**NIH Office of Intramural Research (OIR)**

**Staff Clinician Agreement**

*Template*

This agreement sets out protected time, independent resources, and travel for [Name, Degree], Staff Clinician in the [Employing Lab or Office], [IC].

All NIH Staff Clinicians are required to have an agreement which includes all 4 sections below and is signed by the Staff Clinician, their supervisor, and the Clinical Director (CD) for the IC of their primary appointment. This agreement is effective on the date signed by the CD. Initial agreements must be completed within 60 days of position start date, or earlier, as feasible. Assistant agreements will be executed within the IC and then must be filed with OIR for record keeping. Agreements for the level of Associate or Senior Research Physician must be executed within 60 days after the date the Deputy Director for Intramural Clinical Research (DDICR) has approved the respective title and the filed with OIR for record keeping. All agreements remain effective until a new agreement is executed.

This agreement is subject to renegotiation at any time and can be re-issued at the time of quadrennial or BSC review but must be re-executed within 60 days upon advancement to the next level of Research Physician. This agreement is based on a good-faith projection of funding as well as specific responsibilities of the Staff Clinician and will be observed by all parties, barring unforeseen circumstances. Activities supported by independent intramural NIH resources allocated directly to a Staff Clinician are subject to BSC review.

**Research Physician Level** ***(selection required):***

Assistant Associate Senior

1. **Division of Effort**
   * Patient care/other service activity (minimum 50% per IPD requirement)
   * Protected time for research activities (specify % of total)
2. **Resources *(as applicable)***
   1. Resources for assigned service duties:
      * Personal office space
      * Clinic/lab space
      * Personnel (direct reports only)
      * Operating expenses
   2. Resources for independent activity:
      * Space
      * Budget and FTE
      * Facility access
3. **Web Presence**
   * Minimum required Web presence is one single page, linked to PI or Office page with picture, short bio, interests, and selected publications.
4. **Training and Training Budget**
   * Resources required for travel, maintenance of certification and licensure as appropriate for Research Physician level.
     + Funding for travel to scientific and clinical meetings (domestic or foreign) per year or dollar travel budget (Sponsored travel does not count against this). Specify dollar amount.
     + Funding for at least one meeting for required maintenance of competence and certification (not capped for those with multiple board certifications to maintain). Specify dollar amount.

***Approvals***

*To execute this agreement, the following signatures are required. Additional signatures may be applied, as per IC preference.*

**Staff Clinician Signature: Date:**

**Name (Printed):**

**Supervisor of Staff Clinician Signature: Date:**

**Name (Printed):**

**IC Clinical Director Signature: Date:**

**Name (Printed):**

***If the IC Clinical Director is also the Supervisor, please check here and sign only under IC Clinical Director***.