MEMORANDUM

To: NIH Executive Officers

Extramural Program Management Committee

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: Exemption of Peer Review Meetings from the Requirement to use Federally Controlled Space

The HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publication dated June 7, 2012, and NIH’s companion guidance dated June 15, 2012, states a Peer Review/Objective Review meeting does not meet the definition of a “conference”, however the guidance requires that all meetings be held in federally-controlled space whenever practicable and cost effective. Given the number of NIH peer review meetings conducted each year, and the importance of peer review to the conduct of scientific research, it is neither practical nor cost effective for the NIH to conduct its peer review meetings in Federal Government controlled space. **For this reason, the NIH in consultation with the ASFR, has determined that peer review meetings are exempt from the requirement to hold meetings in Federal facilities.**

While the NIH peer review meetings are exempt from having to utilize federal space, the peer review community is encouraged to look at the merits and flexibility of applying the latest technologies such as video conferencing or holding peer review/study section meetings in NIH or other federally controlled meeting space, if it is practical and cost effective to each particular meeting.

As a reminder, it is the Department’s policy that OPDIVs and STAFFDIVs, including NIH shall not use appropriated funds (whether from an annual appropriation, multi-year appropriation, appropriated user fee, mandatory appropriation, gift funds, or reimbursements from such appropriations, etc.) to purchase food (whether for conferences or meetings; for meals, light refreshments, or beverages; or for Federal or non-Federal participants).

Questions regarding this memorandum should be directed to [EfficientSpendingPolicy@NIH.gov](mailto:EfficientSpendingPolicy@NIH.gov).

/s/ /s/

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Colleen Barros Sally J. Rockey,Ph.D

**From:** Frasier, Diane (NIH/OD) [E]

**Sent:** Tuesday, November 27, 2012 2:28 PM

**To:** List EOFULL-L; 'AMC-MEMBERS@LIST.NIH.GOV';

**Cc:** Barros, Colleen (NIH/OD) [E]; Rockey, Sally (NIH/OD) [E]; Bulls, Michelle (NIH/OD) [E]; Armstead, Mary (NIH/OD) [E]; Smith, Mary (NIH/OD) [E]; D'Ascoli, Nicholas (NIH/OD) [E]

**Subject:** Exemption of Peer Review Meetings from the Requirement to use Federally Controlled Space

Hello all – the attached memorandum is sent on behalf of the DDM, Ms. Colleen Barros and the DDER, Dr. Sally Rockey.

The attached memo provides notification of the exemption of peer review meetings from the DHHS requirement to hold conferences/meetings in Federal facilities.  Questions regarding this memo should be addressed to [EfficientSpendingPolicy@NIH.gov](mailto:EfficientSpendingPolicy@NIH.gov).  Thank you.

**Diane J. Frasier**

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