

Instructions for Completing Form NIH 2489-2

Use when completing Form NIH 2489-2. Do not submit these instructions with form.

1. **Page 1 of __ pages:** Indicate the number of pages contained in the Loan package. Number the following pages in consecutive order, i.e., Page 2 of 10, Page 3 of 10.
 2. **Date:** Date initiated.
 3. **NIH Loan No.:** Loan number is assigned by the Property Management Division (PMD).
 4. **NIH Lender (IC organization and address):** Provide the IC address, including room number, for lender.
 5. **Borrowing Organization or Individual (name, address, phone and fax no.):** Provide the Borrowing Institution or Organization address where the property will be located, along with the borrower's name, phone and fax no.
 6. **IC Point of Contact (Name, phone and fax no.):** Provide IC name for Point of Contact or Property Custodial Officer familiar with the property.
 7. **Custodial Code, Decal No., Description (serial no., manufacturer, model no.), Qty., Acq. Value, Acq. Date, Cond.:** Attach a copy of the PMIS or NIH Data Warehouse record for loaned NIH accountable property; type in the block "**Attached PMIS Record**" or "**Attached NIH Data Warehouse Record**," whichever is applicable. Type non-accountable property identification directly on the form or attach a list (type in the block "**Attached Non-accountable Property Listing**"). Indicate the loan totals for **Non-accountable Property (7h)** and **Accountable Property (7i)**.
 8. **Justification (include intended use, purpose, and Government benefit):** Provide justification on form or attach and type in block "**See Attached Justification**." The purpose of the loan and the intended use of the property must be specifically described. (A statement that the equipment will be used for NIH-supported research at X university or similar general statements will not satisfy this requirement for a specific description.) The justification must include benefit to the Government. If the justification is a collaborative study or cooperative agreement, reference the protocol number. The Lender must provide the justification, not the Borrower.
9. **NIH Signatures:**
- a. **Initiating Supervisor (Sign, and print name, title, phone no.):** The signature of Lender's first line supervisor.
 - b. **Approving Program Official (Sign, and print name, title, phone no.):** The official must have the authority to approve the statement in the signature block.
 - c. **Property Management Representative:** The signature of the IC Property Management Representative (PMR). The PMR is responsible for ensuring the IC Property Custodial Officer receives a copy of the loan to update the Property Management records.
 - d. **NIH Property Accountable Officer:** The signature of the NIH Property Accountable Officer. This position resides in the Office of Logistics Management, Property Management Division.
- 10a. **Terms for Borrower:** Loan period cannot begin until signature is received in block 9d above.
- c. PCO ensures borrower provides inventory of property within ten (10) days of receipt.
- 11a. **Signature of Borrower (agrees to terms above), b. Printed Name, c. Title, d. Date:** Ensure the Borrower signature, printed name, title, and date blocks are completed before forwarding to the NIH Property Accountable Officer for signature, Ensure Borrower reads and understands "**Terms for Borrower**."