

U.S. Department of Health and Human Services
Public Health Service

Information and Instructions for Completing Statement of Appointment (Form PHS 2271)

The PHS estimates that it will take 15 minutes to complete this form. This includes time for reviewing the instructions, gathering needed information, and completing and reviewing the form. If you have comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send comments to PHS Reports Clearance Officer, Room 737-F, Humphrey Building, 200 Independence Avenue, S.W., Washington, D.C. 20201, ATTN: PRA (0925-0001). **Do not return the completed form to this address.**

I. Introduction

Please read carefully the following instructions, including the Privacy Act statement at the end of these instructions, for use and submission of Form PHS 2271.

All items on the form must be completed unless otherwise indicated in these instructions. Items not found in these instructions are considered self-explanatory.

II. General Instructions

A. Application

A "Statement of Appointment" form covers the support of an individual from a particular budget period and is required for each new appointment, reappointment, or amended appointment of an individual receiving stipend, tuition costs, or travel expenses as a trainee under a PHS institutional training grant or salary as an appointee under a career development program award in which the institution selects and appoints the individual. The form (which is signed by both the individual and the Program Director) must be completed and submitted to PHS at the time the individual starts the appointment or reappointment, or in the case of an amendment, as soon as the change occurs.

For new postdoctoral trainees appointed under National Research Service Award Institutional Grants a signed and dated payback agreement must be submitted with this appointment form before a stipend or other allowance may be paid.

B. Submission

The original and two copies should be sent to the awarding component. A copy should also be given to the trainee, the Program Director, and Business Official.

III. Item-by-Item Instructions

Item 1. PHS Grant Number. Insert the entire PHS Grant Number as shown on the particular Notice of Grant Award from which funds are provided, e.g., 5 T32 GM12453-03. (Type: 5; Activity Code: T32; I/D Serial Number: GM12453-03).

Item 2. Trainee's Name. Include maiden name or other names in parentheses where applicable.

Item 3. Sex. Self explanatory.

Item 4. Type of Action. Reappointment: When an individual was supported during a previous budget period under this grant, the appointment covered by this form is a reappointment. Skip the shaded items if they have not changed from the information provided in the form submitted during the earlier budget period. Always complete the nonshaded items.

Amendment: "Amendment" pertains only to a change of item 2 (Name); 10 (Permanent Mailing Address); 12 (Appointment Period); or 17 (Support from this Grant) during a period of appointment for which a "Statement of Appointment" form has already been submitted. Amendments must be submitted as soon as the change occurs. Complete only items 1, 2, 4, 6, 19, 20, and the item(s) to be amended.

Item 5. Prior Support. Individuals being appointed under a National Research Service Award (NRSA) Institutional Grant for the first time or being reappointed after a break in support must indicate if they have received prior NRSA support from either an individual award or institutional grant. If yes, specify on the form the dates of support, the level (pre- or post-), the mechanism (individual award or institutional grant), and the grant number, if known. (See the Program Guidelines for limitations on total period of support.)

Individuals being appointed under other authorities are requested to supply similar information for PHS program evaluation purposes.

Item 6. Social Security Number. See Privacy Act Statement at the end of these instructions concerning this request.

Item 7. Birthdate. Self explanatory.

Item 8. Citizenship. The named individual must be a citizen or noncitizen national of the United States or have