

Senior Scientist (Category 1) Appointment Check Sheet

Name: _____
IC: _____
Lab/Branch: _____
Present Position/level: _____
Proposed Position/level: _____

For Approval by Deputy Director for Intramural Research

Please submit in the following order (a pdf of the entire package by e-mail):

1. Recommending Memorandum from the Laboratory/Branch Chief through Scientific Director (SD), through IC Director, to Arlyn Garcia-Perez, Assistant Director, OIR, for review by Senior Scientist/Senior Clinician Review Committee. Memo should include personnel, resources, and space envisioned for Program.
2. CV and bibliography.
3. Documentation of approval of the search advertisement and committee by the DDIR, and the report from the Search Committee, must be provided ([Guidelines for search procedures](#)).
4. At least six letters of recommendation, including at least three from non-collaborators, and any other reviews of the individual.
5. [Draft memorandum](#) to the candidate from the SD explaining the Senior Scientist (category 1) position.

IC Approval by: _____

Date approved: _____

DDIR - Approved by: _____

Date approved: _____

Date returned to IC: _____

Comments:

Updated July 13, 2012