

NIH Office of Intramural Research (OIR)

ORISE Senior Fellow Appointment

Appointment Checklist

Appointee's Name:

Current Position:

Institute or Center (IC):

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

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

- ☐ 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).
- ☐ 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.
- ☐ The Senior Fellow has not been at the NIH within the past 2 years in any capacity.
- ☐ 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.
- ☐ The duration of a Senior Fellow is for one to two years, with a possible terminal third year by exception from the DDIR/designee.

- ☐ 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).
- ☐ All Senior Fellow appointments must be approved by the Office of Intramural Research (DDIR or designee).

Approvals

IC Approval by (*Scientific Director*):

Approval Date:

OIR Approval by:

Approval Date:

Approved Package Returned to IC on (*Date*):