# **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:

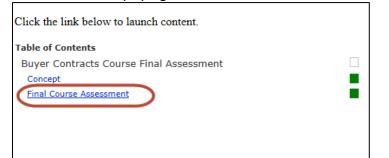
1. Confirm you have successfully completed all Buyer Contracts Course modules.

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	
Acquisition Resources ✓   Changing Preferences ✓   Routing ✓   Cancel a requisition ✓   Acq Plan ✓   Definition of Contract ✓	
Changing Preferences ✓   Routing ✓   Cancel a requisition ✓   Acq Plan ✓   Definition of Contract ✓	
Routing ✓   Cancel a requisition ✓   Acq Plan ✓   Definition of Contract ✓	
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.