

SUMMARY OF ANALYSIS OF CASH AWARD FOR ACD REVIEW

INSTRUCTIONS: Document the analysis below. See "Analyzing Awards with Gifts of Cash or Equivalent" for examples of supporting evidence. Explain the analysis and attached information in the Comments boxes.

Review Date: _____ Name of File [Q:\Award-ACD_____] _____

IC Reviewer/Specialist: _____ IC: _____ Phone: _____

ORGANIZATION SPONSORING THE AWARD

NEO Confirm

Sponsor Name	Location (city, state)	
Contact Person	Phone or Email:	
Review Criteria	Comments or Description	
Part of a foreign government? If yes, does award fit definition of educational scholarship under Foreign Gifts and Decorations Act (FGDA)?		
US Federal Government agency? If yes, is award prize from appropriated funds? If yes, money may be a cash prize that meets 2635.203(b)(7) and is not a gift per 204(d) criteria. OGC review required. No ACD review.		
Private foundation? If yes, is the award open to the relevant public? (If yes, it meets self-dealing exception & prize is OK. If it is not, confirm recipient's status in the Recipient section.)		
Seeking official action from the employee, subordinate, or agency under employee's official responsibility (5501.111).		

AWARD DETAILS

Award Name		
Presentation Event		
Gifts associated with the award:	Comments or Description	
Cash or equivalent. Amount: \$ _____ USD		
Dinner, reception, and/or entertainment. \$ _____		
Other gifts covered by 2635.204(d), e.g., subscription to journal, or items of little intrinsic value (medal, trophy, sculpture, other tangible memento with utility or artistic merit and commercial value in excess of \$20.)		
Regulatory criteria to confirm <i>bona fide</i>.		
The award is part of an established awards program.		
The award is given on a regular basis or funded to ensure its continuation if it is a first-time award.		
Recipient is selected pursuant to written standards.		
Other information about the award.		
Is this an Abstract, Travel, or Poster Award?		

RECIPIENT (Complete this section only if an employee has been notified to receive the award.)

NEO Confirm

Name:	IC:	
Title or Position:	Phone:	
NEAC Review: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, why? <input type="checkbox"/> Top 5 <input type="checkbox"/> Cash Prize ≥ \$2500	Salary:	
“Disqualified person” under IRS rule regarding acts of self-dealing? <input type="checkbox"/> No <input type="checkbox"/> Yes (If private foundation donor of award is subject to the rule, a disqualified employee may not accept cash.)		
Presentation Event	Comments or Description	
Date of Event: (If the event is past or will occur soon, confirm employee has not received, or received but not deposited, the cash prize.)		
Location of Event (city, state):		
Who will attend the presentation event? <input type="checkbox"/> Employee <input type="checkbox"/> Family. How many? _____		
Is the recipient expected to present a lecture? If yes, will the recipient receive the honor if no lecture is presented?		
RECOMMENDATION (IC DEC or Designee) (Indicate recommendation in the comments column, sign here.)		

IC ethics officials will submit the request package as directed in the SOP “IC SOP: Preparation and Submission of Request for ACD Clearance of an Award with Cash Prize.”

NIH ETHICS OFFICE

<p>Instructions: Confirm accuracy and completeness of IC review by initialing each row in the NEO Confirm column above. In addition, if OGC review is indicated, check the applicable box(es) to the right.</p> <p>NEO Specialist Name:</p> <p>NEO Specialist Recommendation:</p> <p>Additional Comments:</p> <p>Signature/Date:</p>	<p>OGC Ethics Division Review (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> First time award. <input type="checkbox"/> Offered by foreign entity. <input type="checkbox"/> Requires a lecture and has cash gift. <input type="checkbox"/> Gifts (other than 348 travel) are offered, e.g., research support going to the NIH or a third party. <input type="checkbox"/> Cash prize offered by US Government agency. <input type="checkbox"/> NEO concerns, request further review. Indicate concern (e.g., private foundation).
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