

**NATIONAL INSTITUTES OF HEALTH
COMMITTEE MANAGEMENT HANDBOOK**

Chapter VI - Illustration 7

LATE NOTICES OF FEDERAL ADVISORY COMMITTEE MEETINGS

Notices of Federal Advisory Committee Meetings must appear in the Federal Register at least 15 days prior to the meeting as required by the Federal Advisory Committee Management; Final Rule (41 CFR Part 102-3.150). When the required notice of at least 15 days cannot be met, a statement must be included in the notice. Sample of late statements are listed below:

GRANT/CONTRACT REVIEW MEETING

Single Meeting:

This notice is being published less than 15 days prior to the meeting due to the urgent need to meet timing limitations imposed by the review and funding cycle. [Insert after the last paragraph of the Notice.]

Multiple Meetings:

This notice is being published less than 15 days prior to the meetings due to the urgent need to meet timing limitations imposed by the review and funding cycle. [Insert after those specific meetings to which the statement applies.]

BOARD OF SCIENTIFIC COUNSELORS MEETING

This notice is being published less than 15 days prior to the meeting due to the urgent need to meet timing limitations imposed by the intramural research review cycle.

OTHER MEETINGS

When you anticipate a late notice for other than a grant/contract/cooperative agreement review meeting or Board of Scientific Counselors meeting, please call your OFACP Program Analyst regarding the appropriate language.