



C H A R T E R

ADVISORY COMMITTEE TO THE DEPUTY DIRECTOR FOR INTRAMURAL RESEARCH, NATIONAL INSTITUTES OF HEALTH

COMMITTEE OFFICIAL DESIGNATION

Advisory Committee to the Deputy Director for Intramural Research, National Institutes of Health

AUTHORITY

Authorized by 42 U.S.C. 282(b)(16), Section 402(b)(16) of the Public Health Services (PHS) Act, as amended. The Advisory Committee to the Deputy Director for Intramural Research, National Institutes of Health (Committee) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. App. 2).

OBJECTIVES AND SCOPE OF ACTIVITIES

The Committee provides independent advice and recommendations to the Deputy Director for Intramural Research (DDIR), National Institutes of Health (NIH), and other staff within the Office of Intramural Research (OIR) on the intramural staff training programs managed by its Office of Intramural Training and Education, technology transfer programs managed by its Office of Technology Transfer, the programs managed by its other three offices, the Office of Animal Care and Use, the Office of Human Subjects Research, and the Office of NIH History, and possible future research activities in the Intramural Research Program (IRP) to be encouraged by the DDIR.

DESCRIPTION OF DUTIES

The Committee will meet periodically to provide advice and recommendations on a rotating basis on the offices and programs within the Office of Intramural Research and include (1) the Office of Intramural Training and Education; (2) the Office of Animal Care and Use, (3) the Office of Human Subjects Research, (4) the Office of NIH History, (5) Office of Technology Transfer, and (6) any other program located in the Office of Intramural Research. Advice provided may include specific accomplishments, overall strengths and weaknesses of a particular program, as well as recommendations for areas of possible scientific interest in the IRP. The Committee may also consider the overall design, content, development and/or delivery of training programs to specific groups, as well as recommendations concerning program and policy development and resource allocation.

AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Committee will advise, consult with, and make recommendations to the Deputy Director for Intramural Research, NIH, as well as other office and program staff located within the Office of Intramural Research.

SUPPORT

Management and support services will be provided by the Office of Intramural Research, NIH.

ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual cost for operating the Committee, including compensation and travel expenses for members, but excluding staff support, is \$1,455. The estimate of annual person-years of staff support required is 0.20, at an estimated annual cost of \$12,865.

DESIGNATED FEDERAL OFFICER

The DDIR will assign a full-time or permanent part-time OIR employee to serve as the Designated Federal Officer (DFO) of the Committee. In the event that the DFO cannot fulfill the assigned duties of the Committee, one or more full-time or permanent part-time OIR or NIH employees will be assigned as DFO and carryout these duties on a temporary basis.

The DFO will approve or call all of the Committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all Committee and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH, or the DDIR.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Committee will be held approximately once within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5, U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Committee's functions, dates and places of meetings, and a summary of the Committee's activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.

DURATION

Continuing.

TERMINATION

Unless renewed by appropriate action, the Advisory Committee to the Deputy Director for Intramural Research, National Institutes of Health will terminate two years from the date the charter is filed.

MEMBERSHIP AND DESIGNATION

The Committee will consist of up to 15 members, including the chair, appointed by the Director, NIH (appointed members), and the Deputy Director for Intramural Research, who will serve as a nonvoting ex officio member of the Committee. Appointed members will be selected from outstanding leaders in private industry, academia, state governments, or other segments of the general public and for their knowledge and expertise in health care governance and management; operational aspects of large academic health care centers; clinical research; and other areas of importance to the Office of Intramural Research.

All appointed members must be eligible to serve as and will serve as Special Government Employees. Appointed members will be invited to serve for overlapping four-year terms. An appointed member may serve after the expiration of that member's term until a successor has taken office. A quorum for the conduct of business by the full Committee will consist of a majority of currently appointed members.

SUBCOMMITTEES

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Committee's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee/workgroup may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. Ad hoc consultants are not members, do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

RECORDKEEPING

Meetings of the Committee and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Committee and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal

Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

FILING DATE

August 15, 2021

APPROVED:

Lawrence A. Tabak -S
Digitally signed by
Lawrence A. Tabak -S
Date: 2021.07.31
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Date

Principal Deputy Director, NIH