NIH Office of Intramural Research (OIR)

Scientist Emeritus

Appointment Checklist

Documentation Required for Board of Scientific Directors' Recommendation

Appointee's Name: **Current Position:**

Institute or Center (IC):   **To Scientist Emeritus:**

Lab/Branch:

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!)**

Approval requires a presentation by the Scientific Director at a regularly scheduled Scientific Directors' meeting. OIR will contact the nominating SD after the pdf is received and the candidate is ascertained to be eligible for the Scientist Emeritus designation. A PPT presentation with two slides must be submitted either on the same e-mail with the pdf or later but before the scheduled SD presentation to be used then.

1. Nomination Memo – From Scientific Director through IC Director. The memorandum should specify the resources that would be provided to the Scientific Emeritus.

2. CV and bibliography

3. Any supporting documents, such as letter(s) of recommendation. [*OPTIONAL*]

4. In lieu of having copies for all Scientific Directors (SDs), the nominating Scientific Director should prepare 2 slides with a brief outline of the candidate's qualifications for Scientist Emeritus, to be presented at the SDs meeting where the case will be discussed.

NOTE: A Scientist Emeritus is appointed as a Special Volunteer provided he/she meets the requirements for that appointment, as outlined in the Manual Chapter https://policymanual.nih.gov/2300-308-1. Duration of initial appointment is for a period of one year with annual extension thereafter at the option of the Scientific Director. A Scientist Emeritus is entitled to Listings in the Scientific Directory/Annual Bibliography and NIH Telephone Book, and Preferred Parking Sticker. He/she is also furnished with a negotiated amount of laboratory/office space and administrative assistance.