Welcome to

C-RADS

COMMERCIAL RATE AGREEMENT DISTRIBUTION SERVICES
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1. Credits and Acknowledgments

C-RADS was created by the NIH Office of Information Technology, (OIT) Web and Development Team in association with the Office of Acquisition Management and Policy (OAMP).

![Credits and Acknowledgments](image)
2. Background and Purpose
   a. The Division of Financial Advisory Services (DFAS), OAMP, under the Office of the Director (OD), NIH, is the centralized organizational component authorized to negotiate indirect cost rates with commercial companies that receive the preponderance of their federal awards from the Department of Health and Human Services (HHS).

   b. C-RADS is a secure, web-based system that provides on-line access to DFAS negotiated rate agreements and DFAS assignment status information to registered users.

   c. Since C-RADS contains confidential/proprietary indirect cost rate information, access to the system is restricted to Federal Government employees with a bona fide need for the rate information contained in the system. The types of Federal employees who might need access to the system are:
      - Contract or grant officials responsible for funding and/or administering contracts or grants and
      - Federal auditors and cost/price analysts responsible for evaluating proposals, applications, financial reports, closeout documents, etc.

   d. C-RADS provides registered users the ability to search for rate information on a specific company by name, EIN or State. The specific company search results will provide information on any negotiated rate agreements with the company, as well as, information on any indirect cost rate proposals currently under review by DFAS and the responsible negotiator's name and e-mail address. (If you need to speak to the negotiator, the DFAS Indirect Cost Branch number is 301-496-2444.)

   e. C-RADS contains all rate agreements negotiated and signed on or after July 1, 2002. Rate agreements prior to that date are being entered into the system on an on-going basis with a goal of including up to five years of historical negotiated rate information on each company, if available.

3. C-RADS System Access
   (Best if viewed in Internet Explorer 5.5+. If viewed in Netscape must be version 4.7 or higher.)

   a. **Registration:**
      Approved registration is a pre-requisite for admittance into C-RADS.

      **Step 1:** Enter the C-RADS site at [https://c-rads.od.nih.gov](https://c-rads.od.nih.gov) The “Credits” page will come up and it will automatically move to
Step 2: At the “Welcome Page” click on the link “If you would like to register for access to C-RADS click here”
The following registration form will come up.

Step 3: Fill out all applicable fields on the registration form.  
[Note: All fields are required except “MI” (Middle Initial) and “Suffix” (Jr., Sr., etc.).]

- Choose your own **User Name and Password**. Your password must be between eight and ten characters long and should include a combination of letters, numbers and special characters.
- Be sure to **“tab” between registration fields** (rather than hitting the “Enter” key).
- Also, be sure to **select a “user type”** from the drop down menu. (Select grant official, contract official, cost analyst or price analyst.)

Step 4: Read the “Rules” paragraph:

**Rules:** Access to C-RADS is restricted to Federal Government employees (e.g., contract/grant officials, cost/price analysts, auditors) who have a bona fide need for commercial indirect cost rate information for use in funding, reviewing, and/or administering Federal awards. Please note that by registering to access the
system, you are certifying that you are a Federal Government employee with a bona fide need for the rate information contained in C-RADS. **Contract employees, consultants, etc. are not permitted access to the system.**

**Step 5:** Select the “Register” button. A pop-up box will appear to ask if all of the entered information is correct. Check the information and select “OK” if it is correct, or “Cancel” if not. If you select “Cancel”, correct the information where needed and select the “Register” button again.
If you have registered correctly, the following screen will appear and you will receive an email from the C-RADS Administrator.

The email will indicate the user information that you entered and will contain the following message:

This message is for your verification purpose. If any information above the date submission line is incorrect, please contact the C-RADS administrator. Your registration request will be processed as soon as possible and you will be notified by email of your CRADS ‘User Status’ change.

b. **Registration Approval:**

You cannot access the system until your registration has been approved. The C-RADS administrator will review your registration request. An email will automatically be sent to the user/registrant when the C-RADS administrator approves or denies the registration. Please reply to the C-RADS administrator’s email if you have any questions about your registration approval or denial.

c. **Login:**

As noted above, approved registration is a pre-requisite to access the C-RADS system. Once you receive an email indicating that your registration has been approved, you can access C-RADS.

**Step 1:** Enter the C-RADS site by typing in the URL: [https://c-rads.od.nih.gov](https://c-rads.od.nih.gov) (Best viewed in IE 5.5+. If viewed in Netscape must be version 4.7 or higher.)
Step 2: Click on the link “If you have already registered for C-RADS click here” to log on to the system.” Or click on the LOGIN button at the left top corner of the page.
Step 3: Insert User Name and password as prompted by the following screen:

![Image of login screen]

Step 4: Select the “Login” button to process the login request.

d. Company Search:

A successful login will take the user to the Official/Analyst Menu. As an Official/Analyst user you will have access to two menu options – i.e., Official/Analyst option and Change User Info.
Step 1: Select the Search for Companies option. The following search form will be provided to search for a specific company. (Note: The Official/Analyst user does not have any privileges that allow for modification of any rate information in the system.)

Step 2: Complete the search form and select “Search Company.”

This option provides search capability by keyword, state or company type. The search can be limited to one option or any combination of the three. Search Hints/Notes:

a) Under the keyword search you can type in a complete or partial name, city, contact name, address, EIN*, etc.

b) If you are not sure of an exact name just use a partial word.
c) Do not include any periods or commas in the keyword search on a name.

d) By only completing the State field you will get a listing of all companies in that State.

e) “Awardee” is a wildcard category for company type. If you select “Awardee” and leave the other searches blocks blank, all companies in the system will be listed. [Other company types (Contractor, Grantee and SBIR/STTR) are for internal use only and may not match your company type classification/definition. We, therefore, do not recommend selecting a type other than “Awardee.”

f) Although the system includes the capability to search on EIN, incomplete EIN information is currently in the system so such a search will most likely result in “No Records Found.”

g) If a former company name is in the system, the Search results on the former name will bring up current and prior name hits because of the former name listed in the comment field. However, a search on the current company name will not bring up a hit on the former name, but there will most likely be a reference to the prior company name on the rate agreement.
Sample Search for ABC Corporation:
(Just entered partial name)

Search Company Information

Keyword: ABC
State: 
Company Type: 
Search Company

Note: The search results show two hits because ABC Corporation had a name change to XYZ Corporation.
There are three buttons provided for each company listed under the search results:

- List Memos
- List Agreement and
- List Open Assignments

The option/button that will be used most frequently will be List Agreement.

- **List Agreement.** Selection of this button provides a list of all closed agreements (i.e., agreements that have been returned signed by the company official) for the selected company. The list provides the company name, state, the subject on the agreement, the date of the agreement (DOA), the date the company signed it (Closed), the name of the negotiator (with a link to his/her email), a description of assignments closed with the agreement (Assignment Information\(^1\)) and a button to allow the user to view a PDF file of the agreement. The user can print a copy of the PDF file if needed. (Viewing closed agreements will require that the user have Acrobat Reader installed on his/her PC).

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\(^1\) Assignment Information of “00F, 01F, 02P” would mean that the rate agreement closed the assignments for 2000 and 2001 Finals and 2002 Provisional rates. (An assignment of 02RP would be for 2002 Revised Provisional rates.)

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<table>
<thead>
<tr>
<th>Company Information</th>
<th>Agreement Information</th>
<th>EPR Information</th>
</tr>
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<tbody>
<tr>
<td>XYZ CORPORATION</td>
<td>Negotiation Agreement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>400079/5</td>
<td>50/1997</td>
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<td></td>
<td>BC2011</td>
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<tr>
<td>XYZ CORPORATION</td>
<td>Negotiation Agreement</td>
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<td></td>
<td>80/02/2003</td>
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<tr>
<td>XYZ CORPORATION</td>
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<td>VIEW</td>
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</tbody>
</table>
Selection of the “View” button for the 71/2002 agreements brings up the following.

- **List Memos.** This option provides a list of any closed memos (mailed or sent via email) in the system for the selected company. The list provides the company name, state, subject line of the memo, date of the memo (DOA), negotiator’s name with an email
link and a list of assignments closed with the memo.

Most Memos relate to a specific award and specify that the rate information should not be used for funding any other awards with the company without first contacting the negotiator. As a result, the Official/Analyst is not given the option to view the memos. The listing is provided to let the User know that we have some information on the company and who to contact for further information.

- **List Open Assignments.** Selection of this button provides a list of all open assignments for the selected company. The list provides the company name, state, name of the negotiator (with a link to his/her email), a description of assignment and the date the assignment was received.

  The official/analyst will have to contact the negotiator for further information. If the listed rate agreements do not cover the period under review, the user can go to this list and see if DFAS has received the related proposal from the company. Also, on
occasion, a grant or contract document will require submission of an indirect cost proposal within a specified time frame. The Specialist can check this listing to see if DFAS has received the required proposal.

Note: If a C-RADS User needs to speak to the negotiator, the phone number for the DFAS Indirect Cost Branch is 301-496-2444.
e. Change of User Info:

The Change User Info provides a form to allow the registered user to update his/her user information. Any update to the file will initiate a confirming email to the User and the System Administrator.

f. LOGOUT

You should LOGOUT as soon as you have completed your inquiries.

NOTE: Be sure not to leave your computer unattended while still logged onto the system. If you are using a computer that is, or can be, used by others not authorized or not registered for access to C-RADS, be sure to close your browser as well.

4. Security

Regardless of the protective measures built into the system, the key element of security is the User and how well the User follows the established policies and guidelines.

As noted on the Official/Analyst Menu page:

“THIS APPLICATION CONTAINS CONFIDENTIAL COMMERCIAL, PROPRIETARY INFORMATION. IMPROPER DISCLOSURE OR RELEASE OF THIS INFORMATION COULD RESULT IN CRIMINAL PROSECUTION, THE IMPOSITION OF FINES AND/OR DISCIPLINARY ACTION”.