

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

NIH Letterhead – *Times New Roman 11 point*
Revised February 2021

Chapter III - Illustration 2, page 1

**C H A R T E R (*Times New Roman 12 point*)
PODIATRY RESEARCH ADVISORY COMMITTEE**

COMMITTEE OFFICIAL DESIGNATION

Podiatry Research Advisory Committee

AUTHORITY

Authorized by 42 U.S.C. 282(b)(16), section 402(b)(16) of the Public Health Service (PHS) Act, as amended. The Podiatry Research Advisory Committee (Committee) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. App. 2).

OBJECTIVES AND SCOPE OF ACTIVITIES

The Committee will provide advice to the Director, National Institutes of Health (NIH), and the Director, National Institute for Podiatry (NIP), on matters related to planning, execution, conduct, support, and evaluation of research in podiatry.

DESCRIPTION OF DUTIES

The Committee makes recommendations on research priorities conducted or supported by the Institute. The Committee also makes recommendations and develop long range plans of basic, clinical, applied, health education, and prevention related research concerning the scientific aspects of research programs on the nature, causes, diagnosis, treatment, and prevention of foot diseases and foot disorders.

AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Committee will advise, assist, consult with, and make recommendations to the Director, NIH, and the Director, NIP.

SUPPORT

Management and support services will be provided by the Office of Scientific Programs, NIP.

ESTIMATED ANNUAL OPERATING COST AND STAFF YEARS

The estimated annual cost for operating the Committee, including compensation and travel expenses for members, but excluding staff support, is [Insert Amount]. The estimated annual person-years of staff support required is [Insert % of Time] at an estimated annual cost of [Insert Amount].

NATIONAL INSTITUTES OF HEALTH COMMITTEE MANAGEMENT HANDBOOK

Chapter III - Illustration 2, page 2

DESIGNATED FEDERAL OFFICER

The Director, NIP, will assign a full-time or permanent part-time NIP employee as the Designated Federal Officer (DFO) of the Committee. In the event that the DFO cannot fulfill the assigned duties of the committee, one or more full-time or permanent part-time NIP or NIH employees will be assigned as DFO and carryout these duties on a temporary basis.

The DFO will approve or call all of the Committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all Committee and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH, or the Director, NIP.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Committee will be held [Insert not less than (number) for statutory committees or approximately (number) for authorized committees] times within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Committee's functions, dates and places of meetings, and a summary of the Committee's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.

DURATION

~~Continuing.~~ This committee is [mandated with no specified end date] if ~~Statutory~~ committee
Continuing. This committee is [authorized with no specified end date] if **Authorized** committee

TERMINATION

Unless renewed by appropriate action, ~~prior to its expiration,~~ the ~~Charter for~~ Podiatry Research Advisory Committee will ~~terminate~~ ~~expire~~ two years from the date the charter is filed.

MEMBERSHIP AND DESIGNATION

The Committee will consist of 12 members, including the Chair, appointed by the Director, NIH. Of the 12 members, 8 will be representatives of health and scientific disciplines with respect to foot disorders and diseases and 4 will be individuals representing the interests of individuals with or undergoing treatment for foot disorders. **All appointed members must be eligible to serve as and will serve as Special Government Employees.** Appointed members will be invited to serve

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

Chapter III - Illustration 2, page 3

for overlapping four-year terms. A quorum for the conduct of business by the full Committee will consist of a majority of currently appointed members.

SUBCOMMITTEES

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Committee's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee/workgroup may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. Ad hoc consultants are not members, do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

RECORDKEEPING

Meetings of the committee and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Committee and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

FILING DATE

[INSERT DATE CHARTER IS TO BE FILED]

APPROVED:

Date

Director, NIH