

NIH Office of Intramural Research (OIR)

Assistant Clinical Investigator (ACI)-1

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 (ICD), to the Deputy Director for Intramural Research (DDIR), through Dr. Arlyn García-Pérez, Director of Policy and Analysis, OIR with a full explanation of the national advertisement, composition of the selection committee, number of applications received and why the candidate was ultimately selected.
2. CV and bibliography
3. At least three letters of recommendation with at least one being from a referee outside NIH. Letters must be within one year of application and must be signed or have e-mail correspondence.
4. Mentoring/training plan specifying mentor(s) and signed by the mentor and ACI candidate. The plan should clearly describe the duties and expectations for both the candidate and the mentor(s).
5. Letter of Intent (LOI) and resources agreement including salary, operating budget, and space.
6. Provide a copy of the medical/clinical license. Must be credentialed by the Medical Executive Committee (MEC).

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