![NIH National Institutes of Health — Office of Intramural Research]

NIH Office of Intramural Research (OIR)

Staff Scientist-2 (*Including Facility Head*)

Appointment Checklist

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

Institute or Center (IC):   **Proposed Entrance on Duty (EOD):**

Prepared by: **Administrative Officer (AO):**

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!)**

Package for Peer Review of Staff Scientist-2 by the T42F Peer Review Committee (T42FPRC):

NOTE: *In addition to the below items, the package must contain all required in the Staff Scientist-1 check sheet in the Sourcebook that may not be noted below.*

1. Nomination Memo – From supervisory/responsible PI through Scientific Director or from Scientific Director through IC Director itemizing and addressing the four HHS-required criteria for T42(f) positions:

   - Evidence of recognition as a national or international expert in the field, such as: specific experience; invited manuscripts, presentations and/or consultations; receipt of honors and awards or other recognition for noteworthy performance of contributions to the field;

   - Evidence of original scientific or scholarly contributions of major significance in the field;

   - Evidence of leadership in the field; and

   - Special knowledge and skills of benefit to the IC or NIH

2. Include current and proposed salary on the memo (and salary history at NIH in a separate sheet, *see #9 below*)

3. Recommendation from an IC Promotions Committee after presentation of a seminar to them (for candidates from either inside or outside NIH)

4. Title 5 exhaustion is required for new hires. Does not apply to conversion/promotion from Staff Scientist-1 to Staff Scientist-2. Include Title 5 Exhaustion paperwork from OHR, signed by the NIH Principal Deputy Director or his designee.

5. Full CV (including all areas in the criteria above) and Bibliography (*not mini-CV or biosketch only*)

6. Three letters of recommendation from referees who are not recent collaborators (recent collaborators are co-authors on any publication within the last five years or on a current, but yet, unpublished collaboration)

7. Profile of lab/branch personnel

8. Most recent Board of Scientific Counselor's (BSC) review for responsible Principal Investigator (PI)

9. Provide candidate's salary history

Additional items to consider for final Office Human Resources (OHR) processing:

1. Creditable Service for Annual Leave (CSAL) request

2. Division of International Services (DIS) checklist for foreign candidates

3. CapHR action for internal candidates

4. Official transcripts and, if applicable, foreign credentials evaluation by an accredited organization will be required before entrance on duty

5. Salary must be set at least $1 about GS15, step 10, as required for Title 42(f)

Modified on December 5, 2023