

HHS 520 TYPES OF ACTIVITIES AND DOCUMENTATION REQUIREMENTS SUMMARY

A	B	C	E	F	G	H
<p>Teaching, Lecturing & Speech Making <i>(includes legal testimony unless conducted as an incidental part of legal consultation)</i></p> <p>A-1 or A-2</p>	<p>Consulting</p> <p>B-1 or B-2</p>	<p>Clinical Practice</p> <p>C-1 or C-2</p>	<p>Service on Boards or Committees <i>Service on boards or committees of industrial concerns must be treated as consulting</i></p> <p>E-1 or E-2</p>	<p>Writing and Editing</p> <p>F-1 or F-2</p>	<p>Holding Office in a Professional Organization</p> <p>G-1 or G-2</p>	<p>Consulting with Law Firms, or Other Professional Activity</p> <p>H-1 or H-2</p>
<p>-Route slip -HHS-520 -Supplemental Form -NIH 2657 (Complete Part A; complete Section C if for legal testimony) -Notice and Excerpts -Invitation Letter/ Contract -Position Description/ Billet -Recusal</p>	<p>-Route slip -HHS-520 -Supplemental Form -NIH 2657 (Complete Parts A & B; complete Section C if for legal advice) -Notice and Excerpts -Invitation Letter/ Contract -Agenda if lecture included -Supplemental agreements: <i>Confidentiality, Consulting, Inventions</i> -Position Description/ Billet -Recusal</p>	<p>-Route slip -HHS 520 -Supplemental Form -NIH 2657 (Complete parts A & D) -Notice and Excerpts -Invitation Letter/ Letter/contract -Supplemental agreements: <i>Confidentiality, Consulting, Inventions</i> -Position Description/ Billet -Recusal</p>	<p>-Route slip -HHS 520 -Supplemental Form -NIH 2657 -Notice and Excerpts -Invitation Letter or Board Mission Statement -Listing of Board Members & Affiliations -Supplemental agreements: <i>Confidentiality, Consulting, Inventions</i> -Position Description/ Billet -Recusal</p>	<p>-Route slip -HHS 520 -Supplemental Form -Notice and Excerpts -Letter of Invitation -Supplemental agreements -Position Description/ Billet -Recusal</p>	<p>-Route slip -HHS 520 -Supplemental Form -NIH 2657 -Notice and Excerpts -Invitation Letter or Board Mission Statement/ contract -Listing of Board Members & Affiliations -Supplemental agreements: <i>Confidentiality, Consulting, Inventions</i> -Position Description/ Billet -Recusal</p>	<p>-Route slip -HHS 520 -Supplemental Form -NIH 2657 (Complete Parts A,B, -Notice and Excerpts -NIH 2657 (Complete Parts A,B,C) -Invitation Letter -Supplemental agreements -Position Description/ Billet -Recusal</p>

1. "1" as in A-1 means with compensation. Compensation includes travel expenses; "2" as in A-2 means no payments or travel reimbursement received
2. Employee and staff prepare HHS 520 outside activity request package
3. Supervisor reviews HHS 520 for relatedness to official duties, time and resource usage, and impact to program. Supervisor signs as recommending approval and forwards to NCI ARC or disapproves and returns to employee
4. ARC reviews HHS 520 for completeness and initials on Block 17.
5. NCI Ethics Office reviews 520 for any statutory or regulatory concerns, requests additional information as needed prior to approving or forwarding the NEAC for review.