

Record of Loan/Donation of Personal Property to Foreign Countries <i>(under P.L. 93-353)</i>		For PPB use	
INSTRUCTIONS: Follow instructions on reverse. Complete this form along with Form NIH 1884 (Request for Shipment) and Form NIH 1884-1 (Commercial Invoice). See your Property Accountable Officer for more information.		Loan/Donation No.	
		Shipping Request Reference No.	
1. Custodial Area No.	2. IC	3. <input type="checkbox"/> Loan <input type="checkbox"/> Donation	
4a. NIH Lender/Donor <i>(Name and address)</i>		5. Receiving Individual or Organization <i>(Name, address, and phone no.)</i>	
4b. Phone No.	4c. FAX No.		
6. Items to be Loaned/Donated			
6a. DECAL NO.	6b. DESCRIPTION <i>(include manufacturer, model, and serial no.)</i>	6c. QUANTITY	6d. ACQ. COST
7. JUSTIFICATION: Explain the benefit of proposed loan/donation to the NIH mission.			
8a. FOR LOANS ONLY: This property will be used solely for a cooperative endeavor (not to exceed one year) commencing _____ and ending _____, unless terminated at an earlier date by either party. I agree to be responsible for any damages and/or repairs necessary as a result of usage, prior to return of the property and will not loan the property to third parties.		8b. Borrowing Official <i>(signature and date)</i>	
		8c. Typed Name and Title	
		8d. Date Returned to NIH	8e. Signature of IC Property Accountable Officer <i>when property has been returned</i>
Clearance			
9a. Recommending Lab or Branch Chief <i>To the best of my knowledge, the borrower/donee is not engaged in illicit research and can adequately maintain/repair this property.</i> <i>Signature and Date</i>		12. Chief, Personal Property Branch, Div. Logistics <i>(signature, title, and date)</i>	
9b. IC Scientific Director (or designee) <i>Signature and Date</i>		13. Chief, Internatl. Coord. & Liaison Branch, FIC <i>(signature and date)</i>	
		14. Deputy Director for Intramural Research, NIH <i>(signature and date)</i>	
10. IC Property Accountable Officer <i>(signature and date)</i>		15. Director, Division of Logistics <i>(signature and date)</i>	
<i>Phone No.</i>	<i>Fax No.</i>	Distribution of Copies: <input type="checkbox"/> Personal Property Branch, DL <input type="checkbox"/> Recommending Lab or Branch Chief <input type="checkbox"/> IC Property Accountable Officer <input type="checkbox"/> Shipping Officer, SRB, DL	
11. IC Executive Officer <i>(signature and date)</i>			

Instructions for Completing Form NIH 2489-1

Record of Loan/Donation of Property to Foreign Countries

- | <i>Block</i> | <i>Instructions</i> |
|---|--|
| 1. Custodial Code | Ensure the correct number is used. |
| 2. IC | Enter the Institute, Center, or Division which owns the property. |
| 3. Loan/Donation/etc. | Check the appropriate box and include the contract/grant number, if applicable. |
| 4. NIH Lender/Donor | Provide the name, address, phone and fax numbers of the NIH requestor. |
| 5. Receiving Indiv/Org | Enter the complete name, organization and address of the borrower/donee. |
| 6a. Decal No. | Enter the number from the decal on the property. All accountable property must be decaled before a loan/donation is authorized. |
| 6b. Description | Include the noun description, manufacturer, model and serial number (if applicable) of each item loaned/donated. Supplies also must be listed. |
| 6c. Quantity | Enter the quantity of each item loaned/donated. |
| 6d. Unit | Enter the unit of issue for each item. |
| 6e. Acq. Cost | Enter the total original acquisition cost of each item. |
| 6f. Condition | Present condition of the item using the following system:

<div style="margin-left: 20px;"> A1 - Unused/Good
 A2 - Unused/Fair
 A3 - Unused/Poor
 A4 - Used/Good
 A5 - Used/Fair
 A6 - Used/Poor
 B7 - Repairs Required/Good
 B8 - Repairs Required/Fair
 B9 - Repairs Required/Poor </div> |
| 7. Justification | Concise state the benefit this property loan/donation will be to the NIH mission. |
| 8a. For Loans Only | Enter the beginning and ending date for the loan. (Mo/Dy/Yr) |
| 8b. Borrowing Official | Signature of the official who will be responsible for the borrowed property. |
| 8c. Date Returned to NIH | Complete when the borrowed property is returned to NIH. |
| 8d. Signature of IC PAO | Obtain the signature of the IC Property Accountable Officer when the property is returned to NIH. |
| 9a. Recommending Lab/Branch Chief: | Provide signature and title and attach supporting documents, such as FIC Award Letter, AID Funding Documents, PHS agreements, State Department Funding Documents, etc. |
| 9b. IC Scientific Director or designee: | Enter signature to indicate concurrence. |
| 10. IC Property Accountable Officer: | Enter the signature and date to indicate concurrence. Enter the telephone and FAX numbers in the blocks below. |
| 11. IC Executive Officer: | Enter signature to indicate concurrence. |
| 12. Personal Property Branch: | Verify form for accuracy and completeness, and ensures all IC signatures are on the form NIH 2489-1. Ensure accountable property is decaled, check acquisition cost, and write tracking number on the document. PPB equipment specialist as program coordinator can serve as liaison with the Departments of Commerce & State to ensure legality. The Chief, Personal Property Branch, signs here. |
| 13. Chief, International Coordination & Liaison Branch, FIC: | Signature indicates foreign policy clearance completed. |
| 14. Deputy Director for Intramural Research: | Signature indicates loan/donation approval. |
| 15. Director, Division of Logistics: | Signature and return form to the Personal Property Branch/Shipping & Receiving Branches for property accountability and shipping actions. |