



TO: Director, NIH

FROM: Deputy Director for Management

Subject: **Signer's name and attachments**

Signer's name. Leave three blank lines below the last line of the memo text, and, in the center of the page, type the signer's name and any academic degrees. On a memorandum, enter only the signer's name and degrees, not his or her title; the title is given in the memo's heading.

Attachments. Place information about attachments beginning two lines below the signature line (i.e., one blank line between the signature and the word *Attachments*). Include attachment information on the original and all copies of the memo.

For an attachment(s) identified in the body of the memo, just type *Attachment* or *Attachments* at the left margin.

If the material is *not* identified in the body of the memo, add a colon (i.e., *Attachment:*) and, beginning on the next line, list the material, giving a title or short description. Do not extend the identification beyond the middle of the page. If the identification must continue on the next line, indent two spaces from the left margin, as shown below. When listing more than one attachment, begin the title or description of each on the next line at the left margin.

If material mentioned in a memo is being sent separately, or "under separate cover", type *Separate cover* instead of *Attachments*, and describe the material on the next line, beginning at the left margin. Include a copy of the memo in the envelope or package of material sent under separate cover.

Colleen Barros

Attachments:
Minutes of most recent
Advisory Board meeting
Annual Report of Advisory Board