



November 2, 2016

From: Michael Gottesman, Deputy Director for Intramural Research, NIH

To: NIH Intramural Scientific Directors and Principal Investigators

Subject: New Policy for Advertising Staff Scientist Positions

As part of improving the NIH Intramural Research Program (IRP) through the IRP Long-term Plan, we have sought advice on improving accessibility to intramural positions from various intramural and extramural advisory groups. A recommended change in policy has been developed, reviewed, and approved by the Board of Scientific Directors for immediate implementation.

**In the future, all IRP Staff Scientist openings will be advertised at a publicly accessible NIH website for a minimum of 30 days prior to selection of a candidate to fill the position. Such advertising can be done, at no cost, through the Office of Intramural Training and Education's jobs website [https://www.training.nih.gov/career\\_services/jobs](https://www.training.nih.gov/career_services/jobs). In addition or alternatively, positions can be posted at the IC's publicly accessible jobs website.**

The primary goal of this new policy is to ensure that all highly-qualified individuals have an opportunity to compete for these highly-sought after Staff Scientist positions. I also hope that broader advertising will increase the diversity of this important segment of our biomedical research workforce. Therefore, all applications received through advertising should be reviewed by the IC responsible selecting official before a decision is made to fill the vacant position. The rationale behind the final decision, as well as the advertising history, should be documented by the selecting official and submitted to the Office of the IC Scientific Director for approval.

All other policies regarding the hiring of Staff Scientists, as described at <https://oir.nih.gov/staff-scientist>, remain in place, including the requirement for a national search for Staff Scientists who would be facility heads or core directors, the review and recommendation of the Staff Scientist candidate by the IC Promotions Committee if the candidate is not selected from a national search, and the requirement for exhaustion of Title 5 when hiring a Staff Scientist 2. This new policy takes effect as of the date of this memo. It will not apply to requests for Staff Scientist appointments which were submitted to the Scientific Director prior to this date.

Please integrate this new requirement into your Staff Scientist selection process.