HONORARIUM AND REIMBURSEMENTS FOR NON-FEDERAL REVIEWERS

This information pertains to non-federal reviewers only. Federal employees do not receive an honorarium for participation in any NIAID peer-review related activity.

HONORARIUM

Review Meeting Honorarium is paid to non-federal reviewers at the rate of $200 per day for each day of participation in a scheduled meeting. If the reviewer takes part in more than one meeting on a specific day, the reviewer can receive only $200 in honorarium. Honorarium is not paid for a day that is solely for travel.

REIMBURSEMENT

Face-To Face Meetings

For a face-to-face review, participants are paid a flat rate for each meeting, which is determined by the length of the meeting; see the chart below.

The rates include honorarium (hon), ground transportation (trans = $235 non-local or $100 for first day plus $40 each additional day local), and meals and incidental expenses (M&I = $80 per day non-local or $45 per day local). If the reviewer lives outside the “local” Washington, DC area and drives to the meeting instead of flying, the reviewer must let the Scientific Review Officer (SRO) and the Committee Management Officer know (see below for contact information) so that the reimbursement for mileage can be calculated.

The rates include honorarium (hon), meals, and miscellaneous expenses—which may include taxis, shuttles, luggage fees, internet Wi-Fi, airport parking fees, tolls, and mileage reimbursement to and from home.

The reimbursement rate varies based on whether a reviewer is non-local, local and staying at the meeting site, or local and commuting to and from the meeting site (see table below).

Reviewers participating via a teleconference system do not receive any reimbursement for transportation, meals, or incidental expenses.

Note: The established honorarium is paid per day, not per meeting, government wide.
### Honorarium and Reimbursements for Non-Federal Reviewers

#### Type of Reviewer

<table>
<thead>
<tr>
<th>Type of Reviewer</th>
<th>1 day meeting Total (hon+meals+misc)</th>
<th>2 day meeting Total (hon+meals+misc)</th>
<th>3 day meeting Total (hon+meals+misc)</th>
<th>4 day meeting Total (hon+meals+misc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-local (&gt; 50 miles) plane, train or car</td>
<td>$515 (200+80+235)</td>
<td>$795 (400+160+235)</td>
<td>$1075 (600+240+235)</td>
<td>$1355 (800+320+235)</td>
</tr>
<tr>
<td>Local (&lt; 50 miles) commutes</td>
<td>$345 (200+45+100)</td>
<td>$690 (400+90+200)</td>
<td>$1035 (600+135+300)</td>
<td>$1380 (800+180+400)</td>
</tr>
<tr>
<td>Local (&lt; 50 miles) stays at hotel</td>
<td>$380 (200+100+80)</td>
<td>$700 (400+140+160)</td>
<td>$1020 (600+180+240)</td>
<td>$1340 (800+220+320)</td>
</tr>
</tbody>
</table>

#### Teleconference Meetings (or Teleconference Reviewers for a Face-to-Face Meeting)

Reimbursement for teleconference (or videoconference) reviewers is only for honorarium based on the number of days of the meeting and does not include a per diem reimbursement for meals or miscellaneous expenses.

<table>
<thead>
<tr>
<th>Honorarium</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200</td>
<td>For a one day meeting</td>
</tr>
<tr>
<td>$400</td>
<td>For a two day meeting</td>
</tr>
<tr>
<td>$600</td>
<td>For a three day meeting</td>
</tr>
<tr>
<td>$800</td>
<td>For a four day meeting</td>
</tr>
</tbody>
</table>

#### NIAID Internet Assisted Meetings (IAM) / Loan Repayment Program (LRP) Review Meetings

Reimbursement for NIAID IAM (e.g., R13 review meetings) or LRP (using Internet Assisted Review, IAR) meetings is a flat rate of $200 regardless of the number of days for the meeting and does not include a per diem reimbursement for meals or miscellaneous expenses.

#### Mail Reviewers

Reimbursement for Mail Reviewers is only for a flat $100 honorarium and does not include a per diem reimbursement for meals or miscellaneous expenses.

#### Method of payment

Payment for United States residents will be by direct deposit. Foreign reviewers will receive payment by check. Foreign reviewers who have a US bank account may have their payment
made to that account by direct deposit. Please see the “Registration for Reimbursement” chapter for more information.

**Income Tax Information**

For a reviewer (who is considered to be a consultant to the US government) with a US social security number, honoraria, per diem (M&I), and ground transportation reimbursements exceeding $600 within a given year will be reported by the Office of Financial Management (OFM), NIH, to the Internal Revenue Service. If a reviewer purchases his/her own airline ticket and the NIH reimburses the expense, or if the NIH pays out any additional costs to a reviewer (excessive mileage, etc.), these items will also be reported if the total reimbursement exceeds the $600 in a given year. Reviewers meeting these criteria will receive a 1099 form for reporting/including these payments/reimbursements on their income tax returns. Reviewers who receive **less than** $600 in honorarium, per diem (M&I), and ground transportation reimbursements, etc. in a given year will **NOT** receive a 1099 form. For more information and/or questions regarding this topic, please call the OFM at 301-496-1418.

For questions concerning the reimbursement process, please contact either the SRO or the Committee Management Officer at committeeemanagement@niaid.nih.gov.