

NIH Manual Chapter Concurrence and Approval Record

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NIH Manual Chapter Number and Title

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Instructions for Issuing Office:

1. Complete Sections A and B.
2. Sign in Section C and hand-carry the package to your NIH Manual System Contact.
3. After ALL signatures in Section C are obtained, send the final manual chapter (in paper and disk copy) and this form to the Office of Management Assessment (6011 Executive Blvd., Room 601G, MSC 7669).

Person to Contact in Issuing Office

Organization

Building and Room

Phone No.

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These organizations/committees reviewed the manual chapter: *(list each organization/committee)*

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Signature of Issuing Office Contact <i>(Same person as shown in Section A.)</i>	Typed Name	Date	
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Signature of Concurring Official <i>(optional)</i>	Date	Signature of Concurring Official <i>(optional)</i>	Date
Signature of Organization Head of the Issuing Office <i>(REQUIRED)</i>	Date	Signature of Concurring Official <i>(optional)</i>	Date
Approval: Signature and Title of Approving Official <i>(DDM, DDIR, DDER, NIH CIO, NIH Deputy CFO, or Director of Human Resources, NIH) (REQUIRED)</i>			Date Approved

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