**Example Transmittal Sheet and Chapter Template**

**Instructions:** Follow format below and replace information within brackets {} with appropriate information that applies to your chapter.

**NIH POLICY MANUAL**

**{Chapter Number} – {Chapter Name}**

**Issuing Office: {Organization Acronym} Phone: {Phone Number}**

**Issuing Office Website: {Link for website relevant to Chapter}**

**Release Date: {MM/DD/YYYY (date form 414-7 is signed)}**

1. **Explanation of Material Transmitted:** {**Revision or New:** Insert brief statement about chapter content and provide a summary of revisions. **Rescission:** Insert description of why the chapter is being rescinded and where the audience could find guidance relating to the subject matter. (i.e., [*https://policymanual.nih.gov/browse/rescinded*](https://policymanual.nih.gov/browse/rescinded))}
2. **Filing Instructions:**

**Remove:** NIH Policy Manual, Chapter {Number}, dated {MM/DD/YYYY}

**Insert:** NIH Policy Manual, Chapter {Number}, dated {MM/DD/YYYY (date form 414-7 is signed)} (Note: Rescission; Insert = None)

**PLEASE NOTE:** For information on:

* Content of this chapter, contact the issuing office listed above.
* NIH Policy Manual, contact the Division of Compliance Management, OMA on

301-496-4606, or enter this URL: <https://oma.od.nih.gov/DMS/Pages/Manual-Chapters.aspx>.

**Instructions:** Follow format below and replace information within brackets {} with appropriate information that applies to your chapter. Sections for Purpose, Audience/Scope, Policy, and Roles/Responsibilities are required. However, additional section headings are included here for an example and can vary.

# Purpose:

# Scope:

# Background:

# Policy:

# Responsibilities: (Example of Formatting for descending parts)

1. (Text)
   1. (Text)
2. (Text)

* (Text)

# Procedures:

**Note:** The procedures section of the manual chapter is designated to provide a general explanation only and is not to include a Standard Operating Procedure (SOP). Any SOP that is to be included in the chapter is to be added as an appendix. Appendices can be easily updated as needed without formal review.

# References:

1. NIH Policy Manual, Chapter 1743 *Managing Federal Records*, available at: <https://policymanual.nih.gov/1743>

# Definitions:

Appendix 1: {title of supporting information/document}

[Use appendices to include detailed procedural information, a link to SOPs on the issuing office's website, definitions or references that are too lengthy for inclusion in the main body of the chapter, or other supporting information useful to the reader. Appendices can be easily updated as needed without formal review.]