



DATE: May 13, 2003
TO: Addressees
FROM: Deputy Director, NIH
SUBJECT: Honorarium for Mail Reviewers

NIH uses mail reviewers in the peer review process. Mail reviewers, for whom there is no exchange of views among participants, are not considered members covered by the Federal Advisory Committee Act. These mail reviewers supplement individual initial review group or special emphasis panel meetings by providing needed expertise on an individual application without incurring the expense of attending the meeting. Previously, mail reviewers were not provided an honorarium for their contributions as specified in Policy Manual 4705, Scientific Review and Evaluation Award: Award and Management, dated November 25, 1983.

On September 25, 2002, the Deputy Director for Extramural Research, NIH, approved a revision to Policy Manual 4705 that grants each Institute and Center the authority to pay mail reviewers an honorarium, at their discretion. This policy change was further reviewed by me and other senior NIH officials. As a result, effective immediately, the honorarium for mail reviewers shall not exceed \$100. This limitation will ensure consistency across the NIH in the use of this mechanism as well as NIH's adherence to the Department's goal of not significantly increasing advisory committee costs.

This guidance applies to mail reviewers that are **not** members of a chartered committee under the Federal Advisory Committee Act. Any deviations from the \$100 honorarium limit will be reviewed on a case-by-case basis by the Deputy Director for Extramural Research, NIH.

/s/

Raynard S. Kington, M.D., Ph.D.

Addressee: Dr. Belinda Seto
RPC Members
EPMC Members
CMOC Members
SREA Coordinating Committee Members