May 21, 2012

MEMORANDUM

To: NIH Executive Officers

NIH Acquisition Community

NIH Grants Management Community

NIH Project Officers

Intramural and Extramural Administrative Management Committee Chairs

From: Deputy Director for Management, NIH

Deputy Director for Extramural Research, NIH

Subject: NIH Guidance Related to the HHS Policies on Promoting Efficient Spending: New Obligations Moratorium

On May 11, 2012, the Office of Management and Budget issued Memorandum M-12-12 entitled “Promoting Efficient Spending to Support Agency Operations” (attached). The memo describes a series of policies and best practices designed to ensure that the use of Federal funds are both appropriate and cost effective.

In support of the administrative directives contained in the OMB memo, the Department of Health and Human Services (DHHS) is in the process of developing guidance for DHHS OPDIVs which will include a new review and approval process for conferences. NIH will provide additional information related to the DHHS policy once it is released.

The goal of this memo is to specifically address one directive in the OMB memo which requires agencies to suspend incurring new obligations for conferences until the reviews of conferences exceeding $100,000 is completed. This moratorium is effective immediately and applies to:

* New obligations only
* All HHS-sponsored/hosted conferences and conference grants.

This moratorium will remain in effect until further notice. Note that the moratorium does not apply to obligations for travel to conferences that are not sponsored or hosted by DHHS. DHHS is working as quickly as possible to operationalize the OMB memo so as not to have a lengthy interruption in the business processes of the Agencies.

In an effort to maintain consistent communications, for those funds which have been committed but not obligated, NIH staff should address any questions regarding the policies and their implementation to the following NIH contacts:

* Questions regarding contract related conferences should be directed to Theresa Garnes at [Theresa.Garnes@nih.gov](mailto:Theresa.Garnes@nih.gov) and Diane Frasier at [Frasierd@mail.nih.gov](mailto:Frasierd@mail.nih.gov).
* Questions regarding grants should be directed to Joe Ellis at [Joe.Ellis@nih.gov](mailto:Joe.Ellis@nih.gov) and Michelle G. Bulls at [bullsmg@mail.nih.gov](mailto:bullsmg@mail.nih.gov).

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**Attachment:** OMB Memorandum M-12-12

[http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-12.pdf](http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-12.pdf" \o "site of OMB Memorandum M-12-12)