

Revised January 2021

DATE: [use date on which memo is to be autopenned; not date memo is created]

TO: Norris Cochran
Acting Secretary

THROUGH: Sean McCluskie, Chief of Staff
Kristin Avery, White House Liaison

FROM: Lawrence A. Tabak, D.D.S., Ph.D.
Principal Deputy Director, National Institutes of Health

SUBJECT: Nominations to the [Name of Council], National Institutes of Health —
DECISION

ACTION REQUESTED

The purpose of this memo is to request your approval of the [year and name of the council followed by acronym in parentheses, if necessary] nomination slate.

SUMMARY

The [acronym or name of council] advises the Secretary of Health and Human Services, the Director of the National Institutes of Health (NIH), and the Director of the [name of IC spelled out followed by acronym in parentheses] on matters relating to the conduct, support, and dissemination of information regarding basic and clinical nursing research, training, and other health care programs. The [acronym or name of council] also conducts the second level of grant applicant peer review.

Below are recommendations for the appointment of [#– spell out if ten or less] members to the Council for [#]-year terms. The proposed new members include [#] men/man and [#] woman/women, [#] of whom is a minority/are minorities. If the slate is adopted, of the [#] council members, [#] will be minority representatives and [#] will be women.

Retiring Members

1. [Honorific and full name]
2. [Honorific and full name]

Nominees

1. [full name], [degree(s) – abbreviated]; [institution or organization]; [city], [state]

[nominee's bio summary, **Scientific, must be written in the below order**]

- Current employment
- Past Employment

- Expertise/Qualification to serve on requested committee
- Current/past grant history, if applicable
- Current/past committee history, if applicable
- Publishing history – article/book chapters/journals, if applicable
- Scientific Awards/Honors – within the past five years or less, if applicable
- Degree(s), year and institution

Sample Scientific Bio

Dr. Sturgis is a professor in the Department of Inflammation and Immunity at the Lerner Research Institute at the Cleveland Clinic. Dr. Sturgis is also Director of the Center for Liver Disease Research and a staff member in the Department of Gastroenterology and Hepatology at the Cleveland Clinic. Her research program focuses on signal transduction and innate immunity in non-alcoholic and alcoholic liver diseases and is aimed at understanding how chronic alcohol consumption contributes to chronic diseases, such as liver disease and diabetes. Dr. Sturgis has received continuous grant funding by the NIH and the Department of Defense since the late 1990s. She is Chair of the Medical Advisory Council for the Alcoholic Beverage Medical Research Foundation and is a fellow of the American Association for the Study of Liver Disease and the American Gastroenterological Association. Dr. Sturgis earned her Ph.D. in nutrition from the University of California, Berkeley.

2. [full name], [degree(s) – abbreviated]; [institution or organization]; [city], [state]

[nominee's bio summary, **Public, must be written in the below order**]

- Current Employment
- Past Employment
- Expertise/Qualification to serve on requested committee
- Publishing History, if applicable
- Societal/Business Honors/Awards – within the past five years, if applicable
- Degree, year and institution

Sample Public Bio

Mr. Duke is the Director of the Addiction Treatment Center at Johns Hopkins Medicine/Suburban Hospital in Bethesda, Maryland, and is a seasoned professional in addiction treatment, substance abuse evaluation, counseling, and prevention. He is a senior clinical administrator and counseling/treatment services program director. Mr. Duke is an experienced lecturer and presenter to audiences ranging from health care professionals and government agencies to school and university faculties, students, and parents. He is also a respected public spokesperson on substance abuse issues, often called upon by the media for interviews and background information. Mr. Duke is a Licensed Clinical Alcohol and Drug Counselor and has a private practice where he provides expert substance abuse assessment, education, guidance, counseling, and relapse prevention for adolescents and adults. He has more than 30 years of experience in the addiction treatment field and is recognized throughout the region for his expertise and leadership in this area. He holds a master's degree in education, public, and private counseling from the Virginia Polytechnic Institute and State University. Mr. Duke also has a Certificate of Advanced Graduate Studies in Addiction from Johns Hopkins University.

RECOMMENDATION

I recommend that you approve the appointment of these nominees to the [acronym or name of council].

Lawrence A. Tabak, D.D.S., Ph.D.

DECISION

Approved _____

Disapproved _____

Norris Cochran

Date

Attachments:

- TAB A: Charter and Financial Operating Plan
- TAB B: Membership Roster
- TAB C: Professional Area Breakdown
- TAB D: Resumes

New Secretary Memo - Template