

# NCI HHS-348 Sponsored ODA Checklist

## Ethics Package Required Documents

- Ethics package route slip**
  - Initialed by administrative officer, planner, traveler, and supervisor
- Official Duty Activity memo (one memo per sponsor)**
  - All fields completed with appropriate information (organization, dates, sponsored amount, etc.)
  - Benefit to the Government statement
  - Traveler's signature
  - Supervisor's signature
- Invitation letter**
  - NO FEDERAL FUNDS statement included
  - Sponsor clearly identified with name and address (sponsor is who will be writing the check to DHHS/NIH)
  - List of the sponsored expenses and their methods of reimbursement (in-kind or reimbursed)
  - Date and location of meeting/conference
  - Purpose of trip
- Background information**
  - Agenda (including meals, social events, and date, time, and title of traveler's talk)
  - Grant, CRADA, etc.
- Widely Attended Gathering (WAG) form (if applicable)**

Include a WAG request for all social events that are not included in a registration fee.

  - All fields completed with appropriate information (attendees, purpose, value, etc.)

Note: Complete "Full Name of Event" section with the name of the social event that the traveler is requesting WAG approval to attend (not the name of the conference/meeting).

  - Traveler and supervisor's signature
  - Agenda, email communication, and background information for social event