

2300-308-1: NIH GUEST RESEARCHER/SPECIAL VOLUNTEER PROGRAMS
ISSUING OFFICE: OD/OIR (301) 496-1921
RELEASE DATE: 11/23/11
REPLACES: 8/16/11

Appendix 4

Sample Letter Acknowledging Offer to Serve as an NIH Special Volunteer

Dear _____:

On behalf of the _____, I would like to thank you for your offer to serve as a Special Volunteer in our organization.

(ICs should insert information that briefly discusses the mission and programs of the organization, and the nature of the volunteer assignment.)

Your interest in the programs of our organization and the health needs of the people we serve is deeply appreciated, and we are grateful for the assistance you are willing to provide in helping us achieve our mission.

Before you agree to serve as a volunteer in our organization, I must ask that you read the attached NIH Special Volunteer Agreement. This is a standard agreement that we enter into with all Special Volunteers, and is for your protection as well as ours. If you have questions concerning any of the provisions in this agreement, or would like clarification, please call me on _____.

If the terms of this agreement are acceptable to you, please sign the attached agreement and return it to me. As soon as we receive your signed agreement, we will proceed with the final arrangements for your volunteer assignment.

If not a US citizen or permanent resident: Official notification of your assignment will be sent under a separate cover, along with the applicable immigration documents, from the NIH Division of International Services (DIS), Office of Research Services (ORS). Please do not make any visa or travel arrangements until instructed by the DIS.

Once again, let me thank you for volunteering your services to our organization. I look forward to our future association.

Sincerely,

IC Designated Official