

## Use of NIH Letterhead Chart

Legend: **E**=Extramural; **I**=Intramural; **B**=Both Extramural and Intramural Responsibilities

Activity	Not Permitted	No Formal Approval Needed	Supervisory Approval Needed	Other Clearance Needed	Notes
Reference Letters for colleagues with whom you have or had interactions while at the NIH, or persons who are applying for U.S. government jobs		<b>E, B, I</b>			May use government letterhead and sign letter with official title. However, extramural employee may not write such a letter for an investigator in his/her portfolio
Letters of Recommendation from superior to subordinates		<b>E, B, I</b>			May use government letterhead and sign letter with official title. Can be included in grant applications (K99 and R00)
Letters of support for collaboration on NIH extramural applications	<b>N/A for E</b>			<b>B, I</b>	Approval by SD after consultation with the extramural program director. IC Directors must write letters as intramural scientist on the lab's IC letterhead
Letters of support for collaboration on NIH extramural applications	<b>E, B, I</b>				Prohibition includes representations to other govt agencies. Permissible if part of official request through Division Of International Services, ORS.

Other reference websites:

Letters of Recommendation: <http://ethics.od.nih.gov/topics/recommend.htm>

Visa Letters: <http://ethics.od.nih.gov/topics/visa-ltr.htm>