

Peer Review Employment Certification Form Information and Resources

In 2022, Congress passed legislation that had the effect of lifting a longstanding statutory prohibition against interagency financing in support of NIH peer review committees. As a result, qualified individuals employed by Federal agencies outside the Department of Health and Human Services (non-HHS) are eligible to participate in NIH peer review committee activities as part of their official Federal duties if and when their employing agencies approve.

In response to the new legislation, NIH created a new policy, effective January 25, 2024. The new NIH policy requires Federal reviewers to certify they have received agency approval (if employed by a non-HHS agency) or supervisor approval (if employed by an HHS agency) to participate in peer review activities. In cases of dual appointments (employed by a Federal agency and a non-Federal organization or institution), prospective members must determine in which capacity they choose to serve and sign the appropriate certification. A certification is also available for non-HHS Federal employees who choose to participate in peer review activities as a personal or “outside” activity. When accessing the eRA Internet Assisted Review (IAR) system, all reviewers will be asked to certify their employment status.

The Employment Certification for Participation in a NIH Peer Review Committee is located [here](#).

For additional information, please review [section 708 of the Consolidated Appropriations Act, 2022](#); which is the legislation that lifted the prohibition against interagency financing.

Employment Certification for Participation in a NIH Peer Review Committee

Committee Name: _____

Appointment Term: _____

Name of Member: _____

CERTIFICATION FOR NON-HHS FEDERAL EMPLOYEES

_____ I am a Federal employee/hold a Federal appointment (full- or part-time) at a non-HHS Federal agency and I certify that I received agency approval to participate in NIH peer review committee meetings and related activities as part of my official duties. As such, I am NOT entitled to receive reviewer reimbursements, such as honoraria, flat rate, and travel.

OR

_____ I am a Federal employee/hold a Federal appointment (full- or part-time) at a non-HHS Federal agency and I certify that I will not be engaging in peer review committee meetings and related activities as part of my official Federal duties, but rather in my personal capacity as an outside activity. I understand that I must comply with the requirements of my employing agency regarding outside activities, and I will not attend peer review committee meetings or perform related activities while on official duty time or using the resources of my employing agency, except to the extent allowable under the agency's de minimis use policy, if applicable. As such, I am entitled to receive non-Federal reviewer reimbursement which includes honoraria, flat rate, and travel. I acknowledge that by serving in this capacity I will be listed on the roster only as consultant with no institutional affiliation noted.

CERTIFICATION FOR INDIVIDUALS WITH DUAL APPOINTMENTS PARTICIPATING ON BEHALF OF NON-FEDERAL ORGANIZATIONS OR INSTITUTIONS

_____ I am an individual who has a dual appointment (Federal employee & non-Federal organization or institution) and I certify that I will be attending peer review committee meetings and performing related activities on behalf of my non-Federal organization or institution (duties to be performed will NOT be under my Federal responsibilities and I will NOT use federal time or resources). As such, I am entitled to receive non-Federal reviewer reimbursement which includes honoraria, flat rate, and travel.

CERTIFICATION FOR EMPLOYEES OF HHS OR ANY HHS COMPONENT

_____ I am a Federal employee/hold a Federal appointment with HHS or an HHS component and I certify that I have received approval from my supervisor to participate in NIH peer review committee meetings and related activities as part of my official duties.

Signature

Date