

NATIONAL INSTITUTES OF HEALTH COMMITTEE MANAGEMENT HANDBOOK

Formal Determination

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

Chapter III - Illustration 12

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.

FORMAL DETERMINATION

[FULL NAME OF COMMITTEE]

The formal determination is used in the establishment of a discretionary advisory committee. The signing official is the same as official signing the charter. The objectives/scope information should consist of a few sentences that may be duplicative of the information in the charter and the membership balance plan.

I hereby determine that the formation of [full committee name] is in the public interest in connection with the duties imposed on the Secretary of Health and Human Services, and that such duties can best be performed through the advice and counsel of such a group.

[Objectives, scope and/or duties of the committee. Include any information that supports/identifies need for additional discretionary advisory committee.]

I further deem that it is not feasible for the [Department and/or National Institutes of Health] or any of its committees with appointed membership to perform these duties.

[title of approving official]

Date

The approving official on this document must match the approving official of the charter