

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

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(Revised June 2018)

CHECKLIST FOR REVIEW OF SGE 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 a diversity of 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 (NIH Director slates only) or formal waivers are included in the package and noted on worksheet.
- _____ Previous comments/suggestions from approving officials have been addressed.
- _____ IC has been informed, if applicable, that their currently serving member or nominee will be invited to serve on another committee (if dual membership is requested).
- _____ Recusals, if applicable, have been identified.

- _____ **NIH Director Nomination Package** (original and 1 copy) should include:
 - Nominations for Approval Form (Signed by IC Director)
 - HHS 532 Form for each nominee
 - Formal waivers, if applicable (noted in Comments on Worksheet and initialed by IC approving official)
 - Worksheet Report (Signed by IC CMO with any necessary comments)
 - PAB Report (Professional Area Breakdown should show departing members)
 - Complete current nominee CV's (remove SS #s from CV's)
 - Committee Roster Report (should show departing members)
 - NIH Advisory Committee Member Service Report for each nominee (*run as of committee's proposed start date*)
 - NIH Research Support Report for each nominee
 - Dr. Gottesman's approval of nominees (BSCs), either email communication or memo

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Secretarial Nomination Package (original tabbed and 1 copy, plus an extra set of CVs) should include:

Identification of Potential Nominees (revised February 2009 without alternates), with notation in Comment Section identifying Waiver issue(s) of any nominee(s)
Formal waivers, if applicable (noted in Comments on Worksheet and initialed by IC approving official)
NIH Transmittal Memo from the Director, NIH to the Secretary, HHS, *sent as an electronic Word file*
Nominations for Approval Form (Signed by IC Director)
HHS 532 Form for each nominee
Worksheet Report (Signed by IC CMO with any necessary comments)
PAB Report (Professional Area Breakdown should show departing members)
Complete current CV's (remove SS #'s from CV's)
Committee Roster Report (should show departing members)
NIH Advisory Committee Member Service Report for each nominee (*run as of committee's proposed start date*)
NIH Research Support Report for each nominee
Current Financial Operating Plan
Charter for each nominee on the slate
Typed tab dividers referred to in the NIH Transmittal Memo:
 Tab A: Charter & FOP (copy of the most recent signed charter and FOP)
 Tab B: Membership Roster (current roster, including retiring members)
 Tab C: Professional Area Breakdown (use date that nominees will begin their term)
 Tab D: Resumes (delete any social security numbers)

Nomination Slate has been submitted and cleared by the IC CMO in IMPAC II.

AFTER SLATE IS APPROVED

Approved slate documents and individual acceptance forms should be filed.

When slate is approved, appointment package should be sent to each nominee.

Package includes:

Informational Letter from an NIH official

Administrative Fact Sheet for SGEs

Appointment forms listed on Administrative Fact Sheet

Self-addressed envelope to return completed forms. (Express envelope & mailing form)

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WHEN APPOINTMENT DOCUMENTS ARE RETURNED COMPLETE

- _____ Individual Nominations/Appointment records should be updated in IMPAC II.
- _____ Nominees not used should be released from hold list.
- _____ Recusal documentation and Waivers, if applicable, are prepared for upcoming meeting