

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

Chapter IV - Illustration 11, page 1
(Revised June 2018)

CHECKLIST FOR REVIEW OF IRG NOMINATION SLATES

- _____ Committee or Subcommittee is in IMPAC II.
- _____ IMPAC II reflects the correct number of scientific and public positions.
- _____ All vacancies are filled on the nomination slate. If not, comments are included on the worksheet or as a separate document.
- _____ Correct number of public and scientific members are identified on the nomination slate.
- _____ Slate includes female and minority candidates. If not, comments are included on the worksheet or as a separate document.
- _____ There is geographic balance. If not, comments are included on the worksheet or as a separate document
- _____ There is balanced rotation. If not, comments are included on the worksheet or as a separate document
- _____ The nominees are eligible to serve. If not, streamlined waivers are noted on the worksheet or formal waivers are included in the package.
- _____ Previous comments/suggestions from approving officials have been addressed.
- _____ IC has been informed that their currently serving member or nominee will be invited to serve on another committee.
- _____ Recusals, if applicable, have been identified.
- _____ **Nomination Package** (original) should include:
 - Nominations for Approval Form (Signed by IC Director)
 - Worksheet Report (Signed by IC CMO with any necessary comments)
 - PAB Report (Professional Area Breakdown) showing departing members
 - Individual Nominee Date Sheet for each nominee
 - NIH Advisory Committee Member Service Report for each nominee
(Run as of proposed start date)
 - NIH Research Support Report for each nominee
 - Committee Roster Report showing departing members
 - Waivers, if applicable
 - Recusal documentation, if applicable.
 - Other optional documentation: Additional Comments, etc.

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- _____ Nomination Slate has been submitted and cleared by the IC CMO in IMPAC II.
- _____ One complete set of the nomination package, with original signatures, has been forwarded to OFACP.
- _____ Nomination slate documents and individual acceptance forms have been filed.
- _____ Individual Nomination/Appointment records have been updated in IMPAC II.
- _____ Nominees not used have been released.