

**REQUEST FOR APPROVAL TO ACCEPT AN AWARD FROM A NON-FEDERAL SOURCE**

*(Provide all attachments from Organization and use supplemental pages as necessary. For further guidance, please see REE Policy and Procedure 468.5)*

Name of Awardee: \_\_\_\_\_

Area/Location/Division/Staff Office: \_\_\_\_\_

1. Name of awarding organization: \_\_\_\_\_

2. Purpose/mission of awarding organization: \_\_\_\_\_

3. Name of award and value: \_\_\_\_\_

4. Is the organization:  Profit Making?  Non-profit/Professional?

5. Who are the members of the awarding organization? \_\_\_\_\_

6. Are they prohibited sources (use definition 5 CFR 2635.203(d))?  Yes  No

7. Is this an established awards program?  Yes  No

8. How are the awards funded (where does the money come from)? \_\_\_\_\_

If award is funded by private industry, do they have authority to approve or disapprove recipient of award?

Yes  No

9. Are other than Federal employees eligible?  Yes  No

10. Who is eligible to nominate candidates? \_\_\_\_\_

11. What are the nominating procedures? \_\_\_\_\_

12. Are the selection standards in writing?  Yes  No If so, provide a copy.

13. Who is on the selection panel, and who appoints them? \_\_\_\_\_

14. Is the selection procedure a one or two-tier system? \_\_\_\_\_

15. Who makes the final selection? \_\_\_\_\_

APPROVED

DISAPPROVED

CONCURRENCE:

\_\_\_\_\_  
Designated Agency/Area Ethics Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
REE Ethics Advisor

\_\_\_\_\_  
Date