

NIH Office of Intramural Research (OIR) Investigator-2 or Investigator-HS (High Scarcity)

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!)**

Investigator-2 and Investigator-HS are exempt from Title 5 exhaustion. Appointments are made following peer review and recommendation by the Title 42(f) Peer Review Committee (T42FPRC) and approval by the Deputy Director for Intramural Research (DDIR), who chairs the T42FPRC.

1. Recommending Memo – From the Scientific Director (SD) (or through the SD) and through the IC Director, to the Deputy Director for Intramural Research (DDIR), OIR. The memo should explain the selection from the short list recommended by the DDIR-approved search committee assigned an AC# by OIR initially. The memo's format must address and itemize how the candidate fulfills the HHS-required criteria for T42(f) appointments qualifications of the candidate:
 - Evidence of recognition as a national or international expert in the field, such as: specific experience (e.g., a superlative review by the BSC, evidence of competitive outside grant support, board certification if clinical), invited manuscripts and/or presentations; receipt of honors and awards or other recognition for noteworthy performance of contributions to the field;
 - Evidence of original scientific or scholarly contributions of major significance in the field;
 - Evidence of leadership in the field; and
 - Special knowledge and skills of benefit to the NIH

NOTE: The memo must also include the proposed salary and the current salary.

2. A separate sheet with the salary history at NIH for internal candidates
3. Report from the DDIR-approved search committee (or include all the information below clearly on the memo in #1 above, including the AC# assigned by OIR) addressing the following:
 - Advertising strategy, including DDIR-approved advertisement
 - Number of applications received and how the search committee reviewed and culled them

- Candidates who were interviewed, by which search committee members present, when, etc.
- Basis for choice of finalists short list forwarded to selecting official (usually the Scientific Director)

However, if the candidate is already Investigator-1, then there must be a report from the IC Promotion and Tenure Committee (the body that would ultimately review the candidate for tenure), after presentation of a seminar to them. The report from the chair of this committee must include the date of the seminar, specify the members present, describe the evaluation of the candidate and the vote.

4. Full CV and Bibliography (*not mini-CV or biosketch only*) – Including examples of scientific recognition (e.g., awards, honors, and outside activities)
5. All Board of Scientific Counselor's (BSC) review of the candidate (if an internal applicant who was BSC reviewed previously as Investigator-1), including roster of BSC and ad hoc reviewers who participated.
6. Minimum of three letters of recommendation from referees outside NIH, at least one of whom is not a recent collaborator (within one year of application). Letters must be signed or provide e-mail correspondence. (Recent collaborators are co-authors on any publication within the last 5 years or on a current but yet unpublished collaboration.)
7. Draft "intent to offer" letter with the proposed salary and pay plan. Note that only OHR may tender an offer so the letter must clearly state that and use only "intent to offer" language.
8. [Resources Agreement](#), with all necessary signature lines (*no signature line for the DDIR/OIR here*)
9. If a new Investigator (not one who already is Investigator-1), documentation of the search establishment approvals by OIR with AC# on it: position proposal memo approved, search committee approved, advertisement approved, etc.
10. Copy of board certifications, if applicable

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

1. Copy of degree(s) which qualifies the applicant for appointment (if institution is not well known, please provide a copy of transcripts) NOTE: To process the appointment OHR requires official transcripts and foreign credential evaluation by an accredited. If foreign where country is unable to produce official transcript then a copy of the diploma indicating field of "Doctorate" with official translation is acceptable, the evaluation is still needed. Contact the Office Human Resources (OHR) for more information.
2. NIH Compensation Committee (NCC) checklist
3. Clinical credentialing
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