Frequently Asked Questions (FAQs)

Buyer Contracts Course

How do I get access to PRISM?

Request <u>Access to PRISM</u> upon course completion by completing the Buyer Contracts User Access form and attaching your LMS completion documentation.

What do I need to score to pass the Buyer Contracts Course?

After completing all modules, launch and complete the Final Assessment. You must receive a score of 70% or greater to receive credit for the course.

There are too many acronyms for me to remember. Is there an Acronym Cheat Sheet?

Yes.

Where's the link to the course?

Register and launch the Buyer Contracts Course via the <u>HHS Learning Portal (LMS)</u>. You can search for the course in the Learning Catalog by entering "NIH NBS Buyer Contracts Course" in the search field.

I'm having some trouble with the course. Who do I contact?

<u>NBS IT Support</u> For NIH Business System support or questions

<u>Course Accessibility POC</u> For any accessibility-related questions or needs

<u>HR Systems Support Help Desk (HRSS)</u> For any LMS-related questions or support



To verify your course completion and obtain NBS system access, users must complete the following steps:

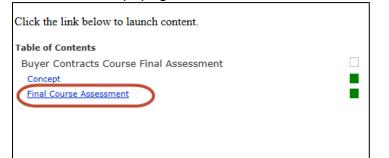
1. Confirm you have successfully completed all Buyer Contracts Course modules.

Results by Module		Print E	Export Modify Tal
Module	Requirement	Completion Status	Details
BC Module 1: NIH Business System Overview	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 2: Introduction to PRISM	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 3: Pre-Award	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 4: Creating A Contract_V3	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 5: Administering And Modifying Contracts	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 6: Contract Closeout	Required	Successful	Attempts Allowed: Unlimited Score: 100.00

Complete the Buyer Contracts Course Final Assessment.
Select "Launch Content."

BC Module 6:	Or start Markets	Descripted	Attempts Allowed:	Quantati	00/00/2040	Launch Content
Contract Closeout	Content Module	Required	Unlimited Score: 100.00	Successful	08/08/2016	more actions
Buyer Contracts	Content Module	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch Content
Course Final Assessment			Mastery Score: 70.00 Score: 73.00			more actions
						Cancel

• View the Concept page, then select the **Final Course Assessment** hyperlink.



3. After completing the Final Assessment, print your score (must be 70% or higher).

Buyer Contracts Course FAQs

Changing Preferences ✓ Routing ✓ Cancel a requisition ✓ Acq Plan ✓ Definition of Contract ✓	
You responded correctly to 15 of 15 questions. Your total score is 100%. Response Summary Question Name Correct Incorrect/Unsure end-to-end イ Incorrect/Unsure Acquisition Resources イ Incorrect/Unsure Changing Preferences イ Incorrect/Unsure Routing イ Incorrect/Unsure Cancel a requisition イ Incorrect/Unsure Acq Plan イ Incorrect/Unsure Definition of Contract イ Incorrect/Unsure	
Question NameCorrectIncorrect/Unsureend-to-end✓✓Acquisition Resources✓✓Changing Preferences✓✓Routing✓✓Cancel a requisition✓✓Acq Plan✓✓Definition of Contract✓✓	
end-to-endImage: Constraint of the constr	
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Cancel a requisition ✓ Acq Plan ✓ Definition of Contract ✓	
Acq Plan / Definition of Contract /	
Definition of Contract	
contract type 🗸	
contract creation	
deobligated 🗸	
bilateral Mod 🗸	
deobs 🗸	
closeout 🖌	
acq roles in closeout 🗸	
FPDS /	

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You will receive a prompt to select your printer. Print as you normally would.

- 4. After passing the assessment, complete the <u>User Access Form</u> (select "Buyer Contract") and attach printed Final Assessment score.
- 5. Submit User Access Form and Final Assessment to the appropriate POC in your OA or IC.