

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF MEDICAL PRODUCTS AND TOBACCO**

**CENTER FOR BIOLOGICS, EVALUATION AND RESEARCH**

**OFFICE OF MANAGEMENT**

**DIVISION OF BUDGET AND RESOURCE MANAGEMENT**

Effective Date: 07/08/2011

**1. DIVISION OF BUDGET AND RESOURCE MANAGEMENT (DKKBBA).**

- A. Coordinates Center activities regarding formulation and implementation of programs concerning budget and resource requests and utilization of biotechnology and biomedical issues.
- B. Prepares the Center's annual budget estimates. This includes all phases of budget analysis, formulation, presentations and briefing materials.
- C. Provides administration of the Prescription Drug User Fee Act (PDUFA), Medical Device User Fee and Modernization Act (MDUFMA), and the Export Reform and Enhancement Act (EREA). Manages and tracks Congressional requirements.
- D. Directs Center financial and budget activities.
- E. Coordinates procurement activities with designated Program Managers in each Center Office which includes iProcurement, P-card, contracts, Inter-Agency Agreements (IAAs), Cooperative Research and Development Agreements (CRADAs) and Royalties.
- F. Coordinates as liaison with Agency Ethics Office on employee confidential filers and outside activity requests.
- G. Coordinates as liaison with the Office of Management Programs at the Agency on all CBER Reorganizations.

## 2. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Division were approved by the Secretary of Health and Human Services on July 8, 2011.

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	08/06/2010	N/a	OC/OA/ OM/OMP	Acting Director, Center for Biologics Evaluation and Research
Revised	07/08/2011	N/a	OMPT/ CBER/OM	Secretary of Health and Human Services

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Staff Manual Guide 1211.11  
Organizations and Functions  
Effective Date: July 8, 2011

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Biologics Evaluation and Research, Office of Management, Division of Budget and Resource Management organization structure depicting all the organizational structures reporting to the Office of the Director.

OFFICE OF THE DIRECTOR:

- Budget Analysis and Formulation Branch
- Resource Management Branch