

# Request for Publication and Speech Clearance

(Use prescribed by NIH Manual 1183 and 1184)

Date Received

Publication No.

Approved By

Date

## Instructions

Forward the original (white) and second (yellow) copies of this form, with two copies of the material to be cleared, to:

Editorial Operations Branch, Division of Public Information, OC/OD.

Keep the last copy for your records. For detailed instructions, refer to NIH Manual Chapters 1183 and 1184.

## Privacy Act Statement

The Privacy Act of 1974 [5 U.S.C. 552a(e)(3)] requires that when an individual is asked to furnish information to a government agency certain information about the request is to be provided to the individual. NIH seeks this information

pursuant to Executive Order 11222 which is the authority underlying the DHHS *Standards of Conduct* (45 CFR part 73). Your providing this information is entirely voluntary, but necessary in order to obtain advance administrative approval of the proposed activity.

The purpose for which the information is to be used is to determine whether the proposed publication or speech is consistent with, and approvable under, applicable regulations (45 CFR part 73) governing outside activities by employees. Routine use: Administrative reference and availability to the affected employee for 1 year after which the form is destroyed. There are no uses of this information that contemplate its transfer outside of DHHS. Failure to provide the information requested shall result in the request being denied. Copies of approved forms are maintained in the Editorial Operations Branch, OC, OD.

## Requester and Material Information

Requester's Name

Title

Institute, Center, or Division

Phone No.

Building

Room

Title of material to be cleared

Author(s) (Name and title)

Intended Distribution or Use (For scientific manuscripts or speeches, show name of journal or name, date and sponsor of meeting)

Will this publication or speech disclose new data that would be considered an invention or impact on patent rights?

Yes →  
 No

If yes, the ICD signatory official certifies below that an Employee Invention Report and the proposed disclosure data have been submitted to the appropriate ICD Technology Development Coordinator.

Proposed date of publication or speech:

## Reviews and Approval

### WITHIN ORIGINATING INSTITUTE, CENTER OR DIVISION

Signature

Title

Date

### OUTSIDE ORIGINATING INSTITUTE, CENTER OR DIVISION

Complete this section only when subject matter involves—to an important degree—a program of another ICD.

Signature

Title

Date

### DIRECTOR OF INSTITUTE, CENTER OR DIVISION, OR DESIGNEE

**I have reviewed this material and recommend it be published or presented as indicated above. I have determined that it is in compliance with NIH policy and constitutes the best means of reaching the intended audience.**

Signature

Title

Date