



TO: Director, NIH

FROM: Deputy Director, NIH

SUBJECT: **Preparing a Standard ACTION Memorandum—ACTION**
Action Requested by November 15, 2003

ISSUE

Briefly state the issue or problem.

DISCUSSION

Provide relevant information on the origin, background, and implications of the issue or problem. Also give a brief reason for the *Action Requested by* date if one is included.

The memorandum should be limited to one, or at the most, two pages. If extensive background material is necessary, cite it here and attach it as one or more Tabs.

RECOMMENDATION

Recommend a course of action.

Francis S. Collins, M.D., Ph.D.

Attachment:
Tab A – JAMA article

DECISION

Restate the recommended course of action.

Approved _____ Disapproved _____ Date _____