

[date to be autopenned]

[first name] [last name], [degree(s)]

[title]

[organization]

[address]

[city], [state] [zip]

Dear [honorific] [last name]:

I am pleased to learn you have accepted the Secretary's invitation to serve as a member of the [Name of the Committee] for the term beginning [date], and ending [date].

The National Institutes of Health's (NIH) National Research Advisory Councils are consulted by and provide advice to the NIH Director concerning pertinent programs. Councils usually meet three times a year at NIH in Bethesda, Maryland. A major responsibility of the Councils is to review and make recommendations regarding grant applications to support biomedical research and research training activities. In this capacity, Council members have the benefit of the technical and scientific advice of the expert consultants who performed the initial review of the grant applications for scientific merit. Another continuing and important responsibility of the Council is to survey the total research effort in the subject field and recommend action(s) necessary to stimulate additional work.

I have enclosed an Administrative Fact Sheet that describes the information NIH is required to collect to appoint you as a Special Government Employee. The [IC acronym] Committee Management Officer [CMO's first and last name], will email you with instructions on how to access the ethics and personnel forms, many of which can be completed electronically. I would like to note that the Executive Branch Confidential Financial Disclosure Report (OGE 450) needs your prompt attention to allow for expeditious review by ethics officials. Please note that you must complete and return all forms to us before we can finalize your appointment.

I appreciate your acceptance of this invitation and know that NIH will benefit from your counsel. I am copying [IC acronym] Director [name of IC Director], with the request that [his/her] staff send you additional information about the Council.

Sincerely yours,

Francis S. Collins, M.D., Ph.D.
Director

Enclosures

cc:

[name of IC Director]