From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Sponsored travel documents from meetings held week of July 12th
Date: Thursday, July 22, 2010 3:17:48 PM
Attachments: NCI ODA for Spons Travel Route Slip.doc
ODA Sponsored Travel Template DRAFT.pdf
ODA Memo Helpful Hints DRAFT.pdf
NCI Spons travel Checklist Ethics.pdf
NCI Ethics Review of ODA for 348.pdf
NCI Sponsored Travel ETHICS DOs and DONTs.pdf
ODAsamplepackage.pdf
Sponsored Travel Route Slip Draft063010.pdf
Checklist for Sponsored Travel Final V2.pdf
Sponsored Travel Package Job Aidrevised063010.doc
NCI Spons Travel Statistics.pdf
Instructions for Integrated Notification of Foreign Travel.docx
Instructions for Individual Trip Reports.docx
Trip Report fillable form.pdf

From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, July 15, 2010 6:56 PM
To: Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: Meredith, Kristin (NIH/NCI) [C]; Wahlert, Shari (NIH/NCI) [E]; NCI ARC Managers; NCI ARC Deputy Managers
Subject: Sponsored travel documents from meetings held week of July 12th
Importance: High

NCI HPOCs: Please disseminate these documents to your planners and approvers. I have attached the following documents which were included in the Sponsored Travel Package Process meetings held from July 13-15:

1) **Route slip for ODA sponsored travel package (mandatory form)**
2) ODA template for planners
3) ODA helpful hints for planners
4) ODA checklist for FTEs
5) NCI Ethics Review checklist for ODAs
6) Sponsored travel Do's and Don'ts
7) ODA package sample
8) **Sponsored travel package route slip** (**mandatory form—DRAFT watermark will be taken off and a new version will be sent next week—use this form in the meantime)**
9) Sponsored travel package checklist
10) Sponsored travel package job aid and cheat sheet
11) Error notice statistics
12) NFT Instructions
12) Trip Report instructions
13) Trip Report fillable pdf form (will be sent out in the future w/up to 6 destinations)

Thanks to all of you who attended the sponsored travel meetings that we held this week—I'm looking forward to working with all of you in the future and making sponsored travel a better and more efficient process!

Deb

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