

NATIONAL INSTITUTES OF HEALTH

CONFIDENTIAL FINANCIAL DISCLOSURE FILER DEFINED

The confidential financial reporting system set forth in 5 CFR 2634 Subpart I is designed to complement the public financial disclosure reporting system. Public financial disclosure report filers are delineated in the law, and additional positions may be identified by the Office of Government Ethics (OGE) as equivalent. Employees in other positions where the duties involve the exercise of significant discretion in certain sensitive areas may be required to file the confidential financial disclosure report. The purpose of this document is to assist the ICs with identifying positions where the incumbents must file the OGE-450 and to enhance consistency across the NIH.

A. Positions Subject to Filing

A position requires confidential disclosure when its duties and responsibilities require the employee to participate *personally and substantially* through decision or the exercise of significant judgment, and without regular personal involvement of the supervisor, in taking a Government action.

Personal and substantial participation occurs when an employee participates in a particular matter through: direct involvement; direct and active supervision of subordinates' involvement; decision; approval; disapproval; recommendation; investigation; or giving advice. Consider whether the employee's decision is independent or accepted with little or no review by the supervisor. A decision is substantial even if does not determine the outcome, i.e., when an employee's participation is significant to the success or failure of the matter. Personal and substantial participation does not include general knowledge, perfunctory involvement, or involvement in an administrative or peripheral issue relating to the particular matter.

Therefore, disclosure is required when official duties entail personal and substantial participation, without substantial supervision and review, in making official decisions or using significant judgment in the following activities:

- Contracting or procurement;
- Administering or monitoring grants, licenses or other benefits;
- Other activities in which the decision or action will have a direct and substantial economic effect on a non-Federal entity; or
- Serving in any other position that the NIH Deputy Ethics Counselor determines requires the incumbent to file to prevent a conflict of interest, appearance of favoritism or loss of impartiality (i.e., a real or apparent conflict of interest).

1. Contracting or Procurement

Covered positions include:

- a. Contracting officers and specialists, procurement analysts and agents, and any other employee with authority to obligate Federal funds. Included are:
 - all individuals with a warrant, regardless of level (i.e., all individuals with more than the \$3000 micropurchase authority, as they all have warrants);

- all contracting officers and specialists and procurement analysts at or above grade 13 or equivalent¹, and other individuals in the above positions who meet any other filing criteria; and
- all administrative officers (AO) at or above grade 12 or equivalent¹, and AOs and others at lower levels who meet any other filing criteria.

Excluded are positions where the only involvement in procurement is the submission of a purchase request on behalf of someone else, regardless of the value of the proposed purchase. Also excluded are employees whose involvement is limited to holding a purchase card, regardless of purchase authority (unless the employee has a warrant). In these two cases, the overall duties of such positions make remote the possibility that the employee will be involved in a real or apparent conflict of interest.

- Project Officers and other employees who are responsible for the technical monitoring of a contract, or who are personally and substantially involved in the initiation and development of a contract, e.g., providing personal and substantial input into the statement of work, the negotiation of a contract, or the selection of the vendor.

2. Administering or Monitoring Grants, Licenses or Other Benefits

Covered positions include:

- Grants Management Officers and Specialists with Grants Management Officer (GMO) authority (official authority to commit Federal funds).
- Technology Transfer Specialists and Technology Transfer Licensing Specialists.
- Extramural Health Scientist Administrators, Scientific Review Administrators, and other employees who oversee a scientific program and the progress of grants in his/her portfolio or area of scientific expertise. Examples of other covered positions titles include Scientific Review Group Leader, Program Manager, or Program Official.

Example 1: As a Health Scientists Administrator, Pat's duties involve assisting in the review of applications, determining relevance to IC programs, and making funding recommendations. Pat also manages a portfolio of already funded grant applications. In particular, Pat is involved directly in making funding recommendations for specific research applications. Pat's supervisor typically accepts these recommendations without further clarification. Such independent stewardship and the ability to affect the financial interest of outside organizations would be the basis for designating Pat as an OGE-450 filer.

Example 2: Nehad is a junior grants management specialist who assists with the administration of grants. Nehad's participation in such matters is reserved to providing more technical review of grants but does not complete assignments independently nor without significant guidance. Therefore, Nehad does not need to file a Confidential Financial Disclosure Report. Once Nehad is given significant authority to provide a technical review of grants and make recommendations and decisions that are generally accepted without further review (GMO

¹"Or equivalent" means those in other pay mechanisms but who have equal level of responsibility, including, but not limited to, Commissioned Officers, Title 42 appointees. An AO in the Commissioned Officer pay plan may have the same level of authority as a GS-12 AO. "Or equivalent" intends to capture those individuals.

authority), Nehad's participation would then be of a substantive nature that could affect the economic status of outside organizations seeking grants. Nehad would then file the OGE-450.

3. Positions with Other Duties Which Can Have an Economic Effect on non-Federal Entities

Covered positions include:

- a. All employee members of an NIH Institutional Review Board (IRB) or Data and Safety Monitoring Board (DSMB).
- b. All employees who serve as Principal Investigator or co-Principal Investigator on matters such as a clinical protocol, Cooperative Research and Development Agreement (CRADA), or M-CRADA.
- c. Senior level officials who have personal and substantial input into the programs and directions of the IC, such as employees whose responsibilities involve identifying new areas of research, analyzing grant or contract portfolios, or providing advice or proposing policy to top IC management. Examples of such positions include senior policy advisor, senior science policy advisor, special assistant, and similar positions which exercise substantial influence over IC programs and directions.

Example 1: Merced is a newly appointed intramural scientist whose specialized expertise warrants serving as a principal investigator on a new clinical protocol. Merced is required to file the OGE-450.

Example 2: Joni is a newly appointed intramural scientist who just finished post-doctoral training and is beginning a new career. Joni will serve as an Associate Investigator on multiple projects but not as a principle investigator. Joni is not required to file the OGE-450.

Example 3: As a special assistant to the IC Director, Kim's duties include, among other things, analyzing research grant and contract portfolios for adherence to policy. In this senior level position, Kim has personal and substantial input into IC policies regarding awarding research grants and contracts. Kim is required to file the OGE-450.

4. Other Positions

Other covered positions include:

- a. Supervisors, when any subordinate is required to file a confidential financial disclosure report.
- b. Intergovernmental Personnel Authority (IPA) appointees and detailees whose positions do not require filing the SF-278 but who otherwise meet any of the filing criteria.
- c. Deputy Ethics Counselors (DECs) and Ethics Specialists/Coordinators (ECs) who do not otherwise meet any of the above criteria, and other staff who participate personally and substantially in ethics actions, e.g., making a final determination regarding an ethics request or a financial disclosure report.

B. Exclusion

Any employee or group of employees may be excluded from all the reporting requirement if any IC DEC and supervisor recommend that a report is unnecessary because the possibility of any impairment to the integrity of the Federal Government is remote, and the NIH DEC agrees. Submit the recommendation in writing to the NIH Ethics Office.

C. Appeals

If an employee believes that s/he is improperly designated as a filer, s/he may appeal to the IC Deputy Ethics Counselor for reconsideration of the designation, who will evaluate the duties of the position and make a recommendation to the NIH DEC. All final determinations are under the jurisdiction of the NIH DEC, whose decisions are final. Submit the request for re-evaluation in writing to the NIH Ethics Office, with the memo routed through the IC DEC to the NIH DEC.