



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
National Institutes of Health

National Institute of Diabetes, and
Digestive and Kidney Diseases
Bethesda, Maryland 20892

Dear BUSINESS OFFICIAL:

Your grant application is in the process of being administratively reviewed by the National Institute for Diabetes and Digestive and Kidney Diseases (NIDDK). If the pending application is funded, you are required to maintain records that reflect your organization's implementation of and compliance with the financial and business management requirements as listed in the enclosed "SBIR/STTR FINANCIAL/MANAGEMENT SYSTEMS REQUIREMENTS" information document. This requirement will be referenced in a term (condition) of award. To view the links in the document, you must download the [Adobe Acrobat Reader](#), Version 6.0.1.

It is important for your organization to be aware that an awardee's failure to follow the applicable laws, regulations and policies in the National Institutes of Health Grants Policy Statement (NIH GPS), December 2003, could result in audit disallowance, suspension, and/or termination of an award(s) and could jeopardize any future funding. This includes, but is not limited to, compliance with the policies, procedures and systems described in the attachments to this letter. **DO NOT SEND THIS INFORMATION TO NIDDK UNLESS SPECIFICALLY REQUESTED.**

In addition, if the pending application is funded, a SBIR/STTR VERIFICATION STATEMENT must be received and accepted in this office before an award will be issued. You may furnish the information in a format of your choosing or by using the enclosed checklist.

Please send the information, when requested, to:

National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) (Two Letter Code: **DK**)
Two Democracy Plaza, MSC 5456
6707 Democracy Boulevard, Room 730
Bethesda, MD 20892
Express Mail/Courier Service Zip Code: 20817
Phone: (301) 594-8856
FAX: (301) 480-3504

Sincerely yours,

A handwritten signature in black ink that reads "David L. Mineo". The signature is written in a cursive, flowing style.

David L. Mineo
Chief Grants Management Officer
Division of Extramural Activities
NIDDK, NIH