

NATIONAL INSTITUTES OF HEALTH COMMITTEE MANAGEMENT HANDBOOK

Notice of Renewal – Statutory Committee

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

Chapter III - Illustration 8

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]

This Notice of Renewal is used for statutory (required by enacted legislation) advisory committees (both National Advisory Councils, Program Advisory Committees, and others as appropriate). The approving official is the same person that signs the charter renewal.

The [full committee name] was established by statute and has functions that are of a continuing nature so that its duration is not governed by section 14(a) of the Federal Advisory Committee Act but is otherwise provided for by law. The [full committee name] is hereby renewed in accordance with section 14(b)(2) of that Act.

[name of approving official]

Date

The approving official is the same person that signs the charter renewal.