

TO:

THROUGH:

FROM:

SUBJECT: Request for Approval of Participation in a Leadership Position of a 501(c) Nonprofit Professional Organization

This is to request that the following activity be approved as an official duty activity. I understand that no honorarium or other remuneration may be accepted. I will observe all applicable ethics rules, regulations, and policies while on duty.

Organization:

Address:

Nature of Activity:

Time Frame Involved:

Estimated Time Involved:

Travel Expenses Paid by:

Benefit to the Government:

Yes	No	N/A	An HHS 348, sponsored travel request, is being submitted separately for approval.
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Yes	No	N/A	A copy of the nomination letter, bylaws, and/or other supporting documentation are attached.
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By signing below, I acknowledge receipt of the attached notice and my responsibility to comply with agency ethics and policy requirements. I will inform the organization of the stipulations that apply to my participation.

Recommendation of Supervisor:

_____ Approve

_____ Disapprove

Comments:

Recommendation of Ethics Office:

_____ Concur

_____ Non-concur

Comments:

Concurrence from the NIH Ethics Office:

_____ Concur

_____ Non-concur

Comments:

Decision by Deputy Ethics Counselor or Other Approving Authority:

Prior to granting approval for the activity, I have assured that no real conflicts exist, any potential conflicts have been resolved, and the attached notice has been delivered to and discussed with the employee.

_____ Approve

_____ Disapprove

Comments:

Attachment:

[Employee Guidance Notice regarding Official Participation in a Leadership Position of a Professional 501\(c\) Nonprofit Organization](#)