

NATIONAL INSTITUTES OF HEALTH COMMITTEE MANAGEMENT HANDBOOK

Memo to Request Change in Standing Subcommittee/Study Section

NIH Letterhead – *Times New Roman 11 point*

Chapter III - Illustration 14

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.

This memo format is used to request any type of change/modification: request increase in membership; request decrease in membership; create or terminate a standing subcommittee (study section or review committee).

DATE: [Date]

TO: Associate Deputy Director, NIH

THROUGH: Director, Office of Federal Advisory Committee Policy _____

FROM: [IC Director or appropriate IC Official]

SUBJECT: Request to [Appropriate action – for example, Increase the Membership of the Podiatry I Subcommittee or Decrease the Membership. If a study section, also include name of the parent IRG.]

[Details regarding the request including information that supports the request. For example, an increase in membership is required to manage an increase in applications assigned to the study section.]

[Name of IC Director]

Attachment [If appropriate, attach new IRG subcommittee chart]

Approve _____
Associate Deputy Director, NIH

Date _____

Disapprove _____
Associate Deputy Director, NIH

Date _____