

ORISE Senior Fellow Appointment Check Sheet

Name: _____
IC: _____
Present Position: _____
Current Salary: _____
Amount and Source of
Outside Support During
Period as ORISE
Senior Fellow: _____

**Please submit the following for review by Office of Intramural Research
(DDIR or designee)**

1. [ORISE Research Participation Programs Selection and Approval Form](#)
2. Recommending Memorandum from the Laboratory/Branch Chief to Scientific Director (SD), including:
 - a) Brief summary of the individual's scientific background
 - b) Discussion of the planned training/re-training experience
3. CV and bibliography
4. Three letters of recommendation
5. Interagency Agreement (Forms [7600A](#) and [7600B](#))

Please check each item below, denoting that the Senior Fellow meets the listed criteria:

1. The Senior Fellow will be in a training/re-training experience (i.e., the Senior Fellow is not coming to provide a "service" to the NIH).
2. The Senior Fellow must have at least 10 years of relevant research experience beyond the qualifying doctoral degree (e.g., M.D., Ph.D., or equivalent) and must have progressed to the stage of independent investigator.

3. The Senior Fellow has not been at the NIH within the past 2 years in any capacity.
4. Foreign Senior Fellows will incur the 2-year home-country residency obligation by being sponsored by ORISE for the J-1 visa. Other types of visas (e.g., H-1B or O-1 visa) are not available for this appointment.
5. The duration of a Senior Fellow is for one to two years, with a possible terminal third year by exception from the DDIR/designee.
6. Stipend support should be negotiated within the salary range for Senior Research Fellows, as appropriate to the individual's past training and experience, and taking into account any outside support (e.g., fellowship or sabbatical salary).
7. All Senior Fellow appointments must be approved by the Office of Intramural Research (DDIR or designee).

IC Approval by: _____ *(Scientific Director)*

Date approved: _____

Original and Copy to DDIR (Building 1, Room 160) on (Date):

OIR Approval: _____

Date: _____

Approved package returned to IC on (Date): _____

Updated November 5, 2015