

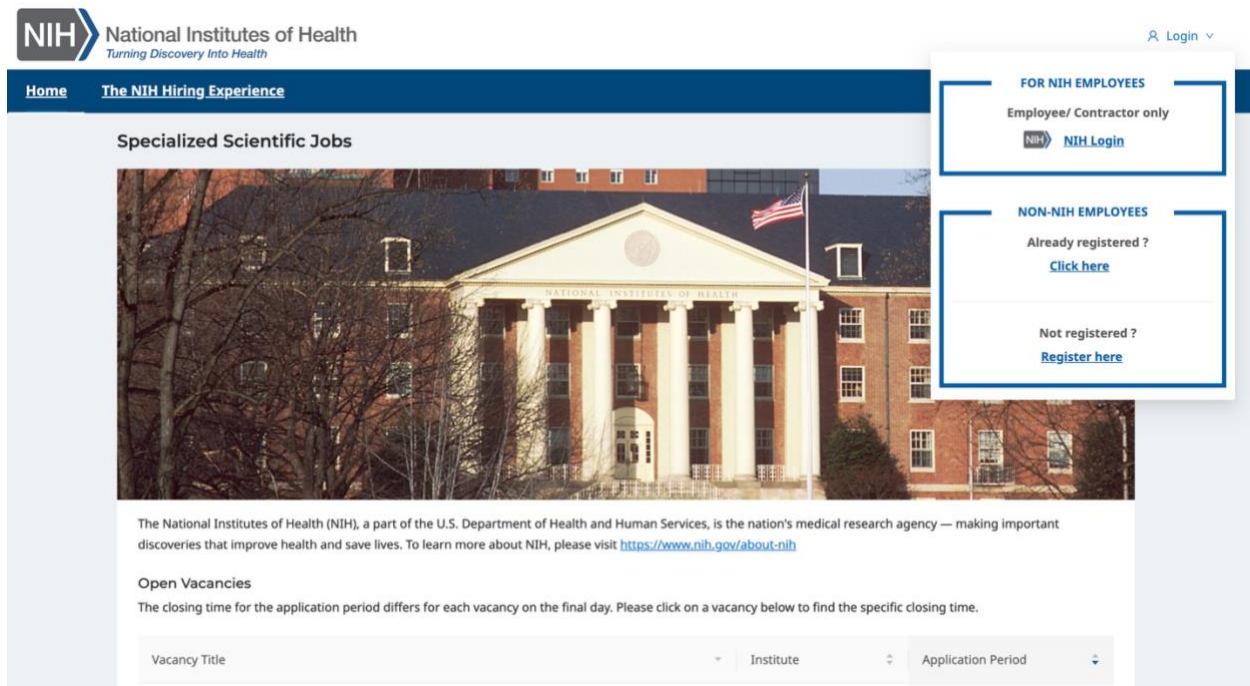
2026 Stadtman Investigator Program Application Guide

Using the Specialized Scientific Jobs (SSJ) System

This guide provides step-by-step instructions for creating an SSJ profile, submitting an application to the 2026 Stadtman Investigator Program, requesting reference letters, and checking the status of your application and reference letters. Please read this guide carefully and follow each step. Applicants are responsible for ensuring that their applications and reference requests are completed by the applicable deadline.

Important: Reference request emails cannot be sent until you submit your application. After submitting, reopen the application and click *Request Reference* for each of your three referees. A submitted application may be edited until September 30 at 11:59 p.m. ET. To provide referees with sufficient time, applicants may submit the application before the final application package is ready, send the reference requests, and replace the uploaded package with the final version before the application deadline.

1. Create an Account or Log In



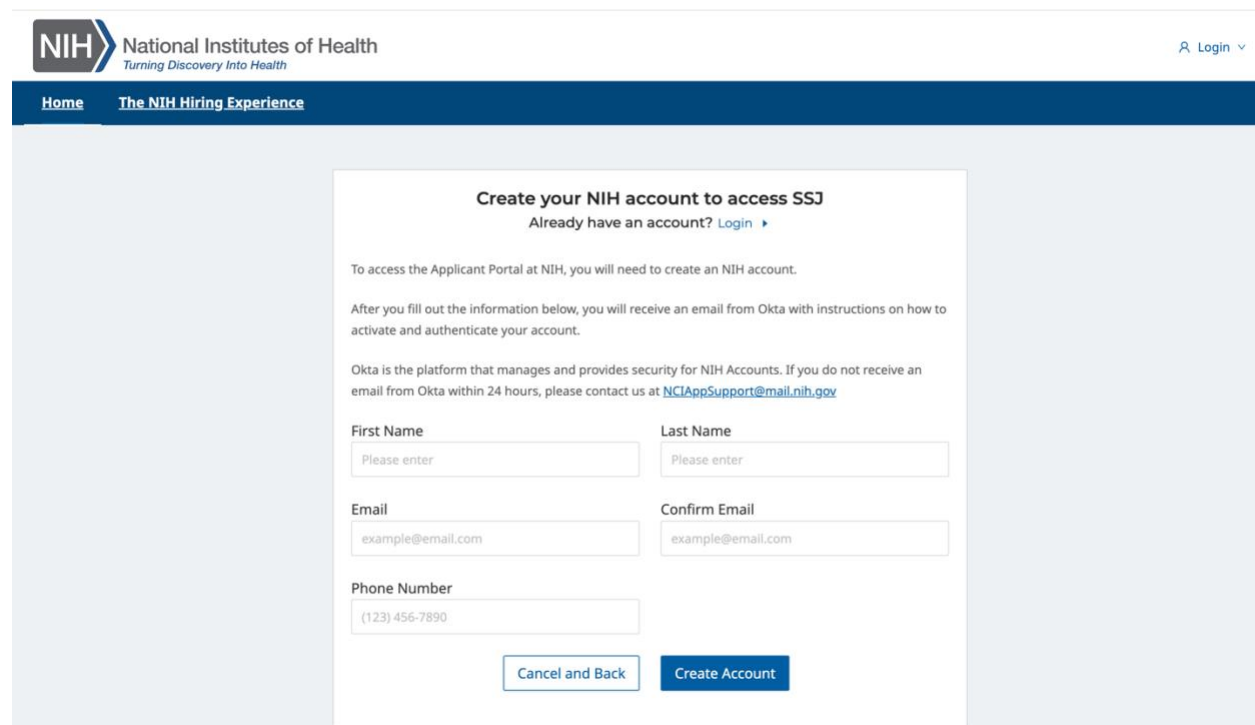
From the SSJ homepage, click **Login** in the upper-right corner.

NIH employees and contractors

Click **NIH Login** under FOR NIH EMPLOYEES and sign in using your PIV card.

Non-NIH applicants

- If you already have an account, click **Click here** under Already Registered?
- If you do not have an account, click **Register here** under Not registered?

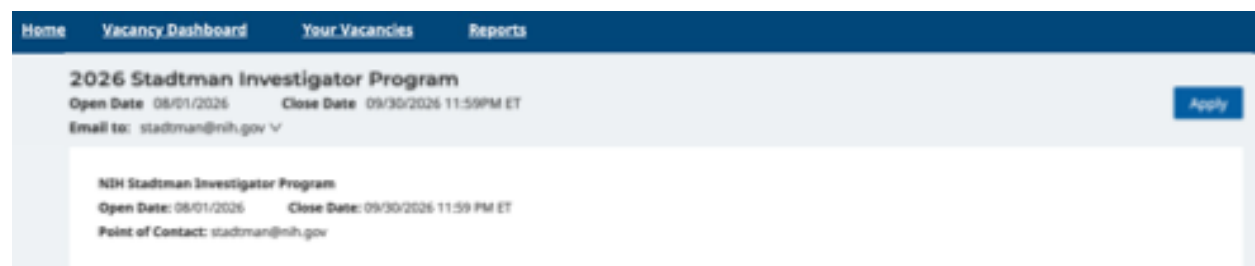


The screenshot shows the NIH account creation page. At the top is the NIH logo and the text "National Institutes of Health" with the tagline "Turning Discovery Into Health". A "Login" link is in the top right. Below the header is a navigation bar with "Home" and "The NIH Hiring Experience". The main content area is titled "Create your NIH account to access SSJ" and includes a link for existing users. It explains that an account is needed for the Applicant Portal and that an email from Okta will be sent for activation. It also provides contact information for support. The form fields include First Name, Last Name, Email, Confirm Email, and Phone Number. There are "Cancel and Back" and "Create Account" buttons at the bottom.

Enter your information and then click **Create Account**. You will receive an email from Okta with instructions to activate and authenticate your account. After completing the activation process, return to the SSJ homepage and log in.

2. Open the Stadtman Vacancy

- 1) Return to the SSJ homepage after logging in or activating your account.
- 2) Under Open Vacancies, click **2026 Stadtman Investigator Program**.
- 3) Review the vacancy information and click **Apply**.



The screenshot shows the "2026 Stadtman Investigator Program" vacancy page. The top navigation bar includes "Home", "Vacancy Dashboard", "Your Vacancies", and "Reports". The main content area displays the program title, open and close dates (08/01/2026 to 09/30/2026 11:59PM ET), and the email address (stadtman@nih.gov). An "Apply" button is in the top right. Below this is a detailed view of the program, including the same dates and contact information.

3. Complete Your SSJ Profile

If your profile is incomplete, a message will appear stating that a completed profile is required before you can apply. Click **Finish Profile**.

Please complete your profile.

A completed profile is required to apply for a vacancy.
Your profile is currently incomplete.
Would you like to finish it now or go back to the home page?

Go Back

Finish Profile

Complete all required profile fields. Required fields are marked with a red asterisk.

Applicant Information

Your user profile stores key details like your name and address which are associated with any applications you submit. This information helps identify open vacancies for which you are eligible, and NIH hiring managers may use it during the review process to contact you.

Basic Information

Let's start with some basic questions. You'll have a chance to review everything before submitting.

* First Name

Middle Name

* Last Name

* Email

Phone

+1

123 456 7890

Business Phone

+1

123 456 7890

* Highest Level of Education

* Are you a US citizen?

☐ Yes ☐ No

Address

Please provide your mailing address.

* Address

Apartment Number or Suite

* City

* State/Province

* Country

* Zip/Postal Code

Save

Click **Save** when the profile is complete. Then return to the SSJ homepage, open the 2026 Stadtman Investigator Program vacancy again, and click **Apply** to begin the application.

4. Complete and Submit Your Application

Upload the Application Package (For detailed application requirements, refer to [the Application Instructions for the Stadtman Investigator Program.](#))

1) Prepare one PDF containing the following documents in this order:

- Cover letter (maximum 2 pages)
- Curriculum vitae, including a complete bibliography
- Research statement (maximum 4 pages, excluding references)

2) The combined PDF should not exceed 50 MB. Under Application Package, click **Upload** and follow the prompts. Uploaded files are not retained with **Save Application**. Submit the application from the Review section to retain the uploaded file.

The screenshot shows the application interface for the 2026 Stadtman Investigator Program. At the top is a navigation bar with links: Home, Vacancy Dashboard, Your Vacancies, and Reports. Below this, the title '2026 Stadtman Investigator Program' is displayed, with a link to 'View Vacancy Details'. The main content area is divided into two columns. The left column contains a vertical progress indicator with three steps: 1. Application Documents (CV, cover letter, and statement of research interests), 2. References (References to support the application), and 3. Review (Review before submitting). The right column is titled 'Application Documents' and contains instructions: 'Please upload the following documents. Each file cannot exceed 1 GB in size. We prefer that you submit documents in PDF (.pdf) format, but we can also accept Microsoft Word (.doc/.docx) format.' Below this, a red warning states: 'Please ensure each of your documents are unique files. Application documents will not be saved unless your application is submitted/finalized on the Review section.' The 'Application Package' section includes an 'Upload' button. Below that, a prompt says 'Select at least one area, no more than 2' followed by a 'Focus Area' dropdown menu. At the bottom, there are three buttons: 'Cancel', 'Save Application' (with a document icon), and 'Next'.

Select Focus Areas

Select at least one and no more than two focus areas that best match your research. The selected focus areas help identify the scientific expertise of the committees that will review the application. Click inside the Focus Area field and choose from the list. Click **Next** to continue.

[Home](#)
[Vacancy Dashboard](#)
[Your Vacancies](#)
[Your Applications](#)
[Reports](#)

2026 Stadtman Investigator Program
[View Vacancy Details ↗](#)

1

Application Documents

CV, cover letter, and statement of research interests

2

References

References to support the application

3

Review

Review before submitting

Application Documents

Please upload the following documents. Each file cannot exceed 1 GB in size. We prefer that you submit documents in PDF (.pdf) format, but we can also accept Microsoft Word (.doc/.docx) format.

Please ensure each of your documents are unique files.
Application documents will not be saved unless your application is submitted/finalized on the Review section.

Application Package

⬇️ Upload

Select at least one area, no more than 2

* Focus Area:

Cancel

Biochemistry/Proteomics/Metabolomics
Biomedical Engineering/Biophysics/Physics
Cancer Biology
Cell Biology
Chemistry/Chemical Biology/Toxicology
Chromosome Biology/Epigenetics/Transcription
Cognitive Neuroscience
Computational Biology/Bioinformatics/Biostatistics/Artificial Intelligence

Contact System Support
Email: NCIAppSupport@nih.gov
System Support Telephone: 240-276-5541 or toll free: 888-478-4423
Hours: Monday to Friday, 9:00 a.m. to 5:00 p.m. Eastern Time (ET), closed

Enter Reference Information

Enter the required information for three referees. Carefully verify each referee's email address. Reference request emails will be sent to the addresses entered here. Click **Next** to continue.

2026 Stadtman Investigator Program
[View Vacancy Details ↗](#)

✓

Application Documents

CV, cover letter, and statement of research interests

2

References

References to support the application

3

Review

Review before submitting

References

Please provide professional references that can submit a recommendation on your behalf.
Any reference provided can be contacted at any point in the recruitment process.

▽ Reference 1

First Name

Middle Name

Last Name

Please Enter

Please Enter

Please Enter

Email Address

Phone Number

Please Enter

(123) 456-7890

Relationship

Position Title (If Applicable)

Please Select

Please Enter

Organization

Please Enter

Important: Entering referee information does not send a reference request. Requests must be sent separately after the application is submitted.

Review and Submit

Review all application information. Confirm that the focus areas, referee information, and uploaded application package are correct. Use Edit Section to make changes, then click **Submit Application**.

[Back](#)

 [Save Application](#)

[Submit Application](#)

When the confirmation message appears, click **OK**.

 Ready to submit application?

Please ensure that the correct documents have been submitted.

Once the application is submitted, and the close date has been reached, it cannot be edited.

[Cancel](#)

[Ok](#)

Important: A submitted application may be edited and resubmitted as many times as necessary before the application deadline. However, applications cannot be submitted after the deadline.

5. Request Reference Letters

Submitting the application does not automatically send reference request emails. Complete the following steps for all three referees:

- 1) Click **Your Applications** in the top navigation.
- 2) Locate the 2026 Stadtman Investigator Program application and confirm that its status is Submitted.
- 3) Click **Edit** to open the submitted application.
- 4) Scroll to the References section.
- 5) Click **Request Reference** for each referee.

References		Reference Status: 0 of 3	
Reference 1	Request Reference	Reference 2	Request Reference
Name		Name	
		Reference 3	Request Reference
		Name	

Important: Reference request emails are not sent until you click *Request Reference* for each referee. Applicants are strongly encouraged to submit early and send all three requests well before the application deadline.

Resend a request

To resend a reference request, click **Request Reference** again next to that referee, then click **Send Email Again**.

Please note that a reference letter request email may be sent to each referee a maximum of three times in total, including the initial request.

⚠ Reference Letter Collection Email Have Already Been Sent.

Notifications to this reference have already been sent 1 time. Would you like to send another email?

Please note that the application system allows each applicant to send a reference letter request email to each referee a maximum of 3 times in total, including the initial request.

Send Email Again

Cancel

6. Check Application and Reference Status

From Your Applications, the Reference Status column shows the number of letters received, such as 0 out of 3 or 3 out of 3. Open the application by clicking **Edit** to see which individual reference letters have been received.

Applicants should monitor the status and follow up directly with referees as needed. The SSJ system records receipt of the letter; it does not replace communication with your referees.

7. Edit or Withdraw an Application

Edit a submitted application (for example, replace the submitted application package with a revised version or update application information)

- 1) Click **Your Applications** in the top navigation.
- 2) Locate the Stadtman application and click **Edit**.
- 3) Make the necessary changes, return to the Review section, and click **Submit Application** again before the application deadline.

Important: Uploaded files are retained only after submission. Submit the application again after replacing the application package.

Withdraw an application

To withdraw a submitted application, click **Withdraw** in the Actions column and follow the confirmation prompts. A withdrawn application will no longer be considered.

8. Get Help

- For questions about the Stadtman Investigator Program: Email stadtman@nih.gov.
- For technical assistance with the SSJ system:
Email NCIAppSupport@nih.gov, call 240-276-5541, or call toll-free at 888-478-4423. Support hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Eastern Time, excluding weekends and federal holidays.