

Program in Division of Epidemiology, Statistics and Prevention Research (DESPR)  
Site Visit

**Purpose:**

The National Institute of Child Health and Human Development will be having their quadrennial site visit to Division of Epidemiology, Statistics and Prevention Research (DESPR) of the NICHD, which is directed by Dr. Germaine Buck-Louis. The visit will begin Wednesday evening, September 24<sup>th</sup>, 2008 (Dr. Rennert will meet with the reviewers at the hotel for an orientation at 7:00 p.m.), all day Thursday, September 25<sup>th</sup> and will end by mid-afternoon, Friday, September 26<sup>th</sup>. The meeting will be held in conference rooms in 6100 Executive Boulevard and will be chaired by Dr. David Savitz, a member of our Board of Scientific Counselors.

During the past several years, the review of intramural research at the NIH has become more rigorous than had been the case earlier. The feeling throughout the Institutes is that our intramural scientists should be subjected to the same scrutiny as the NIH's grantees, allowing for some differences in the structure and dynamics of intramural and extramural research. There has been an important attempt in all of the Institutes to upgrade the quality and significance of the site visit process, and it is being taken seriously indeed especially since our resources are increasingly limited. To deploy these resources as fairly and intelligently as possible, the NIH depends greatly upon the site visit reports with commentary that is explicit and stringent.

The number of attendees for the site visit is determined by the number of investigators in the Program plus a chair and co-chair for the event. DESPR has 14 Senior Investigators that require three independent reviewers each. This brings the total of reviewers plus chairs to 44.

**Quote Need:**

In order to facilitate the Division of Epidemiology, Statistics and Prevention Research (DESPR) site visit from our NIH campus, we will need the coordination and administration of airline tickets, hotel reservations, per diem, ground transportation and honorarium for the attendees. All of the expenses will be reimbursed after the site visit with the exclusion of the airline ticket which must be paid for by the travel agency upfront. This is to help defer the cost burden that each reviewer will be subjected to. The following details will apply:

- **Attendees**-there will be 44 site reviewers. Three (3) of these are foreign.
- **Hotel**- The travel agency must provide for two night hotel accommodations at the governments hotel per diem plus tax. As the reviewers are not government employees they are will be subject to the state and hotel tax totaling 14%. A hotel contract is pre drafted by the site visitor coordinator. It provides a block of rooms, which will be individually guaranteed by each site reviewer. No action is required on the part of the travel agency for this expense outside of an expense reimbursement after the site visit.

- **Per diem (MMIE) Clause** – The travel agency must provide the MMIE portion of the daily per diem to each traveler for each day of the meeting. For the PDEGEN Meeting the travel days requiring MMIE are as follows:
  - 9/24/08 - Day of travel, day of meeting
  - 9/25/08 - Day of meeting and travel
  - 9/26/08 - Day of meeting and travel
- **Ground Transportation** –
  - The travel agency must provide a \$200 flat ground transportation reimbursement unless total reimbursements receipts submitted exceed this amount. In that case, the higher amount is to be refunded. This covers reviewer's ground expenses to and from the airport on both legs of their trips.
  - The travel agency must coordinate all ground transportation between the hotel and meeting location for 9/25 & 9/26. This will include a morning pick up at the hotel by 7:30 a.m. on both days as well as an afternoon drop off back to the hotel on 9/25 at a time to be determined by the meeting agenda.
- **Honorarium** – The travel agency must provide honorarium for each day of service the reviewer provides toward the site visit. For the PGD Site Visit the applicable days and amount are listed below:
  - 9/25/08 – 1 Day @ \$200
  - 9/26/08 – 1 Day @ \$200
- **Special Exceptions** – None