

(Program Office Letterhead)

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MEMORANDUM FOR Grants Officer, Assistance Agreement Group,
U.S. Army Medical Research Acquisition Activity, Fort Detrick,
Maryland 21702-5014

SUBJECT: Nomination of Grants Officer's Representative

Log or Award Number: _____

Recipient:

Principal Investigator:

Project Title:

1. Nominate Mr./Ms./Mrs./Dr. _____ as Grants Officer's Representative (GOR) on the subject award.
2. Mr./Ms./Mrs./Dr. _____ is.... *(provide nominee's background, demonstrating qualifications – education, experience, time/responsibilities in program office, etc. that would enable the nominee to provide both technical and administrative monitoring of the funded activity).*
3. Mr./Ms./Mrs./Dr. _____ completed Defense Acquisition University Continuous Learning Course 106 on _____ and will complete this training or designated successor training every three years prior to the three-year anniversary of the last certificate date. (S)He has also completed the annual Ethics training on _____.and will repeat this training annually.
4. Mr./Ms./Mrs./Dr. _____ has submitted the annual Office of Government Ethics Form 450, "Confidential Financial Disclosure Report," which I have verified is on file in the Army Financial Disclosure Management System.
5. To my knowledge, Mr./Ms./Mrs./Dr. _____ has no actual or potential conflict of interest that could affect or could appear to affect impartial monitoring of the award. No financial conflict was apparent from the most recent Confidential Financial Disclosure Report" submitted. Further, the nominee is not a collaborator on the award, nor in the chain of command of any collaborator.

Supervisor's Name and Signature
Supervisor's Title