

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

Chapter VI - Illustration 11

CONFLICT OF INTEREST LETTER FOR NEW EX OFFICIO MEMBERS

[PRINT ON IC LETTERHEAD]

[INSERT COMPLETE MAILING ADDRESS]

Dear _____:

On behalf of the National Institutes of Health (NIH), I thank you for your willingness to represent **[NAME OF AGENCY]** as an ex officio member of the **[NAME OF COMMITTEE]**.

To avoid any potential conflicts of interest related to your committee responsibilities, the Office of Government Ethics and the NIH require all members and ex officio members of advisory committees to file financial disclosure forms prior to serving. In order to become a member, you must submit a completed OGE 450 "Confidential Financial Disclosure Report" or a copy of your OGE 450 form that is filed with your agency. If you are a SF 278 "Public Financial Disclosure Report" filer, you must submit a copy of this form on file with your agency. Please forward your completed form or your copy to me in the enclosed envelope by **[INSERT DATE]**. Alternate ex officios that you designate to attend the meeting in your absence must also complete either an OGE 450 form or provide a copy of their SF 278 prior to attending the meeting.

I want to assure you that your OGE 450 form is covered by the Privacy Act and will be held strictly confidential by the National Institutes of Health and not released to the public. Only your "home" agency has the authority to release this information. In addition, to further safeguard your disclosure form, all SF 278s from other agencies are marked "Confidential-Not for Public Release."

Again, I appreciate your willingness to represent your agency on the **[NAME OF COMMITTEE]** and know that the NIH will benefit from your counsel. If you have any questions concerning the conflict of interest requirements or your service on the Committee, please do not hesitate to contact me. I can be reached by telephone at (301) _____ or by e-mail at _____.

Sincerely,

[Your signature]

Enclosures