

NIH-RELATED ACTIVITIES & PERSONAL CAPACITY (OUTSIDE) ACTIVITIES FOR NIH TRAINEES

BEFORE REFERRING TO THIS CHART: Consider if you have any personal outside interests or relationships with the outside organization involved in the proposed activity. If you do, call your Deputy Ethics Counselor.*

18-May-09

This chart illustrates a variety of professional activities in which NIH trainees often engage and describes whether or not these activities are permitted and the approval process. If there is potential for conflicts, the DEC for your Institute should be consulted. As noted in the chart, most often these activities can be approved by the supervisor. Thus this chart should be used for guidance to steer the supervisor and trainee towards the right decision. While the chart is quite comprehensive, there may be other activities not covered here that the supervisor and trainee should discuss accordingly.

Trainee Types: Summer Intern; Predoctoral; Post-baccalaureate; Technical; IRTA /CRTA Postdoctoral fellow; VF Postdoctoral fellow

| Activity | Not Permitted | Supervisory Approval Needed | SD Review or Approval | DEC/EC Review | Notes |
|---|---------------|-----------------------------|-----------------------|---------------|--|
| NIH-RELATED ACTIVITIES (for non-FTE Trainees) - Uncompensated | | | | | |
| Speaking | | | | | |
| Invited scientific presentations at grantee or collaborating institutions | | X | | | Supervisor review of content recommended. Travel outside NIH must be approved and carried out on travel order. Copy of review form to be included in trainee's file. |
| Speaker or panel participant at Professional Society Meetings | | X | | | Supervisor review of content recommended. Travel outside NIH must be approved and carried out on travel order. Copy of review form to be included in trainee's file. |
| Poster presentations at Professional Society Meetings | | X | | | Supervisor review of content recommended. Travel outside NIH must be approved and carried out on travel order. Copy of review form to be included in trainee's file. |
| Presenting a seminar or participating in a panel discussion | | X | | | Supervisor review of content recommended. Travel outside NIH must be approved and carried out on travel order. Copy of review form to be included in trainee's file. |
| Writing | | | | | |
| Scientific Review article for journal | | X | | | In collaboration with their scientific advisor describing areas of specific scientific interest. |
| Submission of article to journal as author | | X | | | Clear manuscript before submission to journal pursuant to IC's procedures. |
| Letter of reference for NIH colleague | | | | | Review not required |
| Activity with Professional Organizations | | | | | |
| Membership in Professional Organization | | | | | Review/approval not required |
| Officer of Professional Organization | | X | X* | | Travel outside NIH must be approved and carried out on travel order. |
| Committee member or chair | | X | X* | | Travel outside NIH must be approved and carried out on travel order. |
| Attending Professional Organization's Events | | X | X* | | Travel outside NIH must be approved and carried out on travel order. |
| | | | | | * If travel required |

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| Scientific Collaborations | | | | | |
| Collaboration with NIH scientist or outside investigator | | X # | | | Discussion, review and approval by supervisor. # If VF, must also consult with DIS/ORS. |
| Agreements | | | | | |
| CRADAs | X | | | | |
| MCRADAs | X | | | | |
| Serve as PI on clinical protocol | X | | | | May be listed as Lead Associate Investigator; provide assurance that no Conflict of Interest (COI) exists. |
| PERSONAL CAPACITY ACTIVITIES Appropriate for Non-FTE Trainees, Compensated | | | | | |
| Teaching a class or course for FAES for compensation | VF* | X | | | Approval for time. If compensation is >\$2,500, signed request and approval document for trainee's file. Provide details of activity, hours involved and amount of compensation |
| Teaching classes for University or outside agency | VF* | X | | | Approval for time. If compensation is >\$2,500, signed request and approval document for trainee's file. Provide details of activity, hours involved and amount of compensation |
| Teaching a CME accredited course | VF* | X | | | Approval for time. If compensation is >\$2,500, signed request and approval document for trainee's file. Provide details of activity, hours involved and amount of compensation |
| Speaking at an outside activity in place of their advisor | VF* | X | | | Approval for time. If compensation is >\$2,500, signed request and approval document for trainee's file. Provide details of activity, hours involved and amount of compensation |
| Grand Rounds | VF* | X | | | Approval for time. If compensation is >\$2,500, signed request and approval document for trainee's file. Provide details of activity, hours involved and amount of compensation |
| Clinical Practice (not at NIH CC) | VF* | X | | | Must have current license to practice in state, evidence of medical insurance coverage, approval that hours do not interfere with research projects. Documentation of review for trainee's file. |
| Serving on a data and safety monitoring board under limited circumstances | VF* | X | X | | Signed request and approval document for trainee's file. Provide details of activity, hours involved and amount of compensation |
| Review of fellowship applications for non-governmental organizations | VF* | X | | | Signed request and approval document for trainee's file. Provide details of activity, hours involved and amount of compensation |
| Serving as an expert witness in limited circumstances | VF* | X | X | X | Signed request and approval document for trainee's file. Provide details of activity, hours involved and amount of compensation |
| Submission of a chapter for a book, journal article or invited paper based upon previous experience that may involve royalties. NOT NIH activity. | VF* | X | | X | <i>If potential for royalty payments, consult DEC for advice. Copy of review form to be included in trainee's file if royalties possible.</i> |

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|--|---------------|-----------------------------|-----------------------|--------------------------------------|---|
| PERSONAL CAPACITY ACTIVITIES Appropriate for Non-FTE Trainees, Uncompensated | | | | | |
| Grant Application Preparation | | | | | Review not required |
| Job Interview seminars | | X | X | | Trainee is permitted to speak about current and past research conducted while at NIH. Travel reimbursement in kind; honoraria are not permitted. |
| *Activity is NOT prohibited, but foreign trainees are not permitted by their J-1 visas to accept compensation for work outside the NIH unless they consult with DIS and receive an exemption from the DDIR. If other visa type held, please verify conditions and discuss with DIS. | | | | | |
| AWARDS FOR TRAINEES | | | | | |
| Scientific Meeting Awards (regularly offered) | | X | X ^ | | a. Affiliated with professional society or NGO b. Offered regularly c. Judged on scientific abstract submitted d. Number and amount of award fixed and supported by society, usually \$500-1,500 |
| Scientific Meeting Awards (on the spot) | | X | X ^ | | a. Awards offered during the course of the meeting by organizers b. Irregularly available c. Criteria based upon quality of poster & presentation d. Amount of award and number of awards is variable |
| Professional Society Awards | | X | X ^ | Review by NEO Sr. Scientific Advisor | a. Affiliated with professional society or NGO b. Offered regularly or irregularly c. Criteria related to overall quality of research achievements d. Amount of award is fixed, greater than \$2,500 de minimus , number limited |
| | | | | | ^ Tracking not required - can be done at discretion of SD. |
| *Note: You may need separate administrative approval for some of these activities, e.g., travel (either government-paid or non-governmental sponsored). This table does not give guidance on administrative requirements. Trainees should consult with their Administrative Officer. | | | | | |