 ACCESSING THE PUBLIC OCPL NIED SYSTEM

To use the public OCPL NIED system, you must have:

- A Microsoft Internet Explorer or similar browser installed on your machine

To access the OCPL NIED system, use the following URL:

<http://public.nigms.nih.gov/StaffContacts/>

The system will display the OCPL NIED home page.

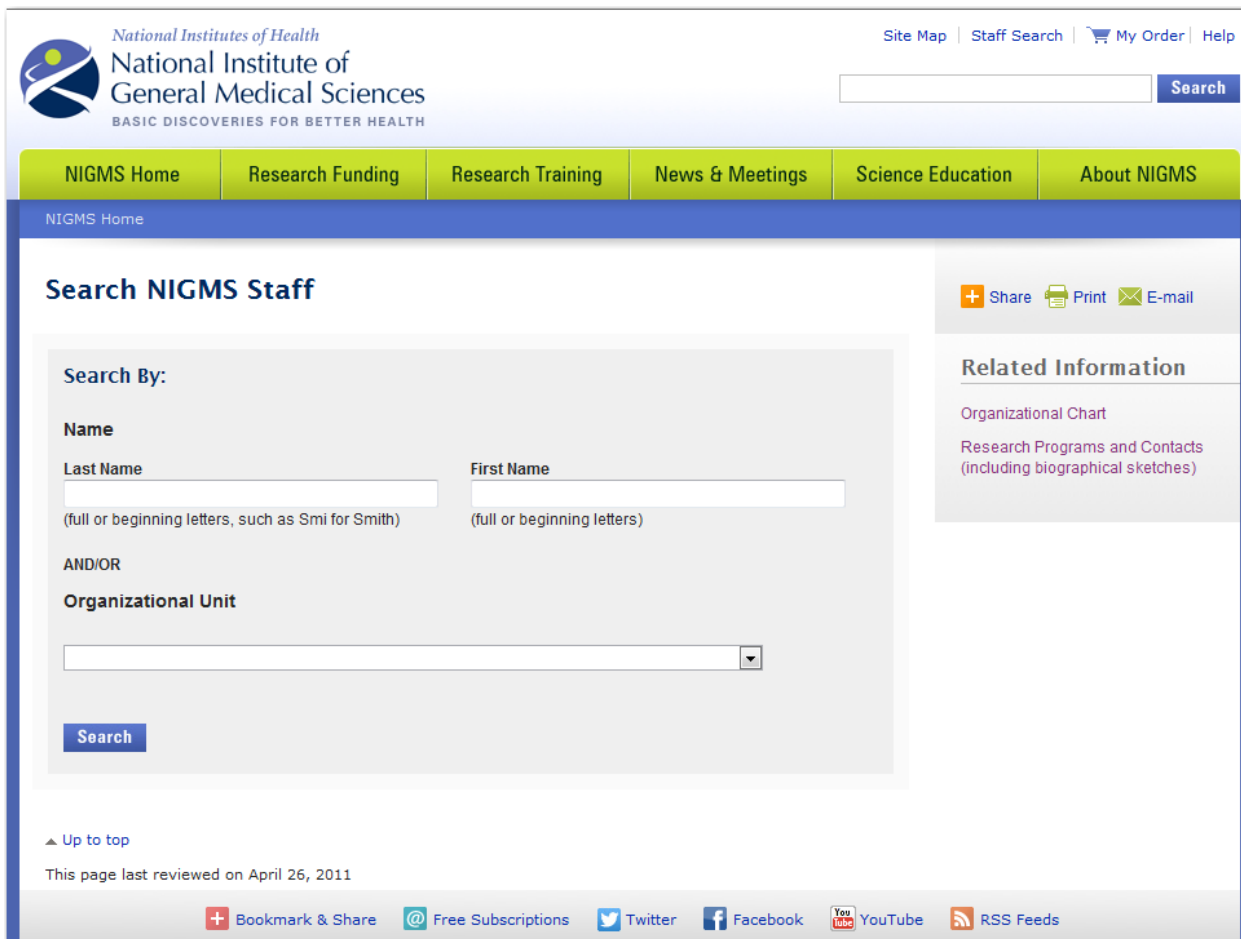


Figure 1. OCPL NIED Public Web Site Home Page

The public may also reach this web page from the NIGMS Internet Home Page. The NIGMS public home page is at the following URL:

<http://www.nigms.nih.gov>

At the top of the NIGMS web page is a hyperlink labeled Staff Search. Click on this hyperlink anywhere within the NIED application to return to the OCPL NIED home web page.

At the top of this web page, on the left, is the NIGMS logo.



Figure 2. NIGMS Logo

Click on this logo to display the NIGMS Internet home page. Click on the Staff Search hyperlink to return to the OCPL NIED home web page.

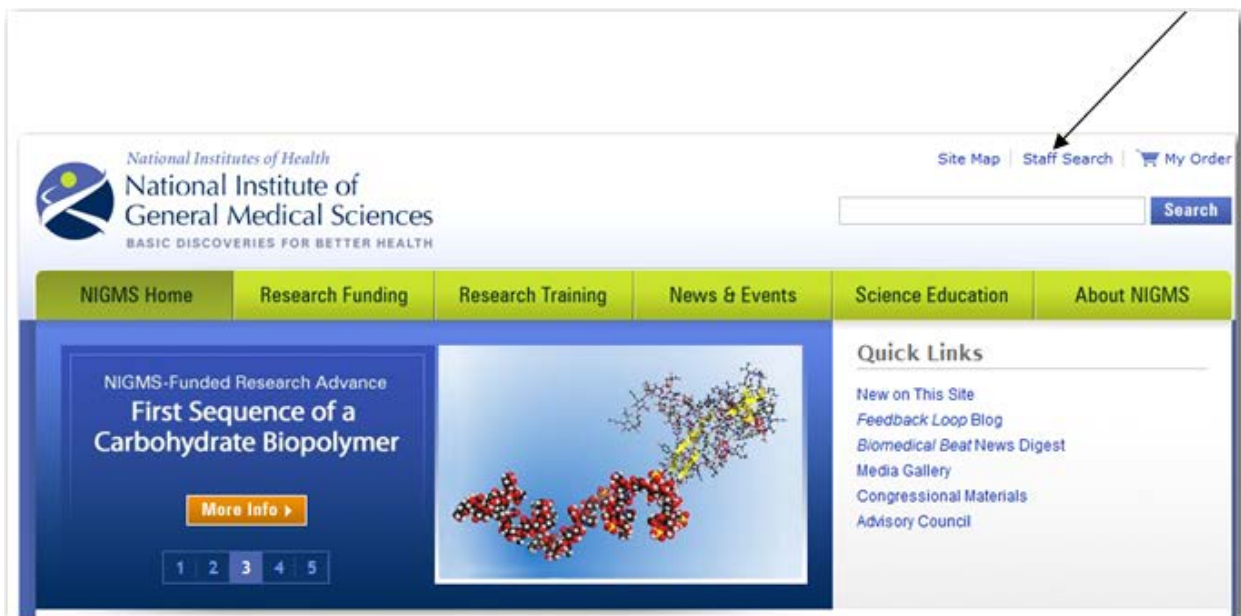


Figure 3. NIGMS Internet Site

Once you access the OCPL NIED web page, you may perform the following functions:

- Search for a Staff Member
- View a Staff Member Profile
- Print web page
- E-mail a Staff Member
- Access organizational charts and Division information on non-OCPL NIED web pages

Users cannot add new data or update/delete existing information. The information in NIED is read only.

This document discusses these OCPL NIED functions in more detail in Section 3.

3.0 OCPL NIED PUBLIC WEB SITE

The OCPL NIED web site provides the ability for users to locate a staff member within NIGMS. Users also have the ability to view the contact information for individuals within the Institute.

When you first access OCPL NIED, the system will display the OCPL NIED home page.

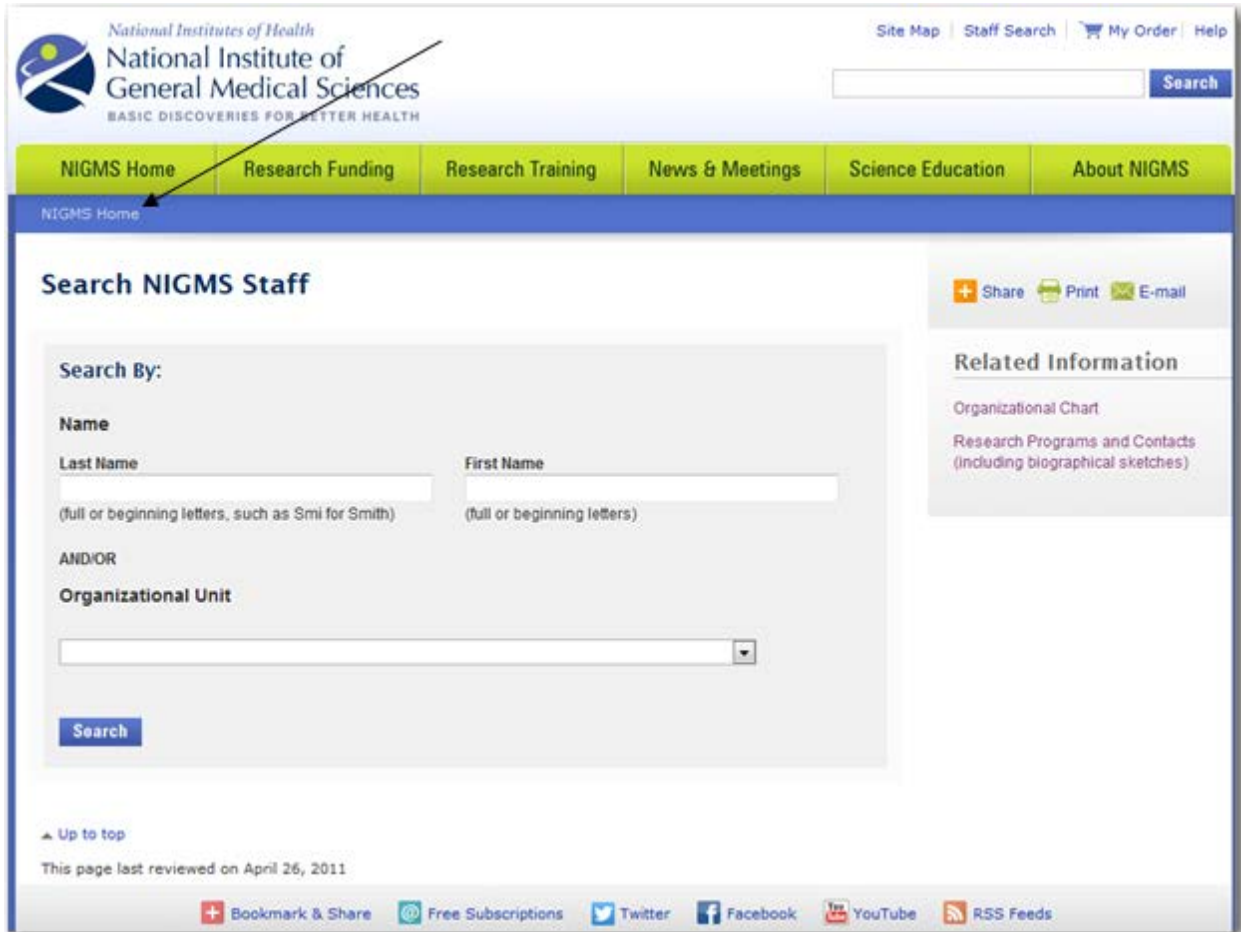


Figure 4. Public Web Site - Opening Page

Just below the tabs, indicated by the arrow in the above figure, is a series of hyperlinks, called “breadcrumbs,” because the user may click on these hyperlinks at any time to retrace their steps through the OCPL NIED system.

There are four functions (site map, staff search, my order, and search) above the top tabs.

The Site Map hyperlink displays a listing of all the pages on the NIGMS web site in outline form, with each entry being a hyperlink to that web page.



Figure 5. Site Map Web Page

The Staff Search hyperlink displays the OCPL NIED home page. If the user has performed a search, clicking this Staff Search hyperlink returns to the OCPL NIED home page in its default state (no search criteria).

The My Orders hyperlink allows the user to access the Order Form web page for Free NIGMS Publications. From this web page, the user may browse NIGMS pages, add or remove items from the order, and submit a final order. While the OCPL NIED system provides a hyperlink to this web page, this free publication system is outside the scope of this User's Guide.

The Help hyperlink opens an Adobe .pdf version of this user guide in the same browser window.

Below these hyperlinks is the NIGMS Internet Search function. Using this tool, users may enter a topic and search for related articles on the NIGMS Internet web site.



Figure 6. NIGMS Internet Search Function

Use the Back button on the web browser to return to the OCPL NIED system from any of the above sites.

Along the top of the web site are a number of tabs, which are hyperlinks to a number of sections within the NIGMS web site:

- NIGMS Home (the NIGMS Internet home web page)
- Research Funding
- Research Training

- News and Events
- Science Education
- About NIGMS

At the bottom of most OCPL NIED web sites is a standard footer section.



Figure 7. OCPL NIED Web Page Footer

This consists of several options:


On web pages displaying search results, the Up to Top hyperlink displays. This hyperlink returns the user to the top of the web page, which is helpful when the system displays long lists for the search results. The “This page last review...” information indicates when the last software updates were made to these web pages.

On all web pages, there is also the bottom row with a number of hyperlinks, including the Bookmark and Share option, the Free Subscription web page, several social media such as Facebook and Twitter, and access to select YouTube video and RSS feeds.

3.1 Search Options

The OCPL NIED home page allows the user to search the system for NIGMS personnel. NIED provides the following search capabilities:

- Last Name
- First Name
- Organizational Unit

None of the above are required fields. You may search on one or more of the above options by entering the criteria and then clicking on the Search command button  near the bottom of the web page.

Important Note - you may search using one or more fields (Last Name and/or First Name and/or Organizational Unit). However, the system will retrieve only those search results that match ALL search criteria entered.

If you search the system without any criteria, the system will display all available personnel records.

NIGMS Home > Search NIGMS Staff

Search Results

222 Matching NIGMS Staff Members Found

[Revise Search](#) Sort By: [Sort Results](#)

Name	Phone	E-mail	Location *
Ainsztein, Dr Alexandra Program Director (Employee) Structural Genomics and Proteomics Technology Branch	301-594-0828	ainsztea@mail.nih.gov	2AS19K
Alde, Ms Joma Extramural Support Assistant GAB (Employee) Division of Extramural Activities Support	301-594-3474	aldej@mail.nih.gov	2AS55

[+ Share](#) [Print](#) [E-mail](#)

[Search NIGMS Staff](#)

Related Information

[Organizational Chart](#)
[Research Programs and Contacts
 \(including biographical sketches\)](#)

Figure 8. Search Results Web Page

The Search Results web page will appear, displaying the total number of records retrieved just above the Revise Search command button.

To narrow the search, you may enter a person's first or last name or Organizational Unit in the appropriate text box. To do this, click on the Search NIGMS Staff hyperlink in the upper right corner of the web page (just below the Print icon) to return to the NIED Home Page. Note that when the Home page displays, it will not display any search criteria previously entered.

The user may enter the full name or the beginning letters of the name. The system will automatically perform a partial search, so wildcard characters are not necessary. However, the system will only look for the criteria at the beginning of the name only. For example, if the user enters "DE" for the Last Name field, the system will displays results where the person's last name starts with "DE," such as "Delaney." The system will not return results where the criteria is embedded in the Last Name, such as "Anderson" or "Lande."

NIGMS Home > Search NIGMS Staff

Search Results

2 Matching NIGMS Staff Members Found

[Revise Search](#) Sort By [Sort Results](#)

Name	Phone	E-mail	Location *
Deatherage, Dr James Program Director (Employee) Cell Biology Branch	301-594-0828	deatherj@nigms.nih.gov	2AS13J
Deb, Mr Abhijit .NET Architect/Developer (Contractor) Information Resources Management Branch	301-594-2680	deba@mail.nih.gov	3AS25

* The mailing address for all NIGMS offices is

[Employee Name]
[Room Number]
45 Center Drive MSC 6200
Bethesda, MD 20892-6200

Share Print E-mail

Search NIGMS Staff

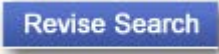
Related Information

[Organizational Chart](#)

[Research Programs and Contacts \(including biographical sketches\)](#)

Revise Search

Figure 9. Search Results Based on Partial Search

The user may manually enter the wildcard character “%” to search for values anywhere in the name. To do this, click on the Revise Search command button  to return to the NIED Home page.

Search Results

221 Matching NIGMS Staff Members Found

Search By:

Name

Last Name First Name
(full or beginning letters, such as Smi for Smith) (full or beginning letters)

AND/OR

Organizational Unit

Search

[Share](#) [Print](#) [E-mail](#)

[Search NIGMS Staff](#)

Related Information

[Organizational Chart](#)

[Research Programs and Contacts \(including biographical sketches\)](#)

Name	Phone	E-mail	Location *
Ainsztein, Dr Alexandra Program Director (Employee) Structural Genomics and Proteomics Technology Branch	301-594-0828	ainsztea@mail.nih.gov	2AS19K
Alde, Ms Joma	301-594-3474	aldej@mail.nih.gov	2AS55

Figure 10. Revise Search Web Page

Note that when the user clicks on the Revise Search command button, the system displays the Home page but retains the previously entered criteria and the number of records retrieved using that criteria. The search results also appear at the bottom of the web page.

The user may add or modify the criteria for a new search. By placing the wildcard symbol “%” in front of the criteria (“%de”) the system will search for this value anywhere within the field.

NIGMS Home > Search NIGMS Staff

Search Results

221 Matching NIGMS Staff Members Found

Search By:

Name

Last Name
%de
(full or beginning letters, such as Smi for Smith)

First Name
(full or beginning letters)

AND/OR

Organizational Unit

[+ Share](#) [Print](#) [E-mail](#)

[Search NIGMS Staff](#)

Related Information

[Organizational Chart](#)

[Research Programs and Contacts \(including biographical sketches\)](#)

Figure 11. Using Wildcard Characters

Click on the Search NIGMS Staff command button to perform the search.

NIGMS Home > Search NIGMS Staff

Search Results

13 Matching NIGMS Staff Members Found

Revise Search Sort By: Last Name Sort Results

Name	Phone	E-mail	Location *
Alde, Ms Joma Extramural Support Assistant GAB (Employee) Division of Extramural Activities Support	301-594-3474	aldej@mail.nih.gov	2AS55
Anderson, Dr Jim Program Director (Employee) Developmental and Cellular Processes Branch	301-594-0943	andersj@mail.nih.gov	2AS25A
Anderson, Dr Vernon Program Director (Employee) Biochemistry and Biorelated Chemistry Branch	301-594-3827	andersonve@mail.nih.gov	2AS43J
Bender, Dr Michael Program Director (Employee) Genetic Mechanisms Branch	301-594-7549	mbender@nigms.nih.gov	2AS25R
Deatherage, Dr James Program Director (Employee) Cell Biology Branch	301-594-0828	deatherj@nigms.nih.gov	2AS13J

Share Print E-mail

Search NIGMS Staff

Related Information

- Organizational Chart
- Research Programs and Contacts (including biographical sketches)

Figure 12. Revised Search Results

The Search Results web page now lists any record with the criteria “DE” anywhere in the Last Name field. This will retrieve a record where the Last Name is “Alde” or “Anderson” as well as “Deatherage.”

While this example used Last Name for the search criteria, the same options also apply to the First Name field.

Remember: the Search Staff hyperlink in the web page header, the Search NIGMS Staff hyperlink just below the Print icon and the Search NIGMS Staff option in the “breadcrumbs” display the NIED Home page and clears any search criteria previously entered. The Revise Search command button displays the NIED Home page and retains any search criteria previously entered, as well as listing the number of records previously retrieved.

To further refine the search, or in case you do not know the name of the person, use the drop down list box for Organizational Unit to select an organization within NIGMS. The list box displays the organizations in a hierarchical fashion to assist in the selection.

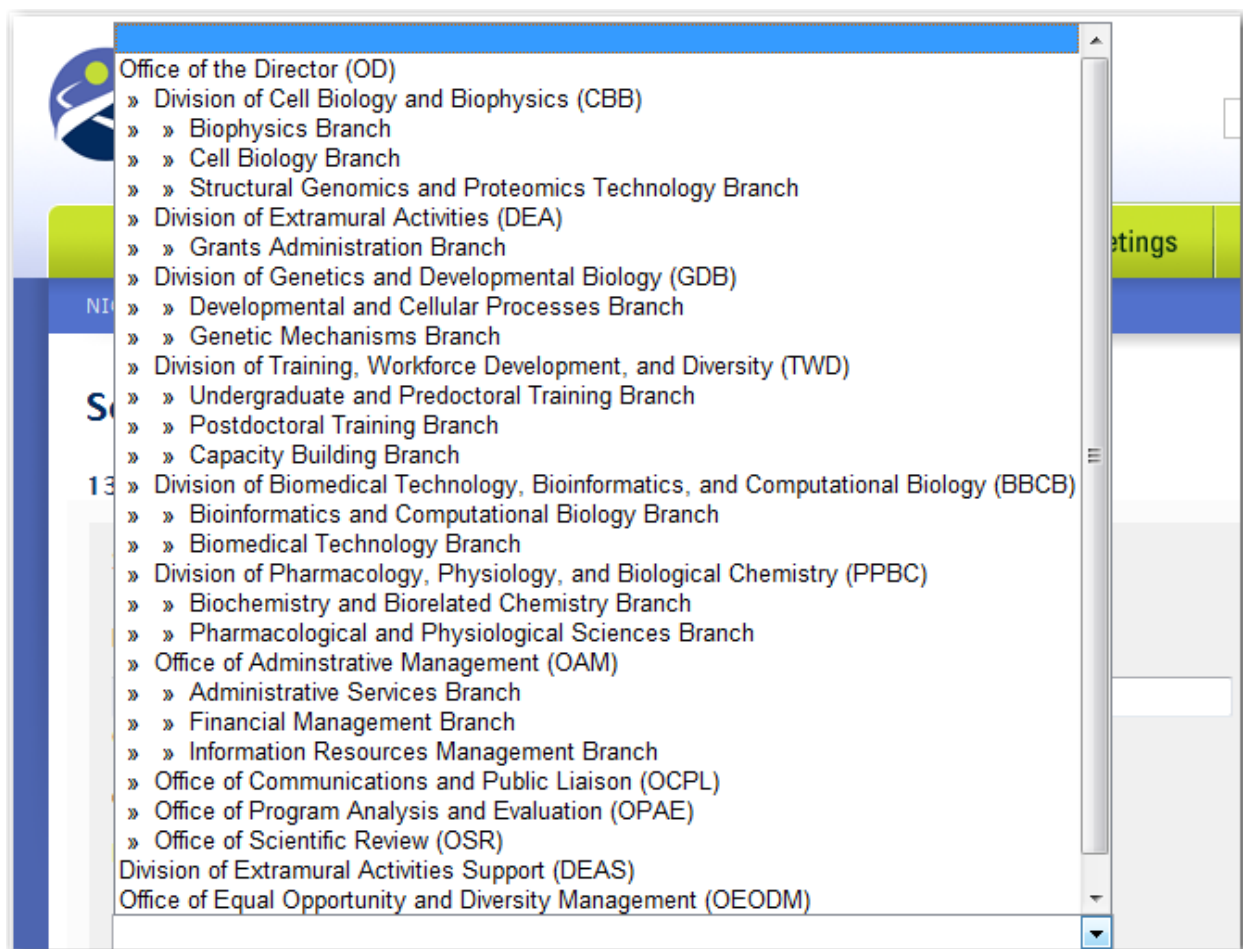


Figure 13. Organizational Unit Drop Down List Box

The default value is blank, which will retrieve records regardless of the organizational unit.

To search on a specific Organizational Unit, select the value from the drop down list box and then click on the Search NIGMS Staff command button.

In the following example, there was no criteria entered into the Last Name or First Name field, but the user selected “Information Resource Management Branch” from the Organizational Unit drop down list box.

The screenshot shows a web interface for searching NIGMS staff. At the top, it says "NIGMS Home > Search NIGMS Staff". Below that is a "Search Results" header. A message states "36 Matching Information Resources Management Branch Staff Members Found". There are buttons for "Revise Search" and "Sort Results", with a "Sort By" dropdown menu currently set to "Last Name".

Name	Phone	E-mail	Location *
Bergman, Mr Kenneth Requirement Analyst (Contractor) Information Resources Management Branch	301-594-2680	bergmank@mail.nih.gov	3AS25
Cannon, Mr David Documentation Specialist (Contractor) Information Resources Management Branch	301-451-3378	dc429y@nih.gov	3AS25J

On the right side, there are options to "Share", "Print", and "E-mail". Below these are links for "Search NIGMS Staff" and "Related Information", which includes "Organizational Chart" and "Research Programs and Contacts (including biographical sketches)".

Figure 14. Search Results – Using Organizational Unit

The system lists the total number of records retrieved and lists the Organizational Unit selected by the user.

Note that at the bottom of all search result lists there is a mailing address guide. To mail anything to an NIGMS employee, use this mailing address boilerplate, using the name and room number from the search result listings and entering that information in the proper location.

*** The mailing address for all NIGMS offices is**

[Employee Name]
 [Room Number]
 45 Center Drive MSC 6200
 Bethesda, MD 20892-6200

[▲ Up to top](#)

This page last reviewed on April 26, 2011

Figure 15. Mailing Address Boilerplate

3.2 Sort Options

At the top of the Search Results page is the Sort By field. This is a drop down list box with various sort options.

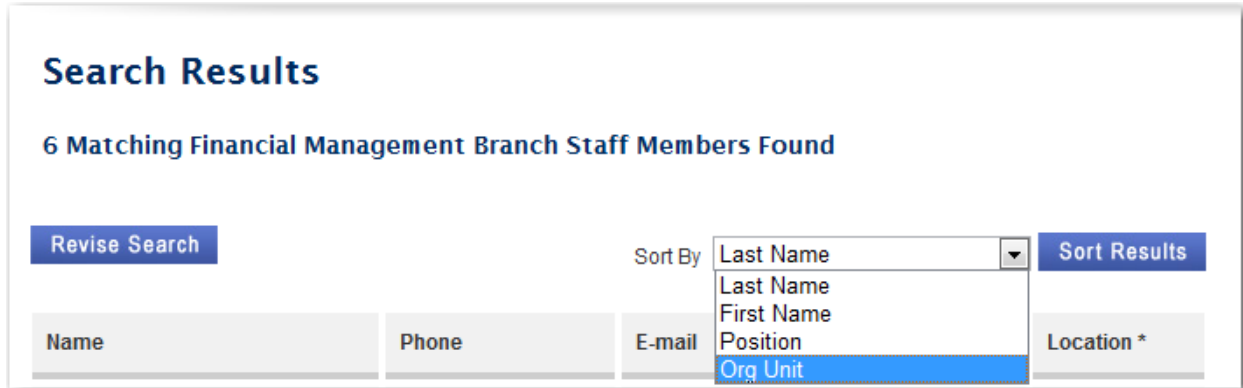


Figure 16. Sort Options

The default is by Last Name. Other options are First Name, Position, and Organizational Unit. In the following example, the search is repeated using Organizational Unit equal to “Information Resources Management Branch”, but the sort option is now “First Name.”

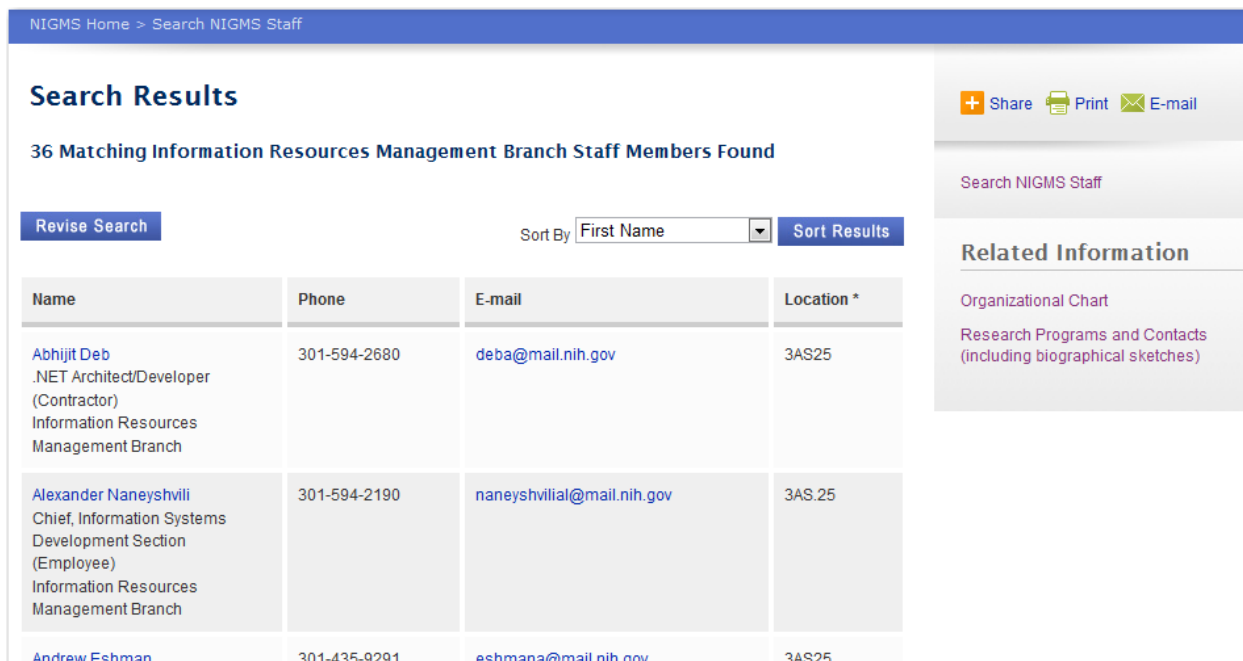
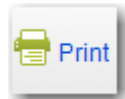


Figure 17. Search Result Sorted by First Name

3.3 Print Image

At the top of most OCPL NIED web pages, just above the “Related Information” area, there are three icons:

- Share information
- Print web page
- E-mail information



To print a web page, click on the “Print” icon on the top right for that web page.

The system will open the default printer window for the user and allow the user to select the print option for this web page.

3.4 Email

The user may send a link of a particular OCPL NIED web page and/or image via e-mail.



Click on the E-mail icon just above the “Related Information” panel. The system will generate a default e-mail message.

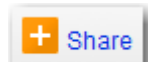
The screenshot shows a web-based email composition form. On the left is a 'Send' button with a paper plane icon. To its right are three stacked buttons: 'To...', 'Cc...', and 'Bcc...', each followed by an empty text input field. Below these is a 'Subject:' label followed by another empty text input field. The main body of the form is a large text area containing the following text:

David Cannon
 NETE Contractor
 NIH NIGMS
 301 594-3378

Figure 18. Default E-mail Message

The user may add e-mail recipients, Subject line and add to the main text of the e-mail message before sending the message to the recipients.

3.5 Bookmark and Share



Also above the “Related Information” box is the Share hyperlink that allows the user to bookmark an OCPL NIED web page and share that page with other users using various options such as Twitter, Facebook, LinkedIn and ClassicalPlace.

Click on the Share hyperlink to display the initial Bookmark and Share listings.

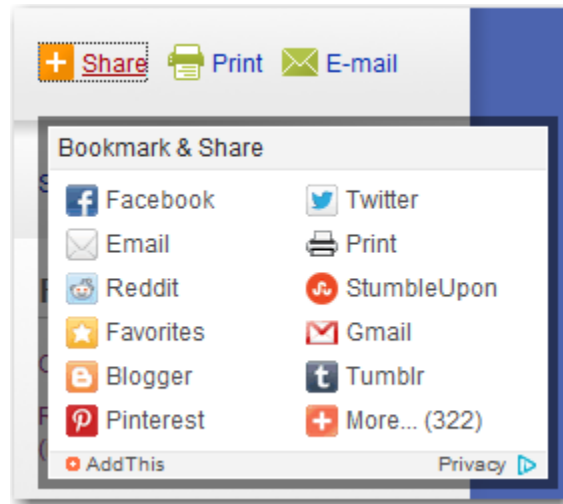


Figure 19. Initial Bookmark and Share Listings

This listing includes the most common options – such as Twitter and MySpace, along with some common options as Print and Email.

For additional options, the user may click on the More option. This will open a new browser window displaying all available bookmark and share options.

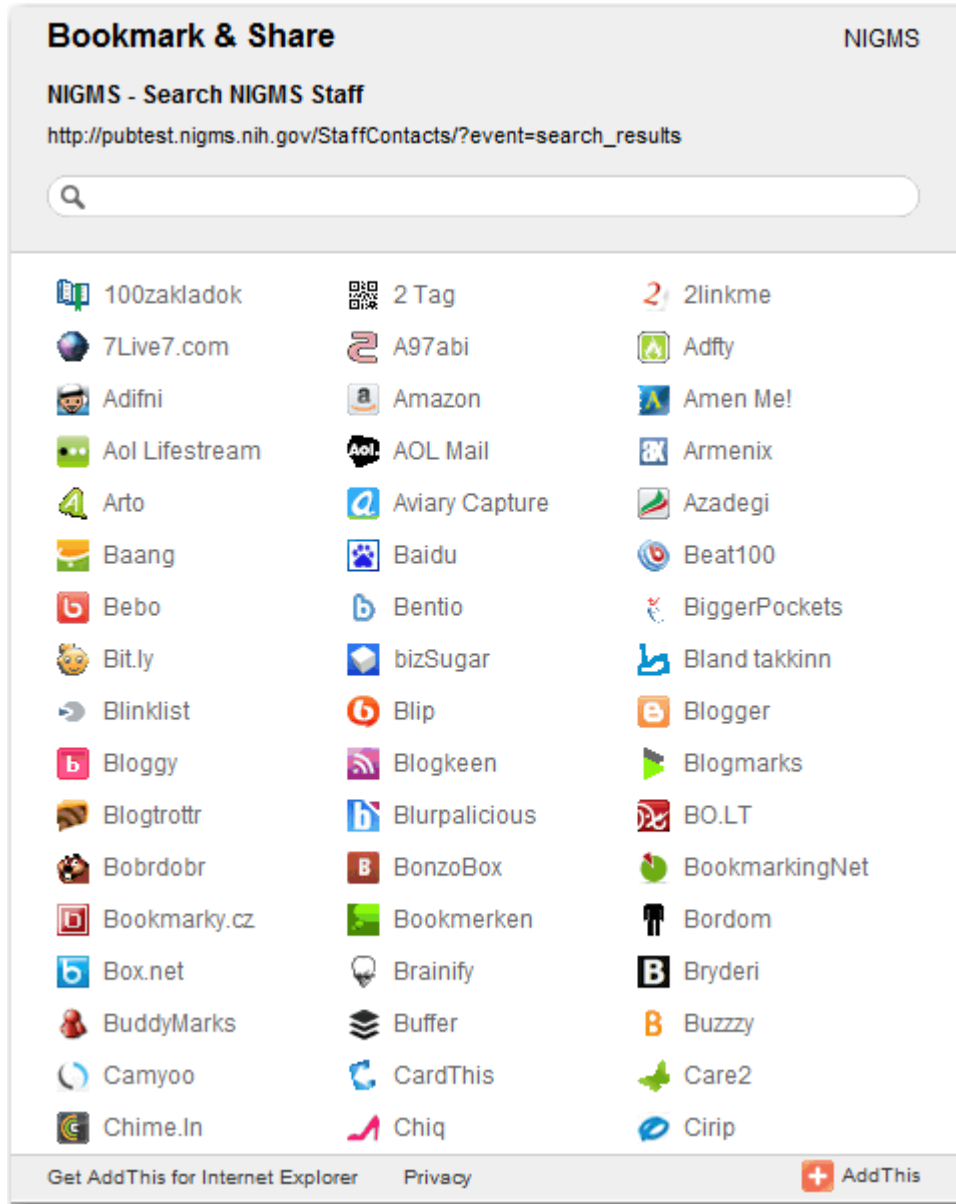
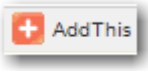



Figure 20. Bookmark and Share Options

This is an extensive list, arranged alphabetically and going from left to right. These options are applications and systems outside the scope of this document.

Because of the extensive list, users will need to expand the browser window or scroll down to view all options. There is also the option to include the Add This bookmarking and analytical

tool by clicking on the Add This  button at the bottom of the browser window.

Click on the red X icon  in the top right of the window to close this browser window and return to the OCPL NIED system.

3.6 Staff Profile

On the Search Results web page, the name of each Staff Member is a hyperlink. Click on this hyperlink to view the Profile for this Staff Member.

The screenshot shows the NIGMS Staff Profile web page for Dr. James Deatherage. The page layout includes a breadcrumb trail at the top: "NIGMS Home > Search NIGMS Staff > Search Results". The main content area is titled "Staff Profile" and is divided into several sections:

- Name:** Deatherage, Dr James
- Position/Organization:** Program Director (Employee), Cell Biology Branch
- Phone Number:** 301-594-0828
- E-mail Address:** deatherj@nigms.nih.gov
- Fax Number:** 301-480-2004
- Mailing Address:** Room 2AS13J, 45 Center Drive MSC 6200, Bethesda, MD 20892-6200

In the center of the page is an organizational chart showing the hierarchy: NIGMS (with logo) at the top, followed by the Office of the Director, then the Division of Cell Biology and Biophysics, and finally the Cell Biology Branch at the bottom.

On the right side, there are utility icons for Share, Print, and E-mail, a "Search NIGMS Staff" button, and a "Related Information" section containing links for "Organizational Chart" and "Research Programs and Contacts (including biographical sketches)".

Below the main profile information, there is a section titled "Other Staff Members in Cell Biology Branch :" which lists two other staff members:

- Chin, Dr Jean:** E-mail: chinj@nigms.nih.gov, Phone: 301-594-0828, Room: 2AS19A
- Gindhart, Dr Joe:** E-mail: gindhartj@mail.nih.gov, Phone: 301-594-0828, Room: 2AS13J

At the bottom left, there is a "Return to Search Results" button.

Figure 21. Staff Profile Web Page

The Staff Profile web page includes additional information about the Staff Member. This includes their mailing address, their position and/or organization, and phone number.

The e-mail address is a hyperlink. Click on this hyperlink to open a blank e-mail message addressed to this employee.

If the employee has a biographical sketch, a hyperlink for that document will appear just above the Phone Number.

Figure 22. Staff Profile Web Page - With Biographical Sketch

Note that the system will display the biographical sketch hyperlink only if there is such a document available for this employee. Click on this hyperlink to view the biographical sketch for this employee.

Figure 23. Sample Biosketch Web Page

To the right of this Staff Member information is an Organization Chart showing where this Staff Member exists within the NIGMS organizational structure.

At the bottom of the web page is a listing of other staff members in the same division/branch. Note that the name for each staff member is also a hyperlink. Click on this hyperlink to view the Staff Profile for this person.

Where applicable, the system will display other staff members in the same division and related branches.

Other Staff Members in Developmental and Cellular Processes Branch :

<p>Carter, Dr Anthony E-mail: cartera@nigms.nih.gov Phone: 301-594-0943 Room: 2AS25C</p>	<p>Haynes, Dr Susan E-mail: sh494m@nih.gov Phone: 301-594-0943 Room: 2AS.25E</p>
<p>Krasnewich, Dr Donna E-mail: dkras@mail.nih.gov Phone: 301-594-0943 Room: 2AS25</p>	

[Return to Search Results](#)

[▲ Up to top](#)

Figure 24. Staff Profile Web Page Showing Divisions and Branches

Each name listed is a hyperlink. Click on the hyperlink to view the Staff Profile of the selected employee.

Click on the Return to Search Results command button  at the bottom of the web page to return to the Search Results web page.

3.7 E-mail Staff Member

On the Search Results web page and the Staff Profile web pages, the e-mail addresses are hyperlinks. To send an e-mail message to this Staff Member, click on the E-mail Address hyperlink.

If you have a properly configured e-mail client, a composed e-mail message will display. The following example illustrates a sample e-mail message in MS Outlook.

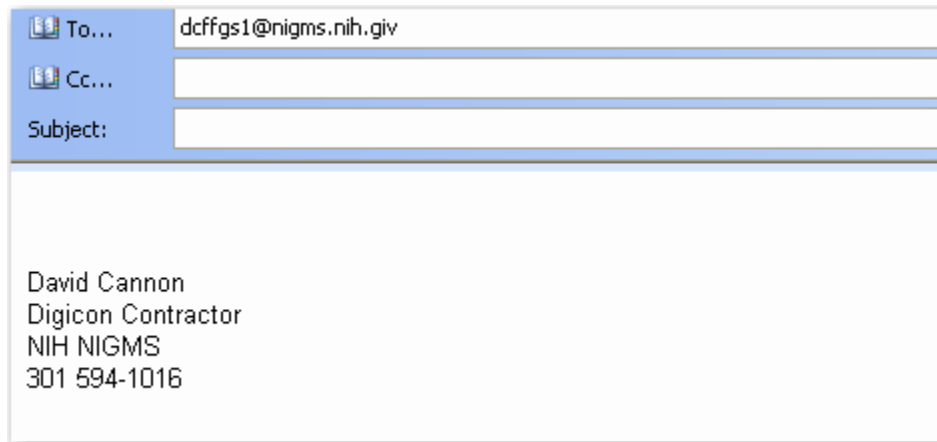


Figure 25. Sample E-mail Message

The e-mail address of the selected employee will automatically display in the “To:” field; you may change or add other e-mail recipients to this list. The default Subject and the main body of the text message will be blank.

4.0 ORGANIZATIONAL CHART

From the OCPL NIED Home page, there are two hyperlinks beneath the Search criteria block. The first hyperlink is "Organizational Chart." Click on this link to display the Organizational Chart web page.

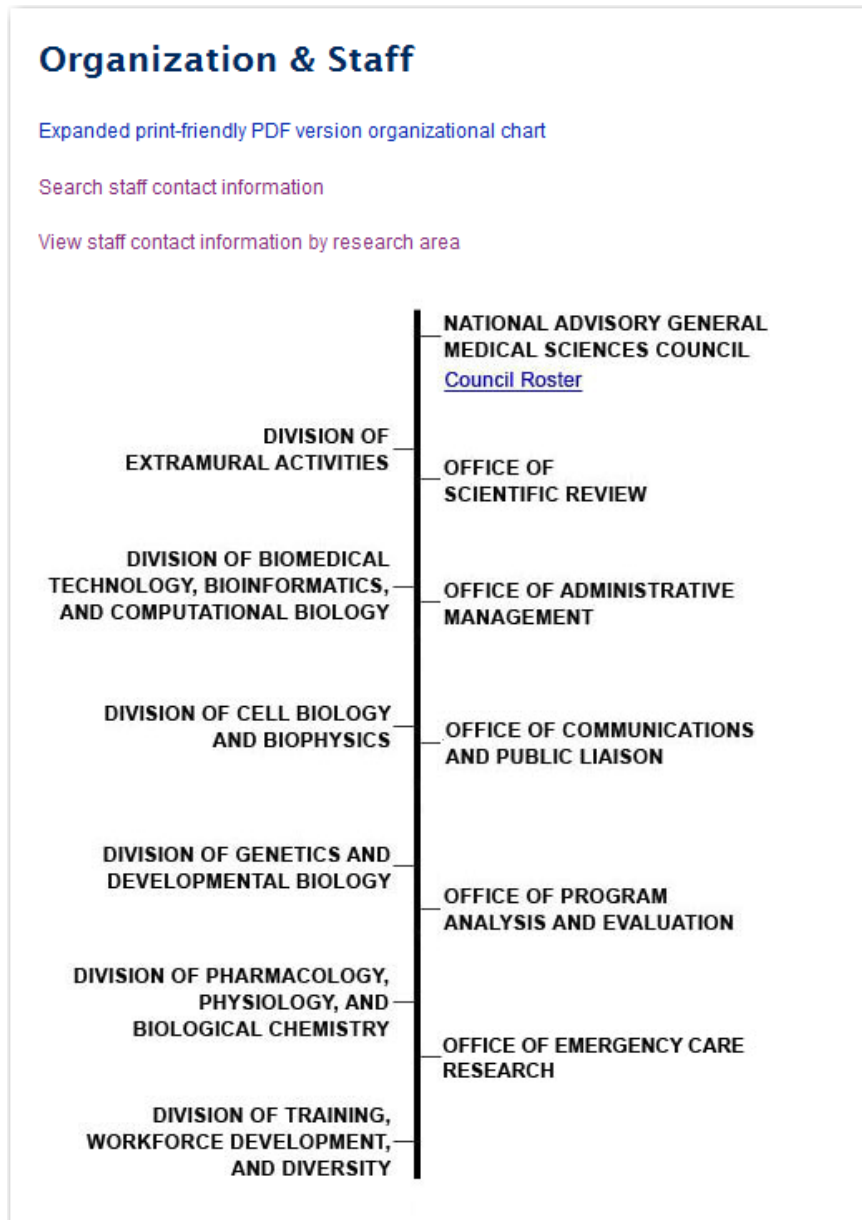


Figure 26. Organizational Chart Web Page

While OCPL NIED provides a link to this web page, the Centers for Medicare and Medicaid Services (CMS) maintain the Organizational Chart web pages. This document will briefly outline the functionality of these web pages.

The various NIGMS Branches are listed on this chart. Click on a branch to view the NIH web page for that branch, which includes detailed information of the branch and contact information.

In addition, the National Advisory General Medicine Sciences Council branch has a hyperlink "Council Roster." Click on this link to view the members and contact information for the current Advisory Council Roster.

There are several hyperlinks in the top left corner of the web page. The "Expanded Print Friendly PDF version" displays a full Organizational chart in Adobe Acrobat Portable Document Format (PDF).

The "Search Staff Contact Information" hyperlink returns you to the OCPL NIED home page.

The "View Staff Contact Information by Research Area" hyperlink displays that web page listing the name, phone number, and e-mail for each contact by branch/center.

The user may also print or e-mail this page using the icons located in the upper right hand corner of the web page

5.0 RESEARCH PROGRAMS AND CONTACTS

From the OCPL NIED Home page, there are two hyperlinks beneath the Search criteria block. The second of these hyperlinks is "Research Programs and Contacts." Click on this link to display the Research Programs and Contacts web page.

NIGMS Home > About NIGMS

Contacts by Research Area

Share
 Print
 E-mail

Related Information

- [NIGMS Organizational Chart](#)
- [Essay on NIH Program Officer Job](#)

NIGMS supports basic biomedical research that contributes to the understanding of fundamental cellular and physiological principles. General areas of interest include cell biology, biophysics, genetics, developmental biology, pharmacology, physiology, biological chemistry, bioinformatics and computational biology. The material below provides details on these areas.

View the [entire list](#) of programs descriptions and contacts.

Biomedical Technology, Bioinformatics, and Computational Biology

- [Bioinformatics](#)
- [Bioinformatics and Computational Biology](#)
- [Centers -- Complex Biological Systems Not Related to Trauma and Burn](#)
- [Centers -- Complex Biological Systems Related to Trauma and Burn](#)

Training, Workforce Development, and Diversity

Undergraduate and Predoctoral Training

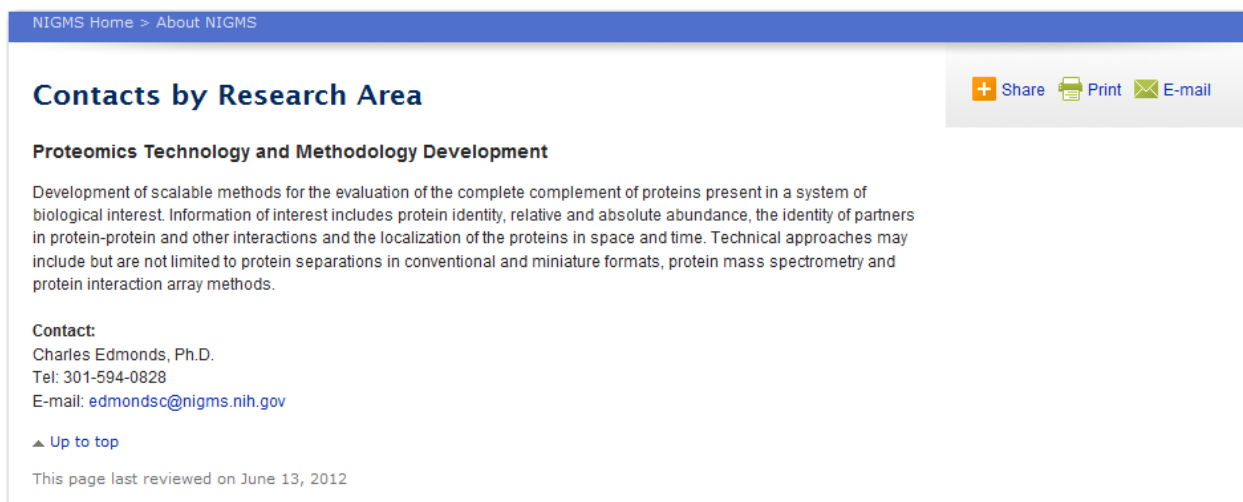
- [Bridges to the Baccalaureate](#)
- [Bridges to the Doctorate](#)
- [Initiative for Maximizing Student Development \(IMSD\)](#)
- [Ruth L. Kirschstein National Research Service Awards \(NRSA\) Fellowships to Promote Diversity in Health Related Research](#)

Figure 27. Research Programs and Contacts Web Page

This web page provides an overview of NIGMS research programs and staff contact information in the areas of cell biology, biophysics, genetics, developmental biology, pharmacology, physiology, biological chemistry, bioinformatics, and computational biology.

While OCPL NIED allows the user to access this web page, OCPL NIED does not maintain the web page. This user guide will briefly outline the main functions on the web page.

Each of these listings is a hyperlink. Click on a hyperlink to see detailed organizational information. For example, clicking on the Proteomics Technology and Methodology Development hyperlink will display the web page with that organization description.



The screenshot shows a web page titled "Contacts by Research Area" from NIGMS. The page features a blue header with the text "NIGMS Home > About NIGMS". Below the header, there are three icons for "Share", "Print", and "E-mail". The main content area is titled "Proteomics Technology and Methodology Development" and contains a paragraph describing the development of scalable methods for protein evaluation. Below this, there is a "Contact:" section listing Charles Edmonds, Ph.D., with his telephone number (301-594-0828) and a hyperlinked email address (edmondsc@nigms.nih.gov). At the bottom of the contact section, there is a link "▲ Up to top" and a note stating "This page last reviewed on June 13, 2012".

Figure 28. Detailed Research Organization Information

The information includes a brief description of the organization and its mission and contact information. Note that the Contact e-mail is a hyperlink. If you have a properly configured e-mail client, clicking on this hyperlink will display a composed e-mail message addressed to this recipient.

Use your browser BACK button to return to the OCPL NIED web pages.

Appendix A GLOSSARY

This section provides a glossary of terms and abbreviations used in this User's Guide.

Term	Description
CMS	Centers for Medicare and Medicaid Services
IRMB	Information Resources Management Branch
NED	NIH Employee Directory
NIED	NIGMS Internet Employee Directory
NIGMS	National Institute of General Medical Sciences
NIH	National Institutes of Health
OCPL	Office of Communication and Public Liaison
PDF	Portable Document Format
URL	Uniform Resource Locator