

# Proposed "Model" Memo Concerning 5/8 Year Rule

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A scientific director should send each postdoctoral scientist who is at the NIH for more than 5, but less than 8 years, a memo that could be patterned after the following format.

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Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_, Scientific Director, (IC) \_\_\_\_\_  
Subject: Your Extension Under the 5 Year/8 Year Rule

It is the general policy of the NIH that postdoctoral trainees should not remain in the Intramural Research Program for more than five years. The overall limit is 8 years, regardless of appointment mechanism, unless the individual has been approved for a tenure track, tenure, or Staff Scientist/Clinician, or Research Assistant positions. For any request to retain a fellow in any other temporary capacity beyond 5 years, there must be either 1) an extraordinary, documented programmatic need, and/or 2) a clearly identified career path, such as preparing the individual to compete for a staff scientist, tenure-track, or other extended appointment in the Intramural Research Program.

## Version 1:

Consistent with this policy, we are renewing your appointment as a \_\_\_\_\_ for a (terminal) \_\_\_\_\_ year not-to-exceed (N.T.E.) \_\_\_\_\_(date)\_\_\_\_\_ to allow you to complete your research. This is the final extension to be awarded.

## Version 2:

You will reach the 8 year maximum period on \_\_\_\_\_(date)\_\_\_\_\_ and cannot be extended beyond that date. We are renewing your appointment not to exceed (N.T.E.) \_\_\_\_\_(date)\_\_\_\_\_ to allow completion of your research.

I hope that during this time period you will be successful in concluding your research and training in preparation for a position outside NIH.

\_\_\_\_\_, Scientific Director

**I have read and understand the above provisions.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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**Note:** A copy of this memo should be sent to the Office of Intramural Research, and, if the individual is a nonimmigrant foreign scientist, a copy to the FIC/ISB.

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*Revised: 03/30/99*