

## NOMINATION SLATE SUBMISSION TO OFACP

### **IRG – Initial/Integrated Review Group – Order of Electronic Slate**

1. Nomination for Approval
2. Formal Waiver, if applicable
3. Committee Roster
4. Worksheet
5. Professional Area Breakdown
6. Individual Nominee Data Sheet, clustered by nominee
  - Individual Nominee Data Sheet
  - Committee Service
  - Research Support

### **BSC – Board of Scientific Counselors – Order of Electronic Slate**

1. Nominations for Approval
2. Formal Waiver, if applicable
3. Email/Memo from IC for Dr. Gottesman's approval of nominees
4. Committee Roster
5. Worksheet
6. Professional Area Breakdown
7. Clustered by nominee
  - 532 Form
  - Committee Service
  - Research Support
8. CV/Resumes for each nominee

### **PAC/NAC – Program Advisory Committee and National Advisory Council**

Order of Electronic Slate:

1. Nominations for Approval
2. Formal Waiver, if applicable
3. Committee Roster
4. Worksheet
5. Professional Area Breakdown
6. Clustered by Nominee
  - 532 Form
  - Committee Service Report
  - Research Support
7. CV/Resumes for each nominee
8. NIH Transmittal Memo from the Director, NIH to the Secretary, HHS, emailed as *an electronic Word file*, if applicable
9. Identification of Potential Nominees, *emailed as an electronic Word file*, if applicable

## PAC/NAC– Program Advisory Committee and National Advisory Council - Continue

### Secretarial Nomination Slates - Hard Copies Required:

1 set of labeled tabs, 1 copy of FOP, 1 copy of current charter plus 1 copy for each nominee on slate, 1 copy of CV's/Resumes

### **Additional Information:**

1. Identification of Potential Nominees, with notation in Membership Waiver section identifying Waiver issue(s) of any nominee(s)
2. Formal waivers, if applicable (**initialed by IC approving official and noted in Comments on Worksheet**)
3. NIH Transmittal Memo from the Director, NIH to the Secretary, HHS, ***emailed as an electronic Word file, if applicable***
4. Nominations for Approval Form (Signed by IC Director)
5. HHS 532 Form for each nominee
6. Worksheet (Signed by IC CMO with any necessary comments)
7. Professional Area Breakdown should show departing member/members and Charter required expertise.  
**Please review the committee charter for required expertise. Please identify member/nominee required expertise in the committee expertise section of the PAB.**
8. Complete current CV/Resume (remove SS #s from CV/Resume)
9. Committee Roster (should list retiring members)
10. NIH Advisory Committee Member Service Report for each nominee (***run as of committee's proposed start date***)
11. NIH Research Support Report for each nominee
12. Current Financial Operating Plan
13. Current Charter for each nominee on the slate
14. Typed tab dividers referred to in the NIH Transmittal Memo:
  - Tab A: Charter & FOP (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)