

Record of Loan/Donation of Personal Property to Foreign Countries

(under P.L. 93-353)

For PPB use

Loan/Donation No.

INSTRUCTIONS: Follow instructions on reverse. Complete this form along with Form NIH 1884 (Request for Shipment) and Form NIH 1884-1 (Commercial Invoice). See your Property Custodial Officer for more information.

Shipping Request Reference No.

1. Custodial Area No.	2. ICD	3. <input type="checkbox"/> Loan <input type="checkbox"/> Donation
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4a. NIH Lender/Donor (<i>Name and address</i>)	5. Receiving Individual or Organization (<i>Name, address, and phone no.</i>)
4b. Phone No.	4c. FAX No.

6. Items to be Loaned/Donated

6a. DECAL NO.	6b. DESCRIPTION <i>(include manufacturer, model, and serial no.)</i>	6c. QUANTITY	6d. ACQ. COST	6e. CONDITION

7. JUSTIFICATION: Explain the benefit of proposed loan/donation to the NIH mission.

8a. FOR LOANS ONLY: This property will be used solely for a cooperative endeavor (not to exceed one year) commencing _____ and ending _____, unless terminated at an earlier date by either party. I agree to be responsible for any damages and/or repairs necessary as a result of usage, prior to return of the property and will not loan the property to third parties.	8b. Borrowing Official (<i>signature and date</i>)	8c. Typed Name and Title
	8d. Date Returned to NIH	8e. Signature of ICD Property Custodial Officer <i>when property has been returned</i>

Clearance

9. Recommending Lab or Branch Chief <i>To the best of my knowledge, the borrower/donee is not engaged in illicit research and can adequately maintain/repair this property.</i> Signature and Date Title	12. Chief, Personal Property Branch, Div. Logistics (<i>signature, title, and date</i>)
	13. Chief, Internatl. Coord. & Liaison Branch, FIC (<i>signature and date</i>)
10. ICD Property Custodial Officer or PMR (<i>signature and date</i>)	14. Deputy Director for Intramural Research, NIH (<i>signature and date</i>)
Phone No.	15. Director, Division of Logistics (<i>signature and date</i>)
Fax No.	

11. ICD Executive Officer (<i>signature and date</i>)	<i>Distribution of Copies:</i> <input type="checkbox"/> Personal Property Branch, DL <input type="checkbox"/> Recommending Lab or Branch Chief <input type="checkbox"/> ICD Property Custodial Officer <input type="checkbox"/> Shipping Officer, SRB, DL
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Instructions for Completing Form NIH 2489-1 Record of Loan/Donation of Property to Foreign Countries

- | <i>Block</i> | <i>Instructions</i> |
|---|---|
| 1. Custodial Code | Ensure the correct number is used. |
| 2. ICD | Enter the Institute, Center, or Division which owns the property. |
| 3. Loan/Donation/etc. | Check the appropriate box and include the contract/grant number, if applicable. |
| 4. NIH Lender/Donor | Provide the name, address, phone and fax numbers of the NIH requestor. |
| 5. Receiving Indiv/Org | Enter the complete name, organization and address of the borrower/donee. |
| 6a. Decal No. | Enter the number from the decal on the property. All accountable property must be decaled before a loan/donation is authorized. |
| 6b. Description | Include the noun description, manufacturer, model and serial number (if applicable) of each item loaned/donated. Supplies also must be listed. |
| 6c. Quantity | Enter the quantity of each item loaned/donated. |
| 6d. Unit | Enter the unit of issue for each item. |
| 6e. Acq. Cost | Enter the total original acquisition cost of each item. |
| 6f. Condition | Present condition of the item using the following system:

A1 - Unused/Good
A2 - Unused/Fair
A3 - Unused/Poor
A4 - Used/Good
A5 - Used/Fair
A6 - Used/Poor
B7 - Repairs Required/Good
B8 - Repairs Required/Fair
B9 - Repairs Required/Poor |
| 7. Justification | Concisely state the benefit this property loan/donation will be to the NIH mission. |
| 8a. For Loans Only | Enter the beginning and ending date for the loan. (Mo/Dy/Yr) |
| 8b. Borrowing Official | Signature of the official who will be responsible for the borrowed property. |
| 8c. Date Returned to NIH | Complete when the borrowed property is returned to NIH. |
| 8d. Signature of ICD PCO | Obtain the signature of the ICD Property Custodial Officer when the property is returned to NIH. |
| 9. Recommending Lab/Branch Chief: | Provide signature and title and attach supporting documents, such as FIC Award Letter, AID Funding Documents, PHS agreements, State Department Funding Documents, etc. |
| 10. ICD Property Custodial Officer or PMR: | Enter the signature and date to indicate concurrence. Enter the telephone and FAX numbers in the blocks below. PMR enter into PMIS. |
| 11. ICD Executive Officer: | Enter signature to indicate concurrence. |
| 12. Personal Property Branch: | Verify form for accuracy and completeness, and ensures all ICD signatures are on the form NIH 2489-1. Ensure accountable property is decaled, check acquisition cost, and write tracking number on the document. PPB equipment specialist as program coordinator can serve as liaison with the Departments of Commerce & State to ensure legality. The Chief, Personal Property Branch, signs here. |
| 13. Chief, International Coordination & Liaison Branch, FIC: | Signature indicates foreign policy clearance completed. |
| 14. Deputy Director for Intramural Research: | Signature indicates loan/donation approval. |
| 15. Director, Division of Logistics: | Signature and return form to the Personal Property Branch/Shipping & Receiving Branches for property accountability and shipping actions. |