Division of International Services

NIH Building 31, Room B2B07 Tel (301) 496-6166 Bethesda, MD 20892-2028 ors.od.nih.gov/pes/dis

Fax (301) 496-0847

SYSTEM MANUAL

Case Status System Instruction Manual

The Division of International Services (DIS) uses an online case status tracker, DIS Case Status System (the system), which is accessible to both Institute/Center (IC) Administrative staff and Foreign National (FN) Scientists currently at the NIH. An individual is defined as an FN scientist at the NIH if he or she does not hold U.S. Citizenship or Lawful Permanent Residency (a "green card") and is in the NIH Visiting Program. This does not include contractors placed at the NIH.

The system allows users to:

- Display real-time updates for the last action taken on the most recent request or case submitted to DIS. (Both IC staff and current FN scientists)
- Run a report to learn FN scientists' not-to-exceed dates (Term Report). (IC Staff Only)

IMPORTANT NOTES REGARDING THE DIS CASE STATUS SYSTEM

- Comments or suggestions regarding the DIS Case Status and Reports can be sent to DIS@mail.nih.gov.
- Inter-IC Transfer Cases will not be visible to the new IC sponsor until the transfer has been completed by DIS. The current database system only allows a FN scientist to "belong" to one IC at any given time. The participant slated to transfer will be listed under his/her current IC until DIS completes the transfer action. After the completed transfer action date, the new IC will have access to the record in the DIS Case Status System.
- If you do not find the record you are looking for in the Case Search, we may not have received a case, or the case may not have been entered into our database. If more than five (5) business days have elapsed since you sent the case, please contact the DIS Front Desk (301-496-6166) for follow-up.
- Some records may occasionally not display all information. If this happens, please contact DIS@mail.nih.gov.

ACCESS THE DIS CASE STATUS SYSTEM

To access the system, navigate to disreportmanager.ors.od.nih.gov. From the iTrust screen, log in using your NIH credentials. You can use either your user name and password, or your PIV card and PIN. For individuals with access issues or requests to add/modify administrative access, please contact DIS@mail.nih.gov.

From the system's HOME page, IC administrative staff can search for a specific case by clicking on the Case Search or run a Term Report by clicking on Search Report. Please note that IC administrative staff will only be able to access records for those FN scientists within their respective IC. If an Administrative Officer (AO) is seeking information about a scientist outside of their respective IC, s/he will need the specific Case Identification (Case ID) number of the record s/he is trying to view in order to look up the case. If the IC administrative contact does not have the Case ID number, s/he should contact DIS@mail.nih.gov. FN scientists should contact their IC administrative contact to obtain their Case ID in order to look up their own case. Case Search by Name and Reports are not available to FN scientists or AOs outside of their own IC.

Figure 1



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CASE SEARCH

To search for the most recent case record for a specific FN on the system's HOME screen (*Fig. 1*), click **Case Search**. In the search field (*Fig. 2*), locate a record by entering the participant's full name, partial name, or Case ID. Please note: **Case ID** refers to a specific DIS number which is unique to each FN scientist. In most cases, you will be able to find and identify a record through the search by name.

Figure 2

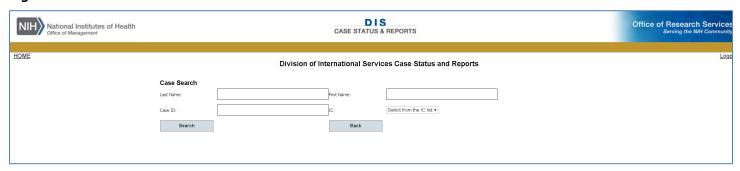
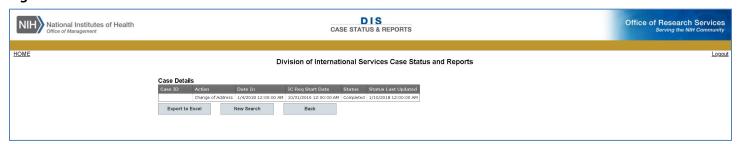
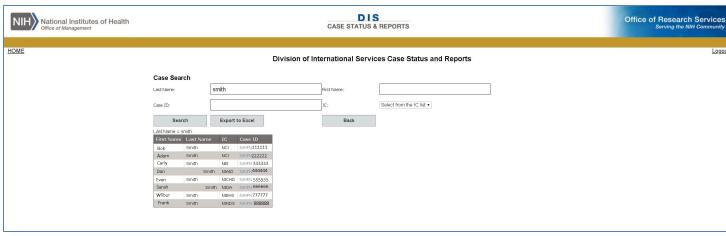


Figure 3



After locating the record on the search results screen (Fig. 3), click Case ID to display the Case Details page (Fig. 4).

Figure 4



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The Case Details page displays the following:

Table 1

Column	Explanation
Case ID	The FN scientist's foreign national number in the DIS database.
Action	The type of requested action for this case. For example: New Foreign National, Renewal, Termination/Separation.
	A detailed explanation of the information contained in this section can be found in Appendix A: Definitions for Action .
Date In	The date the case was received by DIS.
IC Req Start Date	The proposed start date requested by the IC on Form 829 or 590.
	Note that it may not be the actual start date of the participant's award/appointment/assignment.
Status	The current status of the case. For example: Waiting for Docs, With IS, Completed.
	A detailed explanation of the information contained in this section can be found in Appendix B: Definitions for Status
Status Last Updated	The date the status was last updated by DIS.

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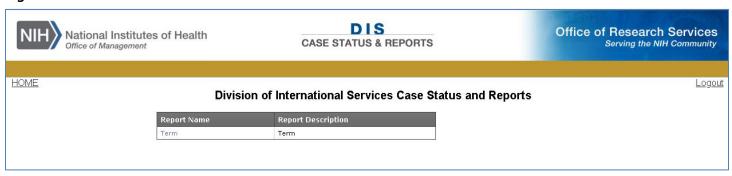
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TERM REPORT

The Term Report enables AOs to generate a list of all FN scientists whose appointments will end within a given date range. This can be used to identify upcoming renewals needed or ensure that notice of FN scientists who are leaving or have left the NIH has been given to DIS. DIS recommends regularly checking 60 days in the past and 120 days in the future.

From the system's HOME screen (Fig. 1), click Search Report and then click Term under the Report Name on the next screen (Fig. 5).

Figure 5



On the Case Report screen (Fig. 6), enter the date range you wish to query in the Start Date and End Date fields, then click Search. This will display a list of FN scientists whose end date will be reached during the date range entered in the search criteria.

Figure 6



This list can be exported to an excel spreadsheet by clicking Export to Excel (Fig. 6).

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The **Case Report** results provide the following information:

Table 2

Column	Explanation
First Name	The FN scientist's first name as it appears on their passport.
Last Name	The FN scientist's last name or family name as it appears on the passport.
Туре	This field indicates the immigration status in which the FN scientist is currently in the U.S. or seeking to enter the U.S. For example: J-1, TN, H-1B.
Profile End Date	The FN scientist's not-to-exceed date.
Country	The FN scientist's country of citizenship.
IC	The FN scientist's current Institute or Center.
Lab	The FN scientist's current lab assignment. If incorrect, please notify DIS.
Category	The FN scientist's current NIH designation. For example: Visiting Fellow, Special Volunteer, Staff Scientist.
Case ID	The FN scientist's FN number in the DIS database.

Figure 7



Refer to Table 1 for the information included on the results screen (Fig. 7).

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APPENDIX A: DEFINITIONS FOR ACTION

Return to Table 1

Action	Definition
Absence Without Stipend	Request for an extended absence when the Visiting Fellow and Supplemental Visiting Fellow will not be receiving an NIH stipend.
Arrival	Used to record the arrival of a new FN scientist.
Change of Address	Update the address of a foreign national scientist in the DIS database and with the Department of Homeland Security for NIH Exchange Visitors.
Continuation – Other	Request to continue an award, assignment, or appointment for a current FN scientist with a not-to-exceed date that is sooner than the program period requested by the IC. This is used for any continuation case that does not fall within one of the other continuation case types below.
Continuation – Change of Status	Waiting for approval of a change of status application submitted to the U.S. Citizenship and Immigration Services (USCIS) or by travelling outside of the United States to continue an award, assignment, or appointment for a current FN scientist with a not-to-exceed date that is sooner than the program period requested by the IC. Change of Status example: J-1 to H-1B.
Continuation – STEM(180)	Request to continue an award, assignment, or appointment for 180 days based on a receipt notice confirming submission of an extension request for Optional Practical Training ("OPT") for a Science, Technology, Engineering, or Mathematics degree holder (STEM).
Continuation – STEM(EAD)	Request to continue an award, assignment, or appointment based on an approved STEM OPT extension.
Dependent DS-2019	Request for DIS to produce a DS-2019 form for a J-2 dependent of a J-1 FN scientist. Will not appear if dependent DS-2019 is processed as a part of an existing case.
DOS-DHS Extension (G7)	Request to renew a FN scientist under the G-7 J-1 program (i.e. for a J-1 extension beyond the 5-year maximum duration).
Extended Absence from NIH	Request for Extended Absence from NIH.
International Profile Update	Update to the FN scientists record in the DIS database. Not related to any IC administrative request.
Intra-Agency Transfer	Request to transfer or move a current FN scientist within the same IC/Center.
Inter-Agency Transfer	Request to transfer or move a current FN scientist to a new lab/branch with a new IC.

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Leave Without Pay	Request for a period of Leave Without Pay if the FN receives an FTE salary
LPR Request	Request from IC to sponsor Lawful Permanent Residence for a FN scientist. Case is opened once scientist submits evidence for petition.
New Foreign National	Request for a prospective FN scientist.
New Designation	Request for a new NIH designation for a current FN scientist.
Request for Outside Activity	Request for Outside Activity.
Reactivate Foreign National	Reactivation of a FN scientist who was previously at NIH but does not have a current designation at NIH.
Renewal	Request to renew a current FN scientist designation at NIH.
Return to Duty	Request to return to duty following an approved period of Leave Without Pay.
STEM OPT Extension	Request by an FN scientist for NIH employer information. Used by F-1 students on OPT to request a STEM extension from their school.
Transfer – Out of Agency	Request for a J-1 transfer of a current FN scientist to another J-1 Exchange Visitor Program sponsor in the U.S.
Termination/Separation	Notification to DIS of a FN scientist's departure or separation from the NIH.
Waiver NOS O	Request to provide sponsor views on a current or former FN scientist's application for a No-Objection Statement (NOS) waiver based on an outside job offer.
Waiver NOS	Request to provide sponsor views on a current FN scientist's application for a NOS waiver based on an offer of Full-Time Equivalent employment from the NIH.

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APPENDIX B: DEFINITIONS FOR STATUS

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Status	Definition
At DOS	Case has been submitted to the Department of State (DOS) for review.
At ECFMG	Case has been submitted to the Educational Commission for Foreign Medical Graduates (ECFMG) for review.
At HHS	Case has been submitted to the Department of Health and Human Services (HHS) for review.
At USCIS	Case has been submitted to the U.S. Citizenship and Immigration Services ("USCIS") for adjudication.
At USCIS-240 Day	A renewal petition has been submitted to USCIS and is currently pending adjudication. Work authorization has been automatically extended by 240 days while the case is pending USCIS adjudication.
At USCIS-Port	A petition to change from another employer to the NIH for an FN scientist has been submitted to USCIS for adjudication.
Cancelled	Case was logged into DIS database but was later cancelled.
Case completed, finalizing. No further IC action required	Case has been reviewed and completed by an Immigration Specialist. Internal DIS actions must be finalized before the case can be officially closed.
Completed	Case is completed.
DIS senior staff review	Case has been escalated to DIS senior staff for review.
DOL processing	Case is pending with Department of Labor (DOL) for either a Prevailing Wage Determination or certification of Labor Condition Application.
Graduate Partnerships Program (GPP) Review	Case has been submitted to the NIH Graduate Partnerships Program (GPP) to for review. DIS confirms GPP enrollment for all predoctoral scientists at NIH for more than six months.
Initial data entry completed	Initial data entry completed. Case is now awaiting evaluation by the appropriate team's Program Support (PS).
J-1 Waiver Pending	A waiver is pending at the Department of State (DOS). The request to DIS cannot be processed further until the waiver case is completed at DOS.
Office of Intramural Research (OIR) Review	Case has been submitted to NIH's Office of Intramural Research (OIR) for an NIH policy review.

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Traveling to change or extend status	Case processing is on hold because the foreign national needs to travel abroad to change or extend their status before DIS can complete the case.
Too early to process	Case received by DIS is too early to process. Cases can be too early to process because the requested dates are too far in the future or the case is waiting for additional approvals.
Waiting for acceptable evidence of doctoral degree	Case has been reviewed by an Immigration Specialist who is waiting for acceptable evidence of doctoral degree before completing the postdoctoral case. Refer to DIS requirements for Acceptable Evidence of Doctoral Degree .
Waiting for documents – contact Immigration Specialist	Case has been reviewed by an Immigration Specialist who has requested specific documents. Please contact the Immigration Specialist assigned to the case for more information.
Waiting for financial documents	Case has been reviewed by an Immigration Specialist who is waiting for acceptable financial documents from the foreign national before completing the case.
Waiting for signatures	Case has been reviewed by DIS Program Support or an Immigration Specialist and further approval signatures are required before moving forward with case processing.
Waiting for work authorization	Case has been reviewed by an Immigration Specialist who is waiting for updated work authorization documents from the foreign national before completing the case.

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