

Reminders for HHS 520 Outside Activity Requests

- The submission deadline to NEO is six weeks in advance of the activity start date. If employee receives invitation less than six weeks prior to start date, it must be submitted to NEO within 5 business days of employee’s receipt of the invitation.
- Ensure all outside activity requests are properly designated in NEES as being within or outside of NEAC’s jurisdiction. Refer to the [NEAC Manual Chapter](#) for complete details; do not rely solely on the automatic NEES classification.
- Confirm NEES populated employee’s title and grade on the HHS 520 form in the “Employee Information” section. If NEES did not populate, provide current title and grade to your NEO specialist via email.
- Ensure the estimated total time is broken down into hours/day, days/week, and weeks/year in the “Time” section.
- If employee is part-time at NIH, note this on the HHS 520 form in the “Recommendations” section.

Outside Activity	Documents to Attach to the HHS 520 in NEES
Teaching & Speaking	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Letter of invitation <input checked="" type="checkbox"/> Syllabus, outline, or other detailed description of subject matter and content material <input checked="" type="checkbox"/> Confirmation that reference to official position is compliant with § 2635.807(b) <input checked="" type="checkbox"/> NIH position description
Clinical Practice	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Letter of invitation, contract, and/or agreement <input checked="" type="checkbox"/> NIH 2657 <input checked="" type="checkbox"/> NIH position description <input checked="" type="checkbox"/> For Fellows Only – Supplemental Attachment for Moonlighting
Writing & Editing	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Letter of invitation <input checked="" type="checkbox"/> Publishing agreement, if executed <input checked="" type="checkbox"/> Description of writing content <input checked="" type="checkbox"/> Confirmation that reference to official position is compliant with § 2635.807(b) <input checked="" type="checkbox"/> NIH position description
Board Service	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Letter of invitation and/or notice of appointment <input checked="" type="checkbox"/> Duties of the board position <input checked="" type="checkbox"/> NIH position description
Legal Consulting & Expert Witness	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Letter of invitation <input checked="" type="checkbox"/> Legal complaint <input checked="" type="checkbox"/> NIH 2657 <input checked="" type="checkbox"/> NIH position description