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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NIH Logo image:The sentence of National Institutes of Health distribute as a circle, a small triangle is in the center of the circle | | | | REQUEST FOR FINANCIAL ADVISORY SERVICES | | | | | | | | | | | OAMP Logo image: The sentence of Office of Acquisition Management and Policy distribute as a circle in blue, a small blue lightning is in the center of the circle |
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| Date: | |  | | | | |
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| To: Special Reviews Branch  Division of Financial Advisory Services (DFAS)  Office of Acquisition Management and Policy  6701 Rockledge Dr., 4th Floor, Rockville MD 20817  Phone: 301-402-6079  Fax: 301-402-0177  email: [Sheila.brown@nih.gov](mailto:Sheila.brown@nih.gov) | | | | | | | | | | | | | | | |
| **REQUESTING OFFICIAL:** | | | | | | | | | | |
| Request made by: | | | | |  | | | | | | |  | |
| (Name) | | | | | | | (Title) | |
| Phone / Fax No. | | | | |  | | | | | | |  | |
| (Phone) | | | | | | | (Fax) | |
| ICD / Office: | | | | |  | | | | | | | | |
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| **SERVICES REQUESTED:** | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | Accounting System Review | | | | | | |  | Financial Capability Review | | |  | Cost Analysis | |
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|  | Other Financial Review: | | | | | | | | | | | | | |
|  | (Please include a brief explanation of the services needed in the box below.) | | | | | | | | | | | | | |
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| Results requested by: | | | | | |  | | | | | | \* (Subject to workload and available personnel) | | | | |
| Date | | | | | |
| Institution Name: | | | | |  | | | | | | | | |
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| Official Contact: | | | | |  | | | | | | |  | |
| (Name) | | | | | | | (Title) | |
| Phone / email: | | | | |  | | | | | | |  | |
| (Phone) | | | | | | | (email) | |
| \*\* INSTRUCTONS: Please submit all requests to Chief, Special Reviews Branch. Please provide copies of the following documents: (for grants) grant application cover page, budget, budget justification, checklist, and any other relevant business data (e.g., company financial statements); (for contracts) a copy of the business proposal and any other relevant business data. | | | | | | | | | | | | | | | | |