

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Regulatory Affairs**

**Office of Regulatory Management Operations**

**Office of Budget, Facilities and Travel Support**

**Division of Contracts and Grants**

Effective Date: February 9, 2022

**1. Division of Contracts and Grants (DCIBBC).**

- A. Provides guidance to all Office of Regulatory Affairs (ORA) senior leaders and managers on Federal Acquisition Regulations.
- B. Oversees all contracting and acquisition aspects for ORA to include cooperative agreements, contracts, and grants.
- C. Oversees all aspects of the ORA Purchase Card Program.
- D. Serves as ORA liaison with the Food and Drug Administration (FDA) Acquisitions and Grants program. Prepares, monitors, and analyzes acquisition plan for each organization within ORA. Monitors and analyzes acquisition plan for ORA.
- E. Coordinates the development of acquisition, interagency agreement and grant/cooperative agreement policy and standard operating procedures.
- F. Develops, monitors and maintains metrics.
- G. Participates on special work groups on an as needed basis.

**2. State Contracts and Agreements Branch (DCIBBC1).**

- A. Serves as the Contracting Officer Representative (COR) for all contract actions in support of the state programs.

- B. Services as the Program Official for all grant and cooperative agreement actions in support all ORA programs.
- C. Coordinates, with appropriate program personnel, ORA interagency agreement efforts.
- D. Assists program offices in the creation and monitoring of the Advanced Acquisition Plan.
- E. Ensures appropriate processing of invoices.
- F. Monitors spending on Cooperative Research and Development Agreements (CRADA).

**3. Scientific Contracts and Agreements Branch (DCIBBC2).**

- A. Serves as the Contracting Officer Representative (COR) for all contract actions in support of the ORA's scientific programs.
- B. Coordinates, with appropriate program personnel, all ORA interagency agreement efforts.
- C. Assists program offices in the creation and monitoring of the Advanced Acquisition Plan
- D. Ensures appropriate processing of invoices.
- E. Participates on special work groups on an as needed basis.

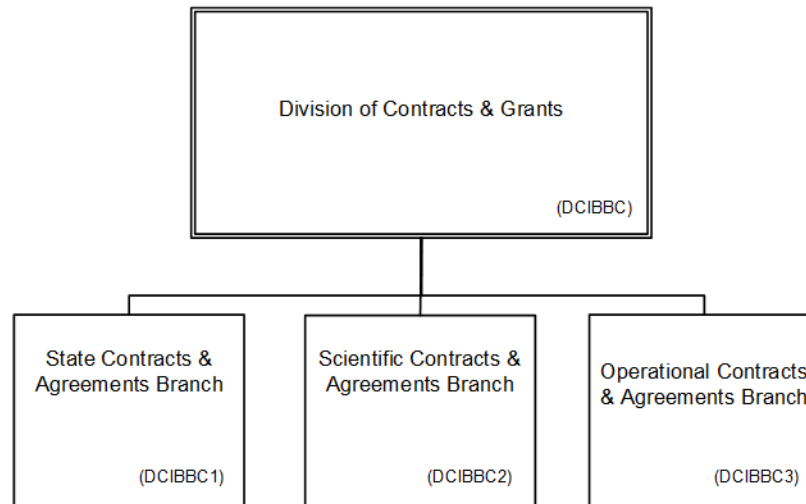
**4. Operational Contracts and Agreements Branch (DCIBBC3)**

- A. Serves as the Contracting Officer Representative (COR) for all contract actions in support of the ORA's scientific programs.
- B. Assists program offices in the creation and monitoring of the Advanced Acquisition Plan.
- C. Ensures appropriate processing of invoices.
- D. Develops policy and standard operating procedures.
- E. Supports invoicing oversight efforts for ORA.
- F. Manages the purchase card program

**5. Authority and Effective Date.**

The functional statements for the Division of Contracts and Grants were approved by the Deputy Secretary of Health and Human Services on December 22, 2021, and effective on February 9, 2021.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Regulatory Affairs  
Office of Regulatory Management Operations  
Office of Budget, Facilities, and Travel Support  
Division of Contracts and Grants**



Staff Manual Guide 1121.153a  
Organizations and Functions  
Effective Date: February 9, 2022

The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Regulatory Management Operations, Office of Budget, Facilities, and Travel Support, Division of Contracts and Grants organization structure depicting all the organizational structures reporting to the Director:

State Contracts and Agreements Branch (DCIBBC1)

Scientific Contracts and Agreements Branch (DCIBBC2)

Operational Contracts and Agreements Branch (DCIBBC3)