

NATIONAL INSTITUTES OF HEALTH COMMITTEE MANAGEMENT HANDBOOK

Notice of Renewal – Discretionary Committee

NIH Letterhead – *Times New Roman 11 point*  
Use same letterhead as used for Charter

Chapter III - Illustration 7

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.

NOTICE OF RENEWAL

[FULL COMMITTEE NAME]

The language in this Notice of Renewal is used for the renewal or renewal/amendment of a discretionary advisory committee (both Program Advisory Committees and discretionary Councils). The signing official is the same individual that signs the charter.

I determine that renewal of the [full committee name] beyond [date], is in the public interest in connection with the performance of duties imposed on the [Department of Health and Human Services or National Institutes of Health] by law, and that these duties can best be performed through the advice and counsel of such a group. The Committee is continued until [date].

I further deem that it is not feasible for the [Department of Health and Human Services or National Institutes of Health] or any of its existing committees to perform these duties, and that a satisfactory plan for appropriate balance of committee membership has been submitted.

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

\_\_\_\_\_  
Date

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