**Staff Scientist Letter of Agreement (LOA)**

**Staff Scientist Last, First Name:**

**Principal Investigator Last, First Name:**

**Lab/Branch Chief Last, First Name:**

**Section/Lab/Institute:**

**Current Pay Plan and Tier level: (T42g or T42f)**

**NTE Date:**

This LOA formalizes and clarifies the expected roles, responsibilities and opportunities of the Staff Scientist. The LOA should be reviewed and revised, if necessary, in conjunction with the Staff Scientist Quadrennial review to reflect changes in role, change in supervisor, and/or upon promotion-in-title. After discussion, please use the spaces below to provide a detailed description of the Staff Scientist’s roles, responsibilities and opportunities.

1. **Responsibilities of the Staff Scientist**

The Principal Investigator (PI) should add two to three primary responsibility summary statements: *As a Staff Scientist, your primary responsibilities, will be... A good place to start is the language from the Staff Scientist appointment memo. Amend or delete the following points as needed.*

* Lead and conduct research project(s)
* Contribute to other research projects in the lab
* Support and facilitate internal and external collaborations
* Mentor and train fellows and technicians
* Provide general lab/core services, such as maintaining lab equipment, monitoring supplies, ordering and organizing lab meetings
* Manage SOP and instructions for using scientific equipment
* Write and submit animal study protocols
* Manage inventories for cell biology and animal research
* Provide assistance with sharing/distribution of reagents and materials

The division of routine activities and approximate percentage for time for each. These percentages are flexible and may be adjusted as warranted: *Amend or delete the following points as needed.*

* Independent research: %
* Laboratory/Core Management: %
* Mentoring/Training: %
* Personnel Supervision: 0% *This position is typically non-supervisory. Only include if it is officially HR-designated as supervisory. Most will use the mentoring category.*
* Other: %

For this appointment, you will be provided with the following physical resources. *Amend or delete the following points as needed.*

* Dedicated working space within (lab/branch) defined as:
* Dedicated desk space within a (private/shared) office
* Dedicated (private/shared) bench space
* Add any other specific accommodations

The following is language that can apply to positions where the Staff Scientist is eligible to perform telework on an approved Workplace Flexibility Agreement. *Amend or delete as needed.*

We acknowledge the importance of work flexibility and understand that some work activities can be performed in a telework environment. *Insert telework parameters here.* However, the primary responsibilities of this work routinely require on-site tasks and activities to be fully successful in meeting these duties. Any telework or home office setups should comply with (*insert the name of the Institute*) and NIH workplace flexibility standards and will be reviewed and renewed on an annual basis through the establishment of the NIH Workplace Flexibility Agreement.

1. **Mentoring/Training:**

As a Staff Scientist, you will have *supervisory/no formal supervisory (select one)* responsibilities. (*Retain only if the Staff Scientist has an official HR supervisory designation)* As an official supervisor, you will be subject to applicable NIH supervisory training requirements.

Staff Scientists may play a significant role in managing and mentoring staff, including but not limited to, fellows and students. Define Staff Scientist responsibilities towards technicians, fellows and students *(if applicable).* Day-to-day supervisory and management responsibilities include: *Amend or delete as needed.*

* Mentoring/Managing *Technicians, Post-Doctoral Fellows, Graduate Students, Post-Baccalaureate Fellows, Summer Students.*
* Assist with the development plans of Fellows and Students

1. **Scientific Publications:**

Staff Scientist’s contributions will be fairly and appropriately acknowledged in the work published by the lab. Consideration for the inclusion of your name as a first author or last author, when merited according to generally accepted practices of the research community, will be possible throughout the Staff Scientist’s career.

The PI should discuss and define the criteria that would warrant attribution as a first, senior and/or corresponding manuscript author. Authorship roles, including placement as first author or last (senior) and/or corresponding author should follow authorship guidelines provided within the [Guidelines and Policies for the Conduct of Research in the Intramural Research Program](https://oir.nih.gov/system/files/media/file/2023-11/guidelines-conduct_research.pdf).

1. **Intellectual property:**

PI should define the provision for Staff Scientist's inclusion in relevant invention reports, patents, Cooperative Research and Development Agreements (CRADAs), and similar endeavors compliant with all NIH standard policies on inventorship, CRADA PI eligibility, etc.

* The Staff Scientist will be included on the invention reports and patents that have been developed with their assistance.

1. **Career Development, Travel and Resources:**

The career and professional development of the Staff Scientist is critical to the continued success of their laboratory; thus, certain opportunities will be offered. These include but are not limited to progress evaluation, travel, funding opportunities, and training that will enhance the Staff Scientist’s relevant skills and knowledge. *Amend or delete the following points as needed.*

* The PI and Staff Scientist will discuss progress evaluation prior to the PMAP
* The PI and Staff Scientist will discuss career trajectory expectations as needed
* As a Staff Scientist, you will have the opportunity to pursue career advancement and promotion-in-title (honorific titles) with the NIH titling and promotions system.
* Full lab funding will be available to support participation in relevant scientific meetings and conference at lease *once* per year.
* Support will be given for participation in invited speaking engagements as appropriate
* Support will be given for attendance at relevant training workshops and courses *(both intramural and extramural opportunities may be considered)*
* Support will be given for applications for intramural and extramural funding opportunities per the governing rules for the individual funding opportunities and the funding organization. Although limited, funding opportunities for Staff Scientists are available ([**https://sigs.nih.gov/sso/resources**](https://sigs.nih.gov/sso/resources))
* Support will be given for Adjunct positions at academic institutions
* Support will be given for official duty activities involving outside organizations (see [**https://ethics.od.nih.gov/official**](https://ethics.od.nih.gov/official)).

1. **Lab Closure**

The Staff Scientist position is dependent upon the continued funding of the PI’s laboratory. A lab closure, whether due to retirement, job change, discontinued funding or other reasons, should be communicated to the Staff Scientist as soon as reasonably possible to allow for the completion of work/projects and to allow for career planning. Each party should discuss their plans for length of tenure at NIH.

1. **Additional Considerations**

Social Media: NIH employees may have personal social media accounts, but they must comply with NIH policies [**https://www.nih.gov/guidance-private-account-social-media-use-individuals-nih**](https://www.nih.gov/guidance-private-account-social-media-use-individuals-nih) ). Staff Scientists should have opportunity to *Amend or delete the following points as needed.*

* Create a webpage within the PIs NIH webpage describing their research summary and achievements
* Join NIH Scientific Interest Groups (SIGs) ([**https://sigs.nih.gov**](https://sigs.nih.gov) )
* Be elected and serve on NIH organizations such as the Staff Scientists Organization (SSO), Assembly of Scientist (AoS), etc.

Diversity, Equity and Inclusion (DEI): We are committed to promoting diversity, equity and inclusion in our work environment. Discussion is warranted should the Staff Scientist require accommodations to meet NIH DEI standards.

(<https://www.edi.nih.gov/consulting/reasonable-accommodation/about>).

This Letter of Agreement represents our mutual understanding of the role and responsibilities of the Staff Scientist.

Copies of signed LOA should be kept by all parties and the PI should send a final copy to the AO.

We have read and agree to the LOA above. This LOA may be revised by either party as needed.

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| Staff Scientist Last, First Name  Staff Scientist Signature |  | Date |

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| PI Last, First Name  Principal Investigator Signature |  | Date |