

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

Chapter X - Illustration 1

CM IMPAC II FEATURES AVAILABLE

Individuals who have responsibilities for Federal advisory committees have access and privileges to certain aspects of the CM Module. The following is a list of features available in the CM Module:

COMMITTEES

- View current and historical data on NIH advisory committees
- Track details of existing committees

NOMINATION/APPOINTMENT TO NIH ADVISORY COMMITTEES

- Perform a Person Search for potential consultants/members; view their person information or add them to the database
- Nomination of individuals to advisory committees
- Generation of Nomination Slate reports for submission to appropriate approving officials
- Track committee status of nominees and currently serving members

MEETINGS

- Set up meetings
- Create rosters and upload data
- Create Federal Register Notices

FINANCIAL DATA

- Record financial data on Vouchers and generation of NIH 1715 form "Claim for Reimbursement of Travel Cost, Per Diem, and Consultant Fee"
- Link to NBS Travel Management System
- Upload financial data to the Office of Financial Management (OFM)

REPORTS/TRACKING FEATURES

- Federal Register Notices
- Committee/Meeting Rosters
- Female/Minority Report
- Financial Operating Plan
- Member Logs
- Meeting Schedule
- Nomination Slate and Federal Register Notice Tracking Features