



AUG 11 2003

TO: Institute and Center Directors

FROM: Deputy Director for Management, NIH

SUBJECT: Controls on Negotiating Intergovernmental Personnel Act (IPA) Agreements

Current delegations of authorities enable you to negotiate Intergovernmental Personnel Act agreements with colleges, universities and certified non-profit organizations, where the reimbursable federal salary cost is no greater than the equivalent rate for grade GS-15, Step 10 for scientific occupations (GS-14, Step 10 for non-scientific occupations). Authorization of IPA agreements where the federal salary cost share exceeds this delegated threshold, continues to require my approval or my recommendation for approval by the Office of the Secretary. Appropriate approvals must be obtained prior to effecting any IPA agreements.

As discussions with potential participants and non-federal organizations occur, it is critically important that all parties understand and comply by effecting IPA agreements only after the designated approving authority has made the final decision with regard to a specific assignee. Effecting IPA agreements contingent upon subsequent approvals may not be honored. Cost reimbursements may not be made to cover periods of time prior to such final decisions. Neither initial IPAs nor modifications or extensions of IPA agreements may be effected retroactively and any language that suggests otherwise must be omitted. I encourage your careful management of these intricate negotiations to ensure sufficient lead time to properly document these agreements and avoid discrepancies or misunderstandings with colleagues and administrators among the scientific communities.

Please convey this guidance to your staff and address any questions that you or your staff may have regarding the NIH Intergovernmental Personnel Act Program to Mrs. Wanda R. Darwin on 402-3508.


Charles E. Leasure, Jr.

cc: IC Executive Officers
Director, OHR
Director, OFM