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Subject: TT Community Update
Date: Monday, November 02, 2015 12:14:53 PM
Attachments: [OTT Site Access Template for IC.XLSX](#)
[ContractAdminBriefing102915.pdf](#)
[ProgramSpecSupport.docx](#)

Dear TT Community – Congrats! You have weathered the first month of the reorganization. Hopefully, everyone is getting settled in their new locations, equipment has been set up, and systems are coming online. The Technology Transfer Working Group (TTWG) has requested that I take on the task of sending out a periodic e-mail to the community to foster better communication. If you have a particular subject that you would like to have included in the updates, please let me know. There is a good chance that someone else will have the same question. *We realize that this is a lot of information, but encourage you to read through all of it. Items are included to help us all weather the bumps in the road as we work through this transition time.*

Contract Administration Team Briefing - The Contract Administration Team met with the TTWG on October 29th and provided an overview of the Legal Services Contract-- Regina Gaither, (Contracting Officer's Representative (COR)), Susan Cortes-Shrank (Contracting Officer) and Arisane Underwood (Contract Specialist). See attached handouts.

- TTWG Members have been tasked with updating the names and contact information for their Task Ordering Officials and submitting them to the COR.
- Any new Task Ordering Officials will need to receive training from Regina Gaither before they will be ready to accept this role.
- Task Ordering Officials are reminded that Contractors can't be asked for work outside the scope and any changes to the contract must be submitted to OLAO through the COR.
- Regina will remind the Law Firms that documents must be sent to the OTT Mailroom for docketing. Originals should not go to the ICs.
- Task Ordering Officials are encouraged to submit compliments or complaints regarding Law Firm services as the situations arise, so that accurate reviews can be submitted or issues addressed.

OTT SharePoint - 96 Users have been added to the OTT SharePoint site as of October 30th and we continue to make system updates as issues arise or procedures change.

- For ICs that are still working on their list of staff that need access, the attached Excel Sheet is provided as a guide. All requests for access to the site must be submitted through your IC TDC or Service Center.
- As a reminder, do not send any requests for SharePoint Helpdesk Support Directly to our Contractor Staff, Mitchell Ha. All requests for support must be submitted through the NIH IT SERVICE DESK at: <http://itservicedesk.nih.gov/>. State in

your ticket that the request is for the **OTT SharePoint Site** and it will be forwarded to our office. If you don't receive a call back about your issue within one business day, please email Tim Leahy and he will follow up.

- Former OTT Licensing and Patenting Managers are reminded that they should no longer submit any new work through the former OTT SharePoint Branch Sites. Those sites should only be used to complete processing of pre-reorganization work. Check your queues in the old sites to ensure that all of your work has been processed through to completion.
- It is requested that all staff use the OTT SharePoint site to submit and route work. The use of e-mails between individuals could possibly delay processing and will prevent other staff from covering when a staff member is out of the office for an extended period of time.

Monitoring and Enforcement – Monitoring and Enforcement will start to send draft amendments and other documents to the ICs for review or signature this week. Since there has been a recent change to have the majority of documents signed at the IC level, we are in the process of updating the SharePoint site. The changes will accommodate the review process and exchange of documents between the ICs and Monitoring and Enforcement. In the meantime, most of the exchanges will need to take place through e-mail.

Royalties Administration – The Office of Financial Management completed the distribution of royalties for the 2nd half of FY 2015 on October 30th. Inventors should be receiving their distributions through checks in the mail or by direct deposit within the week. A big thanks to IC staff that made sure that their IC Royalty Cost Accounting Number (CAN) contained the correct funds for this distribution. ICs are reminded that the Royalty Reports are posted on the SharePoint site each month and bi-annually for your review/approval/and reference.

Training for New Program Specialists and Licensing and Patenting Managers – The TTWG is in discussion with OTT regarding continued training of IC staff. Discussions are showing that some ICs are fully trained and functional, while others continue to need additional training. Training options being considered may include more group hands-on training, additional how-to guides, and OTT on-site mentoring. IC staff are encouraged to discuss training needs with their supervisors.

OTT Program Specialists – Donna Diggs and Tonya Moore-Vereen continue to provide Program Specialist support to the former OTT Patenting and Licensing Managers. See the attached list for specific staff assigned to each. Work must be submitted to them through the Institute and Center's SharePoint site. They are providing assistance with the following areas:

- Docketing – For items (other than RFQ estimates or law firm correspondence) that

require entry into TechTracS or other processing, such as:

- License Applications
- Patent filing decisions
- CDAs
- Important law firm/licensee correspondence not handled by OTT File Room-including Powers of Attorney (whether signed in IC/Service Center or in OTT), Declarations, 3rd party matters and any non-patent prosecution related documentation that should be part of the TechTracS record as determined by the LPM.
- Annuities - Used for sending instructions to OTT regarding patent annuities:
 - Docketing annuity changes (Patent management transfers to/from third parties) and drop instructions in TechTracS.
 - Forwards the newly created drop or change report to the LPM for signature in SharePoint.
 - *Note, once signed, the LPM attaches documentation and updates status to reflect change or drop.*
- Memos –
 - *Note, LPMs forward Memo documents to Program Specialists in SharePoint.*
 - Program Specialists docket in TechTracS all incoming and outgoing memoranda and other documents that require comment or review; these are most often patenting-related, but can also include licensing-related and other memos.
- Licenses –
 - Generation of Royalty Distribution Forms (RDFs) and Green Sheets
 - Creation of A#s, adding license terms and material information in TechTracS
 - Attachment of documentation to TechTracS
 - Sending/receiving licenses for execution by applicant

Even more detailed information and specific processing guidelines are available on the OTT SharePoint site under the TT Community/Training section - <https://spweb.od.nih.gov/OTT/DTDT/default.aspx>. The name of the document is “Program Specialist and Admin Training 10-13-15 to 10-16-15”. You are reminded to set up your alerts on the site. This will help you to know when work has been returned to you for review or processing by the OTT Program Specialists. If you need assistance setting up alerts, please contact the NIH IT SERVICE DESK.

Regards, Karen

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