

Checklist for Completing the NIH Conference/Meeting Approval Form (Attachment A)

1. Conference Date Confirmed (TBD is not allowed)
2. Conference Location Confirmed (TBD and various is not allowed)
3. NIH-827-1 Completed (used for conference space outside NIH Only)
4. Cost Per Attendee Completed (Total estimated cost must be divided by the "total number of attendees")
5. Justification Cost (If "Other", Explain below in detail):
6. Non-Federal Attendee Travel: <ul style="list-style-type: none">• Statutory Authority: We are paying for non-federal attendee travel under the statutory authority for one of the following: (1) Limited Procurement Exception (2) Grant Funds• Each Non-Federal Attendee must provide a deliverable (i.e. presentation or speech)
7. Funds: <ul style="list-style-type: none">• If already obligated, annotate in the remarks section of the Routing Slip• Provide copy of the contract details & NBS Acquisition Document Numbering to confirm funding availability
8. Agenda (The draft or final agenda for each meeting must state that meals and light refreshments are at the expense of the attendee. Attendees will be responsible for meals and/or light refreshments on their own, at their own cost. The government and/or government contractors are not involved in facilitating the provision of food and/or light refreshments.)