

## **Scientist Emeritus Check Sheet**

Name: \_\_\_\_\_  
IC: \_\_\_\_\_  
Lab/Branch: \_\_\_\_\_  
Present Position/Level: \_\_\_\_\_  
To Scientist Emeritus: \_\_\_\_\_

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### **Documentation Required for Board of Scientific Directors' Recommendation**

Please submit in the following order (original plus 3 copies):

1.  Recommending memorandum from Scientific Director through IC Director. The memorandum should specify the resources that would be provided to the Scientist 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.

Updated July 26, 2019