

**Investigator-1**  
**Office of Intramural Research (OIR)**  
**Appointment Checklist**

**Appointee's Name:**

**Current Position:**

**Institute or Center (IC):**

**Proposed Entrance on Duty (EOD):**

**Prepared by:**

**Administrative Officer:**

**Please submit in the following order (no staples) to Dr. Arlyn Garcia-Perez at Building 1, Room 156:**

1. Recommending memorandum 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 address the qualifications of the candidate and explain their selection from the short list recommended by the DDIR-approved search committee assigned an AC# by OIR initially.
2. 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)
3. 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.
4. [Resources Agreement](#), with all necessary signature lines (no signature line for the DDIR/OIR here)
5. Full CV and bibliography - including examples of scientific recognition (e.g. awards, honors, and outside activities); no mini-CV or biosketch only
6. Minimum of two letters of reference (or all letters received by the search committee for the candidate if more than two) from individuals in the scientific/academic community who are familiar with the candidate's accomplishments, motivation, and skills (within one year of application). Letters must be signed or provide e-mail correspondence.
7. Board of Scientific Counselor's (BSC) review of the candidate (if an internal applicant who was BSC reviewed previously, such as an Assistant Clinical Investigator)
8. Documentation of the search establishment approvals by OIR with AC# on it: position proposal memo approved, search committee approved, advertisement approved, etc.
9. Copy of board certifications, if applicable

**Additional items to consider for final Human Resources (HR) 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. Salary history for the last four years for internal candidate
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