

SUMMARY FORM: ANALYSIS OF CASH AWARD FOR ACD REVIEW

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

Initial Review Date: _____ Name of File: _____

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

NEO Folder Name: Q:\Award Reviews_____

ORGANIZATION SPONSORING THE AWARD

NEO

Sponsor Name	Location (city, state)	
Contact Person	Phone or Email:	
Is the sponsor:	Comments or Description	
Part of a foreign government? If yes, does award fit definition of educational scholarship under Foreign Gifts and Decorations Act (FGDA)?		
A 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.		
A private foundation? If yes, is the award open to the relevant public? (If yes, it meets self-dealing exception & prize is OK. If no, depending on employee position or salary, employee may not be able to accept the prize money.)		
Seeking official action from the employee, subordinate, or agency under employee's official responsibility (5501.111)?		

AWARD DETAILS

Award Name	
Presentation Event Name and Date (if applicable)	
Is this an Abstract, Travel, Poster, or other type award?	
Is the recipient expected to present a lecture? If yes, will the recipient receive the honor if no lecture is presented?	

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.)		
Is sponsored travel being used or would employee accept travel under 204(d)(3)?		
Regulatory criteria to confirm <i>bona fide</i>.		
The award is part of an established program of awards.		
The award is given on a regular basis or funded to ensure its continuation (first-time award).		
Recipient is selected pursuant to written standards.		
RECOMMENDATION (IC DEC or Designee):		
Signature/Date:		

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

Instructions: Confirm accuracy and completeness of IC review by initialing each row in the NEO column above. If OGC review is indicated, check the applicable box(es) to the right.

NEO Specialist Name:

NEO Specialist Recommendation:

Additional Comments:

Signature/Date:

OGC Ethics Division Review (check all that apply):

- First time award.
- Offered by foreign entity.
- Requires a lecture and has cash gift.
- Gifts (other than 348 travel) are offered, e.g., research support going to the NIH or a third party.
- Cash prize offered by US Government agency.
- NEO concerns, request further review. Indicate concern (e.g., private foundation or prior review more than 3 years prior).