ATTACHMENT G – EXEMPTION DETERMINATION – Template

**MEETING/EVENT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In accordance with NIH Efficient Spending Policy Section 1.5, certain events may meet the exemptions listed at Exhibit 1. However, the four specific types of events listed below are complex and require the IC Executive Officer to determine that this exemption is valid.

The above titled meeting or event is not considered a conference and is exempt from the request, approval, and reporting requirements of the NIH Efficient Spending Policy based on the exemption below.

**EXEMPTION CLAIMED:**

* Federal Employee’s day-to-day operational or managerial activities that may in certain instances involve limited travel.
* Site and Technical Assistance visits of a specific site or series of sites to fulfill a specific program’s oversight or assistance requirements.
* General staff meetings that are a daily or regular occurrence and within the normal course of business [that may in certain instances involve limited travel], such as a meeting that takes place bi-weekly to discuss the previous week’s events and/or where certain employees from another region attend to weigh in on the specific topic.
* Scientific meetings with a specific investigator or investigating team regarding a specific item, area of scientific inquiry, or public health need.

**JUSTIFICATION (include detailed explanation):**

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Executive Officer’s Signature

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Executive Officer’s Name

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