

NIH Office of Intramural Research (OIR)

Senior Scientist

Appointment Checklist

Appointee's Name:

Current Position:

Institute or Center (IC):

Proposed Entrance on Duty (EOD):

Prepared by:

Administrative Officer (AO):

Please create a **single pdf** with the required items below **in the order stipulated**. **Do not bookmark**. **PDF must be editable**. **Submit by e-mail to Dr. Arlyn García-Pérez**. **(Do not send encrypted e-mail!)**

1. Recommending Memo – From the Laboratory/Branch Chief through Scientific Director (SD), through IC Director, to Dr. Arlyn García-Pérez, Director of Policy and Analysis, OIR, for review by Senior Scientist/Senior Clinician Review Committee (SSCRC). The memo must include personnel, resources, and space envisioned for the program to be managed directly by the candidate and have a decision signature line for OIR.
2. Full CV and Bibliography (*not mini-CV or biosketch only*)
3. Documentation of Search Process – Advertising strategy, DDIR-approved advertisement; DDIR approval of search committee composition; number of applicants; number of applicants interviewed; basis for choice of finalists and reasons for selecting official's (usually SD or IC Director) choice of specific candidate; and search committee's recommendation memo/summary.

NOTE: Senior Scientist also requires Title 5 Exhaustion. OIR will instruct the IC after search proposal is submitted to OIR regarding the Title 5 Exhaustion aspect.

4. Title 5 Exhaustion paperwork from OHR, signed by the NIH Principal Deputy Director or his designee.
5. At least six letters of recommendation, including at least three from non-collaborators, and any other reviews of the individual (letter writers should always have a higher academic/professional rank than the candidate's current one).

Additional items to consider for final Office Human Resources (OHR) processing:

1. NIH Compensation Committee (NCC) checklist
2. Salary history for the last four years

3. Official transcripts and, if applicable, foreign credentials evaluation by an accredited organization will be required before EOD
4. Creditable Service for Annual Leave (CSAL) request
5. Occupational Medical Service (OMS) documentation to Building 10, Room 6C306
6. Division of International Services (DIS) checklist for foreign candidates