

Date Received

EMIS ID #

Ethics Official

IC

Employee Name

Date Sent to NEO

REMINDER: Do NOT dispatch NIH-2854 until approval is received

AWARD INFORMATION:

PLEASE NOTE: IC Ethics contact with the Award Sponsor is limited – for additional information see the IC SOP: Award with Cash Prize

Full Name of Award

Award Sponsor

Event Date

Event Location

Contact Name

Phone Number

Email

Total Cash Value Associated with Award

\$

Items of Little Intrinsic value being offered?

Yes

No

Other*

Is there event expenses being accepted under the WAG mechanism?

Yes

No

Other*

Are there travel expenses being accepted under Sponsored Travel?

Yes

No

Other*

Has award been previously reviewed?

Yes

No

If yes, include EMIS ID number

If yes, what were the findings?

Can the employee's performance or non-performance of their official responsibilities have any effect on the donor (5 CFR 5501.111)? *Documentation **must** be attached*

Yes

No

Has employee been counselled not to cash the check or accept an electronic transfer of funds? *Documentation **must** be attached*

Yes

No

*Other – please provide additional clarification below

IC Ethics Official Signature