

NATIONAL INSTITUTES OF HEALTH COMMITTEE MANAGEMENT HANDBOOK

**Finding – Establishment of Statutory Committee**

NIH Letterhead – *Times New Roman 11 point*  
For charters signed by another approving official  
use appropriate letterhead

**Chapter III - Illustration 13**

Key to text: Black text is standard text that should be followed. Red identifies text that is unique, for example IC name, expertise, or costs for this individual committee. Blue provides some explanations and reasons why certain paragraphs contains specific information.

**FINDING**

[Full Committee Name]

This document is used in the establishment of a statutory (required by law) advisory committee. The individual that signs the Finding is the same person who signs the charter.

I find that establishment of the [full committee name] is required by [statutory authority used to establish committee] of the Public Health Service Act, as amended.

I deem that such establishment is desirable to provide advice and consultation to the [title of official committee reports to/advises] in connection with [HHS's and/or NIH's] functions, that neither the HHS, NIH, nor any of its existing committees can feasibly perform these duties.

\_\_\_\_\_  
[title of approving official]

\_\_\_\_\_  
Date