**Award Analysis Sheet**

Date received by NIH Ethics Office: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date to NEO Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEO Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Honored**: [name and IC]

**Award Name:** [name]

**Award Event Date:**

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**Has the award presentation date passed or is it approaching soon? Yes No**

If yes, notify/confirm honoree has not received/deposited any monies associated with the award

**Award Event Location:**

**Awarding Organization:** [name]

**Is the Organization part of a foreign government? Yes No**

If yes, does the award fit the definition of educational scholarship under the Foreign Gifts & Decorations Act (FGDA)?

**Is Organization a private foundation? Yes No**

If yes, is the award open to the public (so meets the self-dealing exception)?

If no, provide honored employee’s salary or grade, and if applicable, inform employee that gift (but not the honor) is prohibited.

**Concurrent Review of Award:**

**For OGC Pre-vetting? Yes No**

* Award is being offered for first time?
* Award is being offered by foreign entity?
* Award involves a required lecture and a cash gift is offered?
* Gifts (other than 348 travel) are being offered such as research support going to the NIH or some third party?
* NEO has concerns and wants further review?

**For ACD Vetting (because cash gift is offered)? Yes No**

**Cash Prize amount:**

**For NEAC Vetting (because cash prize over $2,500 or Top 5 is honoree)? Yes No**

**Is Organization a prohibited source for the employee or NIH? Yes No**

If yes, please provide section 5501.111 analysis

**Gifts Offered that Will Be Accepted Under Authorities Other than 204(d)(1)?**

**Yes No**

Describe other gifts, e.g., those of little intrinsic value (medallion, trophy, sculpture, or other tangible memento of the occasion which has utility and/or artistic merit and a commercial value in excess of $20)

**Will there be an awards ceremony dinner, reception, and/or entertainment where the employee and/or family are invited and attending? Yes No**

Self and/or Family – indicate number of family members attending \_\_\_\_\_\_\_\_

**Established written selection criteria?** (Include information from the organization such as e-mails and website information) **Yes No**

**Is this an Abstract, Travel or Poster Award?**

**Established Awards Program?** **Yes No**

IF yes, provide evidence of established program such as list of past recipients, or evidence of funding to ensure continuity (minutes from Board meeting)

**Will a lecture be presented by the awardee?**

If Yyes, provide details of the lecture, e.g., requirements from the organization with respect to the lecture (specific topic selected by organization or broad overview of awardee’s career) or proposed slides from awardee

**Will honoree receive the honor if he or she does NOT give lecture?**

**Other Issues, such as establish recusal from specific party matters where the prize donor is or represents a party as required by 5501.112?**