

## Summary of Involvement of NIH Employees as Officers or Board Members

	Official Duty Participation		Outside (Personal) Activity as Officer or Board Member
	Federal Liaison	Officer or Board Member	
When is this role appropriate?	When an NIH representative to the outside organization is needed, i.e., spokesperson, but full voting membership is not appropriate.	When participation advances NIH programmatic or policy goals and voting participation is essential to achieve joint aims.	When participation is outside the scope of NIH job duties or the position requires the employee to participate in business decisions of the organization.
Can employee's NIH title be used?	Yes	Yes	No
Can NIH time and resources be used?	Yes	Yes	No. HHS "minimal use" policy regarding use of equipment does not apply.
Can compensation and/or travel reimbursement be provided?	No compensation can be provided. NIH can either pay for travel or accept travel reimbursement from the outside organization, with advance approval.	No compensation can be provided. NIH can either pay for travel or accept travel reimbursement from the outside organization, with advance approval.	Yes, with prior approval of an outside activity request to cover both duties and compensation and/or travel support. NIH may not accept travel through the sponsored travel process.
Special Considerations	Non-voting, non-fiduciary role. Cannot participate in business affairs, lobbying, or fund-raising activities.	Conflict of interest waiver is required. Individual circumstances of NIH duties are considered. Cannot participate in business affairs, lobbying, or fund-raising activities.	Need waiver or authorization to engage in official duties that involve the organization. Can participate in business affairs, lobbying, and fund-raising as representative of the organization. Limits on use of NIH title apply.
What approval is required?	Supervisor	Supervisor, ethics official, and Instituting Appointing Official. HHS Office of the General Counsel/Ethics Division review of waiver also required.	Supervisor and ethics official.
Links to forms	Official Duty Activity request memo template  <a href="http://ethics.od.nih.gov/forms/oda-all.doc">http://ethics.od.nih.gov/forms/oda-all.doc</a>	Official Duty Activity request memo template  <a href="http://ethics.od.nih.gov/forms/oda-all.doc">http://ethics.od.nih.gov/forms/oda-all.doc</a>	HHS-520 Request for Approval of Outside Activity  <a href="http://ethics.od.nih.gov/forms/HHS-520-1-06.pdf">http://ethics.od.nih.gov/forms/HHS-520-1-06.pdf</a>

For additional information, please contact the employee's Ethics Office:  
<http://ethics.od.nih.gov/coord.pdf>